

## Syllabus

## Sophomore Clinic Team

Name	Office	Contact Information
Eric Constans <i>Mechanical Engineering</i>	Rowan 138	256-5349 constans@rowan.edu
Jennifer Courtney <i>Writing Arts</i>	Education 3078	256-4847 courtneyj@rowan.edu
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Paris von Lockette <i>Mechanical Engineering</i>	Rowan 132	256-5341 vonlockette@rowan.edu
Bill Wolff <i>Writing Arts</i>	Education 3075	256-5221 wolffw@rowan.edu

## Sections

Section	Place	Meeting Times	Writing Instructor
01	Writing: ROW 102 Lab: ROW AUD	TR: 3:15-4:30 M: 3:15-6:00 (Lab)	Bill Wolff
02	Writing: ROW 104 Lab: ROW AUD	TR: 3:15-4:30 R: 8:00-10:40 (Lab)	Roberta Harvey
03	Writing: ROW 102 Lab: ROW AUD	WF: 3:15-4:30 M: 3:15-6:00 (Lab)	Roberta Harvey
04	Writing: ROW 104 Lab: ROW AUD	WF: 3:15-4:30 R: 8:00-10:40 (Lab)	Jennifer Courtney
05	Writing: ROW 102 Lab: ROW AUD	TR: 12:15-1:30 M: 3:15-6:00 (Lab)	Bill Wolff
06	Writing: ROW 104 Lab: ROW AUD	TR: 12:15-1:30 R: 8:00-10:40 (Lab)	Jennifer Courtney

## Catalog Description

This course, a continuation of the Engineering Clinic series, provides expanded treatment of the practice of engineering through applications drawn from various engineering disciplines and industry. Project work includes a variety of technical communication topics, analytic and computer-based tools, including the design process, engineering ethics, safety and teamwork. The composition component presents critical thinking, reading, writing, research and argumentation.

**Prerequisites:** 1501.111 College Composition I, 0901.102 Freshman Engineering Clinic II; 1902.200 Physics I; 0704.103 Computer Science and Programming; co-requisite enrollment in--or credit for--1701.235, Math for Engineering Analysis I.

## Course Goals and Objectives

The main goals of the Sophomore Engineering Clinic I are to provide the foundation necessary for students to become:

- creative engineering designers,
- effective engineering communicators, and
- productive team members.

To achieve these goals, students will work in teams on two design projects and complete several written deliverables, most of which are directly associated with the projects. After successful completion of this course, all Rowan engineering students will be able to:

- *Analyze* a communication task and respond effectively within its parameters
- *Present* technical information to different audiences
- *Address* the competing and/or overlapping needs of different readers
- *Locate* appropriate sources using library databases and Internet search engines
- *Analyze, evaluate, and synthesize* information from multiple sources
- *Incorporate* information from sources and cite sources correctly
- *Support* claims with appropriate evidence and reasoning
- *Apply* technical writing skills to present information effectively and ethically
- *Produce* effective writing within in a short time period
- *Work* effectively as a team member on long-term, complex projects
- *Write* collaboratively with team members
- *Generate* multiple engineering design solutions using convergent and divergent design processes
- *Evaluate and benchmark* a design
- *Optimize* an artifact or process using parametric design

## Required Supplies

1. Engineering paper
2. Laboratory notebook (**one per team for each of the two projects**)
3. Loose leaf paper or spiral notebook
4. Binder, folder, or method of your choice for keeping course handouts and notes
5. 2l Coca-Cola product bottles, duct tape, ruler, Sharpie-type marker and a box cutter (weeks 2-4).

## Computer Usage

The engineering computer skills to be applied in the course include: (i) word processing; (ii) spreadsheets; (iii) computer-aided design; (iv) application software; and (v) collaborative writing applications (wiki).

