

## Division of Engineering, Computer Programming, and Technology

#### **EGN 1007 – Engineering Concepts and Methods – CRN 25873**

## West Campus – Building 11 Room 243

**Syllabus – Spring 2015**

**Instructor:** Carmen J. Cadenas Vasquez, P.E.

**Email:** ccadenasvasquez@valenciacollege.edu

**Office Hours:** None. Time will be allocated in class for consulting purposes.

**Course Description:** Introduction to computer software applications involving engineering spreadsheets (Excel) and procedural programming (MATLAB) in order to solve a variety of engineering–related problems.

**Prerequisites:** MAC 1105 or higher.

**Class Time:** Monday 10:00 AM to 12:45 PM

**Textbook:** No textbook is required. **A saving device (thumb drive) is highly recommended.**

**Student Performance Assessment and Grading Policy:**

The following grade scale will apply to this class

A: 90 - 100 %

B: 80 - 89.99 %

C: 70 - 79.99 %

D: 60 - 69.99 %

F: below 60 %

Your final class average will be determined using the following weightings:

Lab Assignments: 35%

Quizzes: 35%

Final Exam: 30%

Your grade will be determined by your weighted average. The weight of each component of your grade is listed in the above table. Your weighted average is determined by the following formula. Each grade is expressed as a percentage:

**Weighted Average = (Average Lab Assignment Grade \* 0.35) + (Average Quiz Grade \* 0.35) + (Final Exam Grade \* 0.30)**

DO NOT simply add up the points you have earned on each assignment and divide by the total number of points possible. This is not the correct way to determine your grade in this course.

**Disclaimer:**

Changes in syllabus and/or schedule of assignments may be made at any time during the term by announcement of the instructor. A revised syllabus and/or schedule of assignments may be issued at the discretion of the instructor.

**Attendance Policies:**

Each instructor must exercise professional judgment to determine if a student is actively participating in class. This policy will be used to determine grades as well as administrative withdrawals for lack of attendance.

1. Students may withdraw without academic penalty from any course by the established deadline published in the College’s calendar. This will result in a grade of “W” for the course and will not count against the student’s GPA.
2. It is the responsibility of the student wishing to withdraw from the course to do so by the date published in the College Academic Calendar. Any student wishing to withdraw from the course must do so himself or herself in accordance with current Valencia College procedures.
3. If you do not attend the class within the first days of class, you will be reported during the No Show reporting period (January 21, 2015 through January 30, 2015) and will be withdrawn from the course.
4. Students who abandon the course or do not withdraw themselves by the published deadline are subject to receiving a grade of F.
5. Showing up 15 minutes late or more from class will count as an absence and leaving prior to the end of class (unless agreed to in advance by the instructor) will also count as an absence.
6. It is the student’s responsibility to find out what was covered in class if absent.

**Classroom Policies:**

1. Classroom behavior will be governed by the “Student Code of Conduct”.
2. Turn off cellular phones and beepers before entering the classroom. Do not leave the classroom to answer cellular phone calls unless emergency. Do no text in class.
3. You are encouraged to ask relevant questions during class.
4. Grades will not be disclosed over the telephone or via e-mail, except through your Atlas account.
5. No audio recording or videotaping is allowed in this class.
6. Absolutely, no food or drinks are allowed in the classroom (except on back cabinet).

**Late Work Policies:**

1. All assignments are due at the beginning of the class on the due date. **Assignments** **will not be** **accepted late.** You must submit your work via Blackboard under Assignments. Please do not submit your assignments by any e-mail method.
2. Quizzes and the final exam are given in the classroom and must be submitted via Blackboard during the time assigned to the quiz or exam. **Quizzes or final exam will not be accepted late.**
3. Internet connection/computer problems are not an acceptable excuse for late work. You should have a plan in place for internet/computer access in case your primary method is unavailable. I strongly recommend submitting assignments at least one full day early to allow time to recover from technical problems.

