

Syllabus¹
TECH 4943
SENIOR PROJECT PLANNING SEMINAR
Spring 2019
Ver 1.0

Class Information

Instructor

Instructor: Daniel Kohn

Email: dekohn@memphis.edu

Phone: 678-4515

Office: ET 218

Class Website: <http://www.tech-uofm.info>

Lecture Meetings and Location

Classroom: ET 200

Class Meeting Schedule: Friday 12:40pm – 1:35pm

Instructor Availability

I will be available during posted hours (see website) or by appointment for assistance, consultation and/or advisement

Course Information

Course Description and Purpose

TECH 4943. Senior Project Planning Seminar. (1 hour credit). Methodology related to solving problems in engineering technology culminating in an integrative experience through individual and/or team projects and technical proposal with technical presentation. One lecture hour per week. PREREQUISITE: *ENGL 3603, TECH 3440, students must be within two semesters of graduation, and permission of instructor.*

Course Objectives

- 1) To understand what constitutes an integrative senior project
- 2) To understand the resources necessary to successfully complete a senior project
- 3) To develop a senior project idea.
- 4) To find a faculty member (not the faculty member assigned to TECH 4943) to advise you on your project
- 5) To devise a workable plan (both managerial and technical) and document it in your written Project Proposal
- 6) To present your proposal to the class and faculty in a professional manner

¹ Made Accessible with the help of ETSU's [Accessible Syllabus Template](#)

Other Activities

Several additional activities will take place as a part of this course. Among these will be:

1. Apply for Graduation.
2. A review for Senior Test covering core subjects. You will be tested on Field of Study coursework in TECH 4945, Senior Project.
3. Meet with a representative of Career Services to introduce you to the services that they offer (time permitting).

Communication

All assignments, handouts etc. will be distributed in electronic form from the instructor's website at:

<http://tech-uofm.info/> (under the TECH4943 Link)

Additionally, e-mails will be sent to your University of Memphis e-mail account on occasion. [if you wish to use an e-mail account other than that provided to you by the University, you need to set up forwarding of your University e-mail to another preferred address]

Emailing Instructor/ Project Advisor

If you need to email the instructor for any reason, please:

- Write professionally (no slang, text message shortcuts, etc)
- Put the Class Number in the subject (eg "TECHxxxx – Request a meeting")
- If you are emailing with a technical question about your project, start the email with a brief description of you project (faculty advise many students and they would appreciate a reminder about your project before you jump into a question).
- If you are requesting an appointment, please check the instructor's online schedule and include at least 3 possible meeting times/dates in your 1st email this will cut down on the number of emails to set up the appointment.

Engineering Notebook

You will keep a notebook as a part of your project development activities.

This is not a diary. You will use this journal to document your activities as you develop and research your project ideas and work to produce your written proposal document.

See class website for more information.

Project Approval Form

This form will be submitted on or before the date on the semester calendar on the class website. It is a signed agreement with your "Technical faculty member" and is an agreement that clearly defines the topic, the scope of the project and the project deliverables for your senior project. It will start the process of the delivery of the paperwork assignments in this course.

Written Proposal

This is a comprehensive written proposal, not a memo. The final project will be an extensive document. It will form the basis for your work on the project itself, define the scope of your project, technical background and define the measures of success that will be used in evaluating your final project in TECH 4945. You will be provided with a separate document outlining the requirements for the proposal document. This will be due in mid-April.

Proposal Presentation

You will present your proposal to the class and department faculty. This will be a brief presentation and should concisely outline your project intentions.

Senior Test

As a part of our continuous improvement plan, some of the assessments used include senior testing. This test will cover material from courses in the Core Engineering Technology requirements (TECH 1010, 1521, 1211, 1711, 1811, 2821, 2822, 3044, 3440, 4462, 4381). We will have a review session prior to the test since it may have been some time since the freshman courses. It is your responsibility to review coursework from each of the listed class. **You MUST pass the test with a minimum of 60%.** If time permits you be allowed to retake the test BUT if you can't achieve a 60% you will **fail the course**. As part of your TECH 4945 Senior Project course in the Spring 2017 semester, you will take another senior test covering your specific fields of study, which you are also required to pass.

