

MEMORANDUM FOR STUDENTS ENROLLED IN ENGR 1204 – Engineering Graphics

SUBJECT: ENGR 1204 Engineering Graphics Administrative Instructions

1. Welcome to ENGR 1204, Introduction to Engineering. *This course is offered in an online format where ALL of the lectures will be posted online using CANVAS.* The course explores the engineering design process and the various ways that engineers use graphical and other means of communication to relay ideas and key concepts in engineering.
2. In this course, we will examine the engineering design process, utilize technical and graphical communication skills, and develop skills in computer aided drafting in two and three dimensions. The formal description of the course reads: *“Introduction to computer-aided drafting using CAD software and sketching to generate two and three-dimensional drawings based on the conventions of engineering graphical communication; topics include spatial relationships, multi-view projections and sectioning, dimensioning, graphical presentation of data, and fundamentals of computer graphics.”*
3. The course is structured in 12 chapters of content that each are designed to span a one-week duration. In each of those chapters, there will be multiple short video lessons that can be viewed on-line, followed by a homework that can expand on the topics of the lesson.
4. Students who complete this course should be able to:
 - a. Discuss the basic steps in the design process.
 - b. Demonstrate proficiency in freehand sketching.
 - c. Demonstrated proficiency in geometric modeling and computer aided drafting and design (CADD).
 - d. Communicate design solutions through sketching and computer graphics software using
 - e. Standard graphical representation methods.
 - f. Solve problems using graphical geometry, projection theory, visualization methods, pictorial sketching, and geometric (solid) modeling techniques.
 - g. Demonstrate proper documentation and data reporting practices.
 - h. Complete a project involving creation of 3D rapid prototype models.
5. The office contact information of the instructor is as follows:
Dr. Souliman 903-565-5892, msouliman@uttyler.edu
6. Office hours – Monday and Wednesday: 12:30PM-2:00PM (please email me to RSVP especially if you want to meet via Zoom.).
7. **ACADEMIC DISHONESTY:** Representation of other’s work as your own will not be tolerated. Cheating on examinations, quizzes, and homework and the false representation of work will be interpreted as academic dishonesty. Academic dishonesty will be subject to disciplinary action as outlined by the UT Tyler Student Guide on Conduct and Discipline.

8. Exams and Grading:

<u>Course Points</u>	<u>Points</u>	<u>Grade Scale</u>
Homework Assignments (12x100)	1200	A: 1800-2000
Design Project	600	B: 1600-1799
Professional Practice Grade	200	C: 1400-1599
Total	2000	D: 1200-1399
		F: <1200

9. Homework and Assignments:

All homework is mandatory and becomes part of your grade, failure to submit any required homework will result in an incomplete. As an engineer your goal is to make a clear, logical, and professional presentation of your work, which is both accurate and correct. As such both your presentation and the accuracy of your work is important, and both will be graded. It is critical that you show all of your work and leave “foot prints” so that it can be easily followed. No guess work should be required to see what you did. All submissions are due at the beginning of the class on the due date. Additional guidance:

- 1) Late Submissions. It is a basic principle of professionalism that **“Professionals are not Late.”** A “COORDINATED LATE” submission occurs when you will miss the due date for a graded homework assignment and you contact me in advance. Notification immediately before the submission will not suffice. Point cuts up to the amounts below may be assessed for a “COORDINATED LATE” submission:

1. 0-24 hours late a deduction of 25% of the earned grade
2. 24-48 hours late a deduction of 50% of the earned grade
3. More than 48 hours late No credit. **Assignments must still be submitted.**

Obviously, there are circumstances that will occur and make a timely submission impossible and I will work with you when and if they occur.

- 2) All homework in this course must be properly documented. As you are having your work reviewed it is likely that you might receive help from your classmates, just simply document it. Information from the course textbooks (equations and outlines of procedures), class notes, or me is considered immediately available to all students and need not be acknowledged or documented. **YOU ARE REQUIRED TO ACKNOWLEDGE AND DOCUMENT ALL OTHER ASSISTANCE AND REFERENCES USED.** Documentation will be accomplished in accordance with any manual for writing, footnote or endnote, for papers, but for written homework, just place the documentation right at the point you received help using “Who and what” assistance.

Doing the assigned reading prior to class will help you to understand the material presented during the instruction and will fill in gaps for things we do not cover (***I will not cover everything***). It will also make you more familiar with terms and concepts to be covered.