**Assignments, Quizzes and Exam Policies:**

1. Quizzes and the final exam are open book and open notes unless otherwise instructed.
2. **No quiz will be dropped**.
3. **No make-up for quizzes or final exam** without explicit consent of instructor, which will only be granted in case of documented extreme emergency. If you are out of contact and miss a quiz, test or exam due to an extenuating circumstance, I expect you to contact me as soon as possible to discuss the situation. No exceptions will be made to the above policies unless you can provide documentation of the situation that I consider adequate.
4. The lowest assignment grade or one missed assignment will be dropped.
5. You will be graded with zero if you arrive 15 minutes late on the day of a quiz or final exam. Check the class schedule for the tentative dates.

**Other Critical Course Expectations:**

1. I am here to help. Get help EARLY if you are struggling with the concepts. Do not wait for the first test. You should expect to spend at least 3 hours outside of class studying for every hour in class room in order to maximize your chance for success.
2. Check your Atlas account regularly for e-mails from instructor (changes by e-mails possible). Use ccadenasvasquez@valenciacollege.edu for any e-mail correspondence.

**Important Dates:**

See the Academic Calendar: <http://valenciacollege.edu/calendar/>

Monday, January 19th Martin Luther King Jr. Day. No class meeting.

Friday, March 27th Withdrawal deadline for “W” grade.

Monday, March 9th Spring Break. No class meeting.

Monday, April 27th  Final Exam (10:00 am – 12:30 pm).

Monday, May 4th Grades due.

**Students with Special Needs or Disabilities:**

Students with special needs or disabilities who qualify for academic accommodations must provide a Notification to the Instructor (NTI) form from the **Office of Students with Disabilities** and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities (West Campus SSB - Room 102) determines accommodations based on appropriate documentation of disabilities.

Academic accommodations are not retroactive, and will apply only to future assignments. For this reason, it is critically important to discuss these issues with your instructor as early in the course as possible.

**Academic Honesty & Plagiarism:**

1. Each student is expected to comply with the College policy on academic honesty as set forth in the admissions catalog and student handbook. Cheating is prohibited. Any student guilty of dishonesty, plagiarism and/or cheating will receive zero on the test or assignment and the instructor has the right to withdraw the student from the class and recommend expulsion from the program.
2. Submitting identical assignments is considered cheating and can result in a grade equal to zero on the assignment for the students involved or dismissal from the class.

**New Withdrawal Policy:**

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline will receive a grade of “W”. A student is not permitted to withdraw after the withdrawal deadline. A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W”. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F”. For a complete policy and procedure overview on Valencia Policy 4-07 please go to:

<http://valenciacc.edu/generalcounsel/policydetail.cfm?RecordID=75>

**Valencia Student Core Competencies:**

The faculty of Valencia College have defined four Core Competencies that describe the learning outcomes for a Valencia graduate. They are: THINK, VALUE, COMMUNICATE, ACT. These competencies are outlined in the College website.

**Expected Student Conduct:**

Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct.

The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty to leave the class. Violation of any classroom or Valencia’s rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

Each student’s behavior in the classroom or Web course is expected to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No student has the right to interfere with the teaching/learning process, including the posting of inappropriate materials on chat room or Web page sites. The instructor has the authority to ask a disruptive student to leave the classroom, lab, or Web course and to file disciplinary charges if disruptive behavior continues.

**Class Schedule:**

The following is a tentative schedule based upon class needs. The instructor reserves the right to make any schedule changes, if necessary.

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| **Date** | **Lecture on** | **Comment** |
| 01/12/2015 | Excel 1 |  |
| 01/19/2015 | Labor Day | No Class Meeting |
| 01/26/2015 | Excel 2 |  |
| 02/02/2015 | Excel 3 |  |
| 02/09/2015 | Excel 4 | Quiz 1 |
| 02/16/2015 | Excel 5 |  |
| 02/23/2015 | Excel 6 |  |
| 03/02/2015 | Practice Session |  |
| 03/09/2015 | MATLAB 1 | Quiz 2 |
| 03/16/2015 | MATLAB 2 |  |
| 03/23/2015 | MATLAB 3 |  |
| 03/30/2015 | MATLAB 4 |  |
| 04/06/2015 | MATLAB 5 | Quiz 3 |
| 04/13/2015 | MATLAB 6 |  |
| 04/20/2015 | Final Exam Practice Session |  |
| 04/27/2015 | Final Exams Week | Final Exam |