All students are assumed to have a working knowledge of the following software:

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel

For additional software, instruction will be provided. **Students who own laptops are encouraged to bring them to class.**

## Attendance Policy

The success of this course results, in large part, from the establishment of learning communities in which all members participate. Contribution to such learning communities requires attendance and involvement in class meetings. Furthermore, the particular classroom experiences in writing and laboratory courses cannot be duplicated. Therefore, Sophomore Clinic has established the following attendance policy:

- After 3 absences from writing sessions or 1 absence from lab sessions, each additional absence will result in a reduction of the student's final score by 3.333 points. At the discretion of the faculty, students may be counted as absent for missing a portion of a class period. Absences may also affect the student's Professionalism grade.
- **Students absent from more than 6 lectures or more than 2 laboratory periods cannot pass the course.** Such students will receive an F for the semester or may withdraw, if appropriate. They will also be immediately removed from their team and not allowed into the laboratory section.
- Students who are approaching these limits because of serious personal problems or for other reasons should contact the Sophomore Clinic faculty **immediately**. If necessary, the student may be referred to the Student Affairs office. The Student Affairs staff can advise these students as to their rights and obligations and inform them of help that is available.

This policy is established in accordance with university policy (see the *Rowan Undergraduate Catalog*) and with the policy of the Department of Writing Arts. **Please note that in this policy there is no distinction between excused and unexcused absences; all absences count the same.**

## Requirements and Grading

This course is only offered for grade credit. The grade is determined by evaluating the following:

- (10%) Technical report on first project – *Individual*
- (15%) White paper on an engineering problem – *Individual*
- (10%) Progress report on second project – *Individual*
- (20%) Final design report on second project – *Team \**
- (5%) Resume – *Individual*
- (20%) Design product performance on second project – *Team \**
- (10%) Reading responses, quizzes, and/or other in and out-of-class work – *Individual*
- (10%) Professionalism – *Individual*

**\* Grades on team deliverables will be multiplied by a weighting factor, which is explained below under Teamwork.**

**All of the deliverables must be completed to pass the course.** Details on each assignment will be provided by the faculty team well in advance of due dates. Other details about grading and course policies related to grading are provided below.

### *Teamwork*

One of the goals of Sophomore Engineering Clinic I is to strengthen your teamwork skills. Because you will be submitting team-produced assignments and working collaboratively on project-related tasks this semester (including writing in a team wiki), you will be required to evaluate yourself and each of your team members (see the form attached to this syllabus). Based on your ratings, the faculty team will determine a weighting factor to be applied to the grades for each of the team deliverables.

**The weighting factor represents the proportion of credit you deserve for the success of the team deliverable.** Students who are active participants throughout the project and meet their teammates' expectations will receive the grade assigned to the team deliverable. Team members who do not meet expectations will earn a weighting factor less than 100% and receive a lower individual grade than the team grade. Team members who assume leadership roles and whose contributions to the team project exceed expectations, as reflected in ratings of Excellent, may earn a weighting factor greater than 100% and a grade higher than that assigned to the team deliverable.

### *Professionalism*

Your professionalism grade will be equal to your average grade from the rest of the course deliverables, unless there is a compelling reason for it to be higher or lower. Professional behavior includes arriving to class and turning in work *on time*, contributing to class or team activities, and behaving in a professional manner. If you anticipate coming late to or missing class or a team meeting, please inform your instructors and/or team members in advance. It is also your responsibility to find out

from your instructor or team members what you missed. Frequent unexcused absences, disruptive or disrespectful behavior, or failure to fulfill obligations will result in a lowered Professionalism grade.

#### *Safety*

Safety is of critical importance; it will be discussed numerous times throughout this course and in your later engineering courses. You will receive rules and guidelines that must be followed. **Failure to follow safe laboratory practices can lead to accidents that can endanger you and other students.** Unsafe behavior may result in your being asked to leave the laboratory, which will count as an absence for the laboratory period. Repeated unsafe behavior may result in laboratory privileges being revoked. Safety is also an aspect of your Professionalism grade. Note: no open-toed shoes are allowed in the Projects Laboratory (Rm. 146).