Regards and Welcome!
Dr. Mena Souliman

ENGR 1204 COURSE SCHEDULE

Date	Chapter No.	Topic
8/24	0	Getting Started
8/31	1	AutoCAD Fundamentals
9/7	2	Basic Object Construction and Dynamic Input
9/14	3	Geometric Construction and Editing Tools
9/21	4	Object Properties and Organization
9/28	5	Orthographic View in Multiview Drawings
10/5	6	AutoCAD 2D Isometric Drawings
10/12	7	Basic Dimensioning and Notes
10/19	8	Templates and Plotting
10/26	9	Parametric Drawing Tools
11/2	10	Auxiliary Views and Editing with GRIPS
11/9	11	Section Views
11/16	12	Assembly Drawings and Blocks
11/23	---	Thanksgiving Holiday
11/30	---	Course Review and Project Discussion

University Policies and Information

Withdrawing from Class - Students you are allowed to [withdraw \(Links to an external site.\)](#) (drop) from this course through the University's [Withdrawal Portal \(Links to an external site.\)](#). Texas law prohibits students who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at other 2-year or 4-year Texas public colleges and universities. Make sure to consider the impact withdrawing from this class has on your academic progress as well as the financial implications. We encourage you to consult your advisor(s) and financial aid for additional guidance. CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see the [Tuition and Fee Refund Schedule \(Links to an external site.\)](#). CAUTION #2: All international students must check with the [Office of International Programs \(Links to an external site.\)](#) before withdrawing. All international students are required to enroll full-time for fall and spring terms.

Final Exam Policy: Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members are required to maintain student final examination papers for a minimum of three months following the examination date.

Incomplete Grade Policy: If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in lieu of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all course work or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor; and (c) the student presents these reasons prior to the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average for a student.

The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to complete all of the work for the course within the time limit, then the instructor may assign

zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has not been assigned within one year, then the Incomplete will be changed to an F, or to NC if the course was originally taken under the CR/NC grading basis.

Grade Appeal Policy: - UT Tyler's Grade Appeal policy requires the completion of a Grade Appeal form for this action to take place. The grade appeal begins with the instructor of your course. If you do not agree with the decision of the instructor, you may then move your appeal to the department chair/school director for that course. If you are still dissatisfied with the decision of the chair/director, you may move the appeal to the Dean of the College offering that course who has the final decision. Grade appeals must be initiated within sixty (60) days from the date of receiving the final course grade. The Grade Appeal form is found on the [Registrar's Form Library. \(Links to an external site.\)](#)

Disability/Accessibility Services: The University of Texas at Tyler has a continuing commitment to providing reasonable accommodations for students with documented disabilities. Students with disabilities who may need accommodation(s) in order to fully participate in this class are urged to contact the Student Accessibility and Resources Office (SAR) as soon as possible to explore what arrangements need to be made to ensure access. If you have a disability, you are encouraged to visit the [SAR Portal \(Links to an external site.\)](https://hood.accessiblelearning.com/UTTyler/) (<https://hood.accessiblelearning.com/UTTyler/> [\(Links to an external site.\)](#)) and complete the New Student Application. For more information, please visit the [SAR webpage \(Links to an external site.\)](#) or call 903.566.7079.

Military Affiliated Students: UT Tyler honors the service and sacrifices of our military affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with me if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make me aware of any complications as far in advance as possible. I am willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. Campus resources for military affiliated students are in the [Military and Veterans Success Center \(MVSC \(Links to an external site.\)\)](#). The MVSC can be reached at MVSC@uttyler.edu, or via phone at 903.565.5972.

Academic Honesty and Academic Misconduct: The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy \(Links to an external site.\)](#) in the Student Manual Of Operating Procedures (Section 8).

FERPA - UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in [University Policy 5.2.3 \(Links to an external site.\)](#). The course instructor will follow all requirements in protecting your confidential information.

COVID Guidance

Information for Classrooms and Laboratories: It is important to take the necessary precautions to ensure a healthy and successful year. UT Tyler continues to urge you to protect yourselves against the flu, COVID and any new threats that may be developing. Be diligent about preventive measures such as washing hands, covering sneezes/coughs, social distancing and vaccinations, which have proven to be successful in slowing the spread of viruses. Encourage those who don't feel well to stay home, and if they show symptoms, ask them to get tested for the flu or COVID. Self-isolation is important to reduce exposure (CDC quarantine/isolation guidelines). Please work with your faculty members to maintain coursework and please consult existing campus resources for support.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

Recording of Class Sessions: Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

Absence for Official University Events or Activities: This course follows the practices related to approved absences as noted by the Student Manual of Operating Procedures ([Sec. 1 -501 \(Links to an external site.\)](#)).

Absence for Religious Holidays: Students who anticipate being absent from class due to a religious holiday are requested to inform the instructor by the second class meeting of the semester.

Campus Carry: We respect the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>.