

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 a hybrid format where most of the lectures will be posted online using CANVAS (asynchronous) with 3 to 5 live Zoom lessons (synchronous).* 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. The course will be taught with a team of four Instructors – Dr. Mena Souliman (Major instructor), Dr. Michael McGinnis, Mr. Joe Boylan, and Ms. Tanya Larson.
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 11 “Lessons” of content that each are designed to span a one-week duration. In each of those lessons, there may be a video lesson that can be viewed on-line, a comprehension quiz, an assignment, and one or more additional learning activities that can expand on the topics of the lesson. Finally, there will be a discussion board associated with the class that will allow you to exchange ideas with other students and the professors.
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.
 - i. Function as part of a design team as a team leader and as a team member.
5. The office contact information of the major instructor is as follows:
Dr. Souliman 903-565-5892, msouliman@uttyler.edu
6. Virtual office hours – To be announced via the course web site in Week 1.
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/Quizzes	400	A: 900-1000
Design Project	300	B: 800-899
Professional Practice Grade	100	C: 700-799
Final Exam	200	D: 600-699
Total	1000	F: <600

If you do not actively participate in the design projects or get less than 65% on all individual events, you may fail the course, **regardless of your course grade**. Final grades are only A, B, C, D, F. Therefore, a C- is a C for a final grade. This distribution is to graphically remind you of how well you are doing.

The Final Examination is closed notes.

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

UNIVERSITY POLICIES AND ADDITIONAL INFORMATION

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over 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>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. (For Fall, the Census Date is Sept. 12.) Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date (Sept. 12th) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.

- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid State-Mandated Course Drop Policy

Texas law prohibits a student 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 another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Student Accessibility and Resources

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the [Student Accessibility and Resources \(SAR\)](#) office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

- ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by SafeAssign™, available on Blackboard.

UT Tyler Resources for Students

- [UT Tyler Writing Center](http://writingcenter@uttyler.edu) (903.565.5995), writingcenter@uttyler.edu
- [UT Tyler Tutoring Center](http://tutoring@uttyler.edu) (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- [UT Tyler Counseling Center](http://counseling@uttyler.edu) (903.566.7254)

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.

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ENGR 1204 COURSE SCHEDULE

Date	Lesson No.	Topic
8/25	1	Course Introduction (<i>Zoom synchronous</i>)
9/1	2	Engineering Design Process (Online- <i>asynchronous</i>)
9/8	---	Engineering Design Process-continued (Online- <i>asynchronous</i>)
9/15	3	Design model to design drawing (Online- <i>asynchronous</i>)
9/22	4	Key Facets of the design drawing (Online- <i>asynchronous</i>)
9/29	5	Projections (Online- <i>asynchronous</i>)
10/6	6	Introduction to AutoCAD (Online- <i>asynchronous</i>)
10/13	7	Drafting tools in AutoCAD (<i>Zoom synchronous</i>)
10/20	8	AutoCAD deep dive 1: Dimensions, layers, and more (Online- <i>asynchronous</i>)
10/27	9	AutoCAD deep dive 2: Plan and project (Online- <i>asynchronous</i>)
11/3	----	Project Drawing Work Session (<i>Zoom synchronous</i>)
11/10	10	Introduction to Inventor (Online- <i>asynchronous</i>)
11/17	11	Drafting tools in Inventor (Online- <i>asynchronous</i>)
11/24	---	Thanksgiving Holiday
12/1	---	Project Drawing Work Session and Final Exam Review (<i>Zoom synchronous</i>)
TBD		Final Exam