#### *Late Work*

You should make every effort to hand in assignments on time. Late papers may be accepted for no more than 50% credit, but you must contact your writing instructor as soon as possible and make arrangements for later submission. Assignments may be emailed **only with permission**. It is your responsibility to confirm that emailed assignments were received and to provide a hard copy. Your Professionalism grade will be lowered if you habitually turn work in late.

#### *Feedback on Drafts*

Throughout the semester, you will receive informal feedback on drafts in progress. If you would like specific feedback on your designs or your deliverables, arrange to meet with faculty. **After you turn in a deliverable, there is no opportunity for revision;** therefore, please be sure you understand all assignment expectations before completing the projects.

### **Academic Honesty**

- It is expected that all work submitted for this course is your own. You are responsible for understanding and adhering to ethical and legal guidelines for the use of information from sources, which will be covered in this course. Unauthorized, unethical, or illegal use of work done by another student or for a previous course will be penalized according to University policy.
- A signature sheet must be attached to each team deliverable. By signing this sheet, you are attesting to having made a contribution to the report, having read the report, and are taking responsibility for the content of the report.
- The Department of Writing Arts does not allow students to turn in the same writing assignment for more than one class. Students must receive express permission of their instructor to submit writing—or a substantial part of a written text—previously submitted to another class. Not doing so is considered academic dishonesty and, following the policies laid out by Rowan, may result in an F for that assignment and possibly an F for the semester.
- Detailed information on the University Policy on academic honesty can be found in the *Student Information Guide*, which can be downloaded at [http://www.rowan.edu/studentaffairs/main\\_office/Publications/Infoguide.pdf](http://www.rowan.edu/studentaffairs/main_office/Publications/Infoguide.pdf)

### **Academic Accommodation**

Your academic success is important. If you have a documented disability that may have an impact upon your work in this class, please contact your writing instructor. Students must provide documentation of their disability to the Academic Success Center in order to receive official University services and accommodations. The Academic Success Center can be reached at 856-256-4234. The Center is located on the 3rd floor of Savitz Hall. The staff is available to answer questions regarding accommodations or assist you in your pursuit of accommodations. We look forward to working with you to meet your learning goals

Name \_\_\_\_\_

Please write the names of all of your team members, INCLUDING YOURSELF, and rate the degree to which each member fulfilled his/her responsibilities in completing their team assignments. For each team member, please cite one or two specific pieces of evidence to support your rating. *These ratings should reflect each individual's level of participation and effort and sense of responsibility, not his or her academic ability.* The possible ratings are as follows:

<b>Excellent</b>	Consistently went above and beyond—tutored teammates, carried more than his/her fair share of the load
<b>Very good</b>	Consistently did what he/she was supposed to do, very well prepared and cooperative
<b>Satisfactory</b>	Usually did what he/she was supposed to do, acceptably prepared and cooperative
<b>Ordinary</b>	Often did what he/she was supposed to do, minimally prepared and cooperative
<b>Marginal</b>	Sometimes failed to show up or complete assignments, rarely prepared
<b>Deficient</b>	Often failed to show up or complete assignments, rarely prepared
<b>Unsatisfactory</b>	Consistently failed to show up or complete assignments, unprepared
<b>Superficial</b>	Practically no participation
<b>No show</b>	No participation at all

<b>Team member:</b>	<b>Rating:</b>
<b>Basis for rating:</b>	
<b>Team member:</b>	<b>Rating:</b>
<b>Basis for rating:</b>	
<b>Team member:</b>	<b>Rating:</b>
<b>Basis for rating:</b>	
<b>Team member:</b>	<b>Rating:</b>
<b>Basis for rating:</b>	
<b>Team member:</b>	<b>Rating:</b>
<b>Basis for rating:</b>	

Your signature: \_\_\_\_\_

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