



Southeastern Louisiana University

Dual Enrollment - Course Syllabus Fall 2024

Engineering Technology (ET) 1000: Introduction to Engineering Technology

I. Course details:

Text book: Pearson eText is provided through Canvas and a hard copy can be obtained from the bookstore rental.

Stephan, Bowman, Park, Sill, and Ohland, “Thinking Like an Engineer – An Active Learning Approach”, 5th edition, Pearson/Prentice Hall, ISBN: 978-0- 13-693220-8 + Additional notes.

II. Instructor: Ms. Samantha Daw Taylor

Office: CSTB 3033

Office Phone: (985) 549-3159

Email Address: Samantha.taylor-5@selu.edu

Office Hours: Monday & Wednesday – 7:30am to 9:15am, 11:00am to 12:15pm,
(Lunch 12:30pm-1:30pm)

Tuesday & Thursday – 7:30am to 9:15am, (Lunch 12:30pm-1:30pm)

Monday thru Thursday after 3:15 pm by appointment only

III. Course Description:

Introduction to a broad range of engineering technology topics and fields, such as mechanical design, engineering materials, machining, computers and programming, data analysis and graphing, robotics, and communications, discussion includes the roles, duties, responsibilities, professional ethics, professionalism, fundamental skills and knowledge required of engineering technologists.

IV. Course Objectives:

1. To provide students with an understanding of engineering technology as a career.
2. To provide students an introduction to the roles, duties and responsibilities, fundamental skills and knowledge required in engineering technology careers in the modern industry.
3. To familiarize students with the major tools and techniques utilized by engineering technologists, such as the calculator and personal computer, programming, data analysis and graphing.
4. To provide students with an awareness of the importance of professional ethics and professionalism.
5. To provide students opportunities in written and oral technical communications on topics from engineering technologies.
6. To provide students opportunities and facilities for class projects in engineering technology-related topics, e.g., robotics and energy technologies.

V. Course Information:

1. **Internet Access and Computing Facilities:** Internet access is required for submission of assignments, Canvas use, and class communication. The university provides internet access on its facilities but is not responsible for such provisions outside its premises or for any associated costs for third party services. Students are expected to check their SELU-provided email accounts, as well as the class web site on **Canvas, at least once every class day**, more often if possible. **MyLabEngineering (Pearson – Mylab) portal will be used for some homework and as the E-text in this class.** Failing to register to the portal on time might result on losing the ability to earn credit for class work. The registration process for the system will be explained by the instructor in the class and through emails. However, it's the student responsibility to follow the registration procedures, check that his/her grades are properly recorded and notify the instructor about any problems. Failure to maintain an adequate off-campus work environment will not be accepted as an excuse for late or incomplete work.
2. **Email Communication:** Email is the preferred communication method for this class. However, questions over the phone and/or online chat are also welcomed during the instructor's office hours. As much as possible, the instructor will be responding promptly to emails on weekdays (Mon-Th) mornings and afternoons (typically within 2-4 hours depending on classes schedule). All emails should be checked within 48 hours at most. You may expect longer response times for emails received after 5:00pm or on weekends and Holidays. University e-mail policy reads (in part) as follows, "[Faculty] Uses of non-Southeastern email addresses for communication with students regarding University business or educational matters are not acceptable...." In compliance with this policy, please use only your SELU email address when contacting the instructor about the course. The instructor is not obligated to respond to email addresses outside the domain of the university when personal non-catalog information about students is involved. Recall that your SELU email accounts are accessible through the Internet via "Web-Mail" which can be reached from the SELU homepage: <http://www.southeastern.edu>.
3. **Assignments:** There will be a number of assignments called ICAs (In Class Assignments/Activities) for this class. Exact requirements and due date will be given with each assignment. All assignments must be submitted electronically through the Canvas webpage. Assignments which are late, and without receiving the consent of the instructor prior to the due date, will receive reduced credit, normally 10% less each day past the due date. However, assignment submitted later than 3 days after the due date (or as specified by the instructor) will receive no credit.
4. **Attendance Policy:** Excessive unexcused absence of classes may affect the final grade of the class. In particular, excessive unexcused absences are considered 10% of the total classes, which for this semester and class are three (3) classes. Do not assume that you will be automatically withdrawn from class for non-attendance. Keep in mind that you will miss material that is only available in class, and classroom participation is crucial to your success in this class. In the event of an excused absence, you are responsible for providing acceptable documentation and planning for making up for the lack of participation. Every student is responsible for anything covered in class, even if it is not in the text. This includes announcements of assignments or test dates, so if forced to miss class, be sure to contact the instructor and ask to be informed of those announcements.
5. **Withdrawal Policy:**
Students will not be automatically withdrawn for non-attendance or non-participation. Students wishing to withdraw from a course are responsible for completing withdrawal forms before the deadline. The withdrawal deadline for the course is **TBD**.