Attendance and Participation

Class attendance is mandatory. Students are responsible for all materials presented in class whether they have attended or not. If a student misses a class, lecture notes should be obtained from a fellow classmate, not from the instructor.

Evaluation

The course grade will be computed in accordance with the following weighting of each unit:

Engineering Notebook	20%
Final Written Proposal	40%
Proposal Presentation	20%
Attendance/Professionalism	10%
Senior Test (core subjects)	10%

Grading Scale

Final letter grades for the semester will be based on the standard plus/minus grading scale as follows:

Grade	Percentage	Quality Points
A+	97% - 98%	4.00
A	92% - 93%	4.00
A-	87% - 90%	3.84
B+	82% - 88%	3.33
B	77% - 83%	3.00
B-	72% - 80%	2.67

C+	79% - 78%	2.33
C	77% - 73%	2.00
C-	72% - 70%	1.67
D+	69% - 68%	1.33
D	67% - 60%	1.00
F	59% - 0%	0.00

Extra Credit

From time to time, the instructor might offer extra credit opportunities. Extra credit will only apply once a student has proven proficiency in the class material by receiving a C- or above in the class.

Cell Phones

Disruptions to class meetings are to be avoided. For this reason, all cellular telephones are to be turned off before entering the classroom unless your equipment has an inaudible alert feature (vibratory alert). First infractions of this policy will result in a verbal warning; each subsequent infraction will result in a two-(2) percentage point penalty against your final course grade. If required, further action will be taken as outlined in the Student Handbook under the heading "Classroom Misconduct."

Disabilities

Any student who anticipates physical or academic barriers based on the impact of a disability is encouraged to speak with me privately. Students with disabilities should also contact Disability Resources for Students (DRS) at 110 Wilder Tower, 901.678.2880. DRS coordinates access and accommodations for students with disabilities.

Academic Misconduct

Academic Integrity

The Student Handbook of The University of Memphis states that students are expected to conduct themselves with personal and academic integrity. Regardless of these expectations, some students will still "cheat".

Academic Misconduct

The University of Memphis, Code of Student Rights and Responsibilities, defines academic misconduct as all acts of cheating and plagiarism. The full Code of Student Rights and Responsibilities may be found on the University web site by selecting Student Handbook. Academic misconduct will not be tolerated and such acts will result in the pursuit of the strictest possible sanctions against the student

The term "cheating" includes, but is not limited to:

- a. Using any unauthorized assistance in taking quizzes or tests
- b. Using sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments
- c. Acquiring tests or other academic material before such material is distributed by the instructor

- d. Misrepresenting papers, reports, assignments or other materials as the product of the student's sole independent effort
- e. Failing to abide by the instructions of the proctor concerning test-taking procedures (examples include talking, laughing, failure to take a seat assignment, failing to adhere to starting and stopping times, or other disruptive activity)
- f. Influencing or attempting to influence any University employee in order to affect a student's grade or evaluation
- g. Any forgery, alteration, unauthorized possession, or misuse of University documents pertaining to academic scores, including late or retroactive "drop slips" and withdrawal application forms

The term "plagiarism" includes, but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full or clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

It is important for the student to understand that not only is the person who receives unauthorized help guilty of cheating and/or plagiarism so is the party who provides this help. For this reason it is important that you protect your own work so that you do not become an unintentional victim of cheating. DO NOT give others access to your computer files, printouts, lab reports or any other information. Computer printouts that you do not plan to use should be destroyed so that they can not be retrieved from trashcans. In addition, DO NOT save files on the hard drives of lab computers.

Sanctions for Academic Misconduct

Several sanctions are available for cases of Academic Misconduct. These range from exercise of summary discipline in which the student may receive a grade of "F" for either the assignment or the entire course, up to and including expulsion from the University.

Note

The instructor reserves the right to make changes in the above as needed. The instructor also reserves the right to refuse any sloppy, unorganized papers, homework, labs, programs, exams, etc. Take pride in your work and show me that you care. Strive for professionalism at all times.