6. Accommodation of Disabilities: If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Student Accessibility Services at Tinsley Hall room 102, by email at (accessibilityservices@selu.edu), or by phone at (985-549-2247). No accommodations are guaranteed without documentation from the accessibility office. The deadline for registering or making accommodation changes is two weeks prior to the start of the Final Exam period. Any requests received after the deadline will generally be considered for the following semester.
7. Class Decorum: Free discussions, inquiries, and expressions are encouraged in this class. Classroom behavior that interferes with either (a) the instructor's ability to conduct the class or (b) the ability of students to benefit from the instruction is not acceptable. Examples may include routinely entering class late or departing early; use of beepers, cellular telephones, or other electronic devices; repeatedly talking in class without being recognized; talking while others are speaking; or arguing in a way that is perceived as "crossing the civility line". Using computers, cell phones, tablets and other electronic devices including music players and headphones is prohibited in the classroom except if it is required for in-class activities approved by the instructor. In the event of a situation where a student legitimately needs to carry a beeper/cellular telephone to class, prior notice and approval of the instructor is required. Moreover, civility is expected in your online communications and website submissions. Offensive themes and language, "adult" materials, or obscenity is not appropriate in materials submitted for this class.
8. Sexual Misconduct: If you are the victim of a sexually oriented crime, please be aware that the University Policy regarding Victims of Sexual Misconduct is located online at http://www.southeastern.edu/resources/policies/assets/sexual_misconduct.pdf as well as at page 68 in the University Student Handbook at http://www.southeastern.edu/admin/stu_affairs/handbook/index.html . The policy includes definitions of the various sexually oriented offenses prohibited by Southeastern as well as the reporting options for victims and the process of investigation and disciplinary proceedings of the university. For more information, log onto http://www.southeastern.edu/admin/police/victims_soc/index.html .
9. Electronics: Using computers, cell phones, tablets and other electronic devices including smart watches and headphones is prohibited in the classroom except if it is required for in-class activities approved by the instructor. In the event of a situation where a student legitimately needs to carry a cell phone to class, prior notice and approval of the instructor is required.
10. Tobacco use: Beginning August 1, 2014, cigarettes, cigars, chewing tobacco and electronic cigarettes "VAPES" will have no place on the Southeastern campus when the university officially becomes tobacco free. Tobacco Free Policy: http://www.southeastern.edu/resources/policies/assets/tobacco_free.pdf
11. Children in Class: It is the policy of the University that the classroom is not a place for children, and that students are not to bring their family members for day care or babysitting.
12. Plagiarism: In the event that essays or papers are required as part of any assignment in this class, you should be aware that plagiarism will not be tolerated, and may be detected through the use of plagiarism software. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers.
13. Changes in Requirements: Due date changes, test postponements, etc. will be announced on Canvas or through Southeastern email. In case of emergencies, I may attempt to contact you by phone, so please make sure that I have your phone number, and let me know if it changes. This syllabus will be posted on the class Canvas page, and that copy will always be the official copy, even if changes are necessary.

14. **Important dates:** Check the academic calendar (http://www.selu.edu/admin/rec_reg/calendar/)
The following dates should be noted:

- **TBD**

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VI. Evaluation Procedure

- A. **Grade Calculation:** Your grade will be calculated according to the following point distribution:

30% Assignments (My Lab Homework and ICAs) and quizzes
15% Discussions and online/in-class activities.
15% Participation, Projects, and attendance.
20% Midterm Exam
20% Final Exam

B. **Final grade** will be determined as weighted average calculated based on the grades posted on Canvas system. Grades will be computed by a curve method. In the event that the distribution does not present enough breaks or if it has too many breaks, letter grades should be approximately expected according to the following chart which is only given as an indication of probable expectations:

A	B	C	D	F
90-100	80-89	70-79	60-69	0-59

- C. **Late Assignments:** Assignments are due at the time specified in each assignment. Late assignments will receive a 10% penalty for each day of being late. No credit will be given to for assignments submitted 3 days later than the due date (or as specified by instructor).
- D. **Missed Exams/Projects:** Missing exams or final project submission/presentation without an acceptable documented excuse may lead to automatic failure of the class. The student shall email the instructor within 24 hours of missed Test or Exam to arrange a make-up. The times and dates will be determined by the instructor.

VII. Academic Integrity:

Learning is a social experience, and I wouldn't dream of trying to change that. Studying with friends, and talking among yourselves about how to attack a problem is important to success in this class. But if you don't do your own thinking -- if you only take from these discussions, and never give -- then you won't understand well enough to function as a professional and will not perform on tests. Make sure that your work is your own, because you might have to pass a quiz over the content of your assignment to receive credit. **If a project is supposed to be done by a group, it will be specifically announced that way.** And if you need further help, please talk to me. I'll try to be as accessible as possible. If you can't make my office hours, send me an email – if I'm not covered up with something, I'll be glad to work with you. And if we need to, we can make a special appointment.

VIII. Course Calendar **Tentative and subject to change**

The following table shows the calendar and assignment schedule for the course. Please note it is tentative and subject to change. **If a change is necessary, it would be communicated in advance by your instructor.**

Chapters/Topics	Assignments/Activities *
Course setup – Course Overview	Set Up E-Text and Syllabus Review
(CH1) Technology as a career	ICA and online discussion
(CH2) Ethics	Quiz Ch. 1 - ICA and online discussion
(CH3) Teamwork – Design Process	Project “Bridge” & Presentation
(CH5) Notation – Engineering VS. Scientific	ICAs and online discussion
(CH7) Unit conversions and dimension - Mass and Weight	ICAs
(CH7) Unit conversions and dimension - Mass and Weight	ICAs and Homework
Chapter 7 - QUIZ	Review Packet ICA/HW & QUIZ
Midterm Exam	Chapters 1, 2, 3, 5 & 7
(CH8) Force, Specific Gravity & Density	ICAs and online discussion
(CH8) Force, Specific Gravity & Density	ICAs and Homework
(CH8) Pressure & Hydrostatic Pressure and Volume	ICAs and Review for Ch. 8 Quiz
Chapter 8 - QUIZ	Review Packet ICA/HW & QUIZ
(CH10) MS-Excel	ICAs and online discussion
(CH10) MS-Excel	ICAs and Review for Ch. 10 Quiz
Chapter 10 - QUIZ	Ch. 10 QUIZ
Final Exam Review	Notebook Check and Final Review
Final Exam See SELU Schedule	TBD