

HOUSTON COMMUNITY COLLEGE SYSTEM HCCS DE

ENGR 1201 Introduction to Engineering CRN: 29398 Fall 2014

Time : (16 weeks course)

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I will respond to email messages within 24 hours: M-F

For Technical Assistance: 1-866-588-5281

Distance Education Phone: 713-718-5275 (Administrative matters)

On-line tutoring: www.hccs.askonline.net. Available 24/7

Textbook: Studying Engineering; A road map to a Rewarding Career by Raymond B. Landis- (4th edition) ISBN 978-0-9793487-4-7

The book is also available through Amazon.com as a Kindle eBook at a cost of \$9.99.

Course Description

This course is an introductory to engineering course; every thing that you need to know about engineering. The course will teach everything a student needs to know to succeed in engineering school, introduce students to engineering profession. A vivid picture of the vast range of things engineers do, the world changing things some of them have done in the past, the challenges and the creativity that they routinely face on the job. The course will introduce students to the learning process- how it works, when and why it goes wrong and how to avoid the pitfalls that have ensnared generations of engineering students

Course Intent

This course is intended for students to have an insight to what is needed to succeed in engineering profession. It can also fulfill science credits requirements for most colleges and universities.

Course Goal

The goal of this course is to motivate students by a clear understanding of engineering as a profession, be aware of engineering good ethical and professional practice and engage in such practice at all times. The students will be motivated through a clear understanding of the rewards (payoffs) and opportunities (the job functions) that will come to them when personal choices are put forth to studying engineering. Students will be acquainted with the various industrial sectors (e.g., computer, aerospace (NASA), electronic, utility, oil, large constructors, etc.) and of how engineers are utilized in each of these sectors.

New DE Student Userid

Your new student login userid will be your HCC User ID (sometimes referred to as the "W" number). All HCC students have a unique User ID. It is the same number you use for class registration. For students who have taken DE classes in previous semesters, the login will no longer be "firstname.lastname" + the last 2 digit of your SS #.

If you do not know your User ID you can look it up by visiting the HCC home page:

- From www.hccs.edu, under the column "CONNECT", click on the "Student System Sign In" link
- Then click on "Retrieve User ID" and follow the instructions.

Or use the direct link to access the Student Sign In page:

<https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>

The default student password is "distance." Students will then be prompted to change their password after their first login. Please visit the Distance Education (DE) Technical Support website if you need additional assistance with your login.

These new student login procedures apply to classes taught in both WebCT and EO

EARLY ALERT

HCC has instituted an Early Alert process by which your professor may "alert" you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance.

INTERNATIONAL STUDENTS: International Students are restricted to ONLY ONE online/distance education class per semester. Please contact the International Student Office at 713-718-8520 if you have additional questions about your visa status.

DISTANCE EDUCATION (DE) ADVISING AND COUNSELING SERVICES

Much DE student information can be found on the DE Student Services website: de.hccs.edu. Advising or counseling can be accomplished by telephone at 713-718-5275-option #4, via email at de.counseling@hccs.edu, by visiting the Distance Education Office at the HCC Administration Building, 3100 Main Street, 3rd floor and / or through our online request form [AskDECounseling](#). Counselors and Student Services Associates (SSA) can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions can also be scheduled to provide brief counseling and community referrals to address personal concerns affecting academic success. Confidential sessions with the distance education counselors will help

ASKDECOUNSELING FORM

[AskDECounseling](#) is a student services online help form. This is the best and quickest way for students to get accurate assistance with DE registration, enrollment, advising, and counseling. The online help form is simple to fill out, convenient, and readily accessible through the internet.

Students do not have to travel to campus sites, leave work, or wait in an office or lobby to receive assistance. Upon submission, student requests are answered in the order they are received.

DE STUDENT SERVICES

The Distance Education Student Handbook contains policies and procedures unique to the DE student. It is the student's responsibility to be familiar with the handbook's contents and part of the mandatory orientation. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link: <http://de.hccs.edu/de/de-student-handbook>

ONLINE TUTORING

HCC provides free online tutoring in writing, math, science, and other subjects. How to access AskOnline: Click on the Ask Online button in the upper right corner of the Blackboard course listings page. This directs students to the HCC AskOnline Tutoring site:

<http://hccs.askonline.net/>. Use your student ID or HCC e-mail address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service.

SOCIAL NETWORKING

DE students are encouraged to become a fan of [DE on Facebook](http://www.facebook.com/HCCDistanceEd) <http://www.facebook.com/HCCDistanceEd> and to follow [DE on Twitter](http://twitter.com/HCCDistanceEd): <http://twitter.com/HCCDistanceEd>

These social networking sites help DE foster student engagement and provide a sense of community for the online learner. Students will also stay informed about important information and announcements.

LIBRARY RESOURCES

As a DE student you have the same access to first-rate information resources that the HCC Libraries make available to all HCC students. A special website pulls together all the tools DE students will need to get their research rolling. [Library Resources](http://library.hccs.edu/library_services/distance.php) link is specifically for DE students: http://library.hccs.edu/library_services/distance.php

CLASS ATTENDANCE

As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses **must log into their Eagle Online class daily** or they will be counted as absent. Just like an on-campus class, your regular participation is required.

Although it is the responsibility of the student to withdraw officially from a course, the professor also has the authority to block a student from accessing Eagle On- Line (EOL), and/or to withdraw a student for excessive absences or failure to participate regularly. DE students who do not log into their EOL class before the Official Day of Record will be automatically dropped for non-attendance. Completing the DE online orientation does not count as attendance.

Attendance policy

As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log into their EO class or they will be counted as absent. Just like an on-campus class, your regular participation is required.

Although it is the responsibility of the student to withdraw officially from a course, the professor also has the authority to block a student from accessing Eagle On- Line (EOL), and/or to withdraw a student for excessive absences or failure to participate regularly. DE students who do not log into their EOL class before the Official Day of Record will be automatically dropped for non-attendance. Completing the DE online orientation does not count as attendance.

Course Repeater Policy

The State of Texas imposes penalties on students who drop courses excessively. That is, if students repeat the same course more than twice, they have to pay extra tuition. In addition, as of Fall 2007, students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university. To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which professors will "alert" students to Distance Education (DE) counselors when a student is at risk of failing a class because of excessive absences and/or poor academic performance. Students must then contact their DE professor regarding their academic performance or a DE counselor to learn about what, if any, HCC interventions might be available (online tutoring, child care, financial aid, job placement, etc.) to stay in class and improve academic performance.

Students with Disabilities

HCCS is committed to compliance with the American with Disabilities Act and the Rehabilitation Act of 1973 (section 504).

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing etc.) who needs to arrange reasonable accommodation must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Instructors are authorized to provide only the HCC DSSO approved accommodations but must do so in a timely manner. Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance each semester.

Disability Support Services Offices:

System: 713.718.5165

Central: 713.718.6164 - also for Deaf and Hard of Hearing Services and Students

Outside of the HCC District service areas.

Northwest: 713.718.5422

Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest: 713.718.7909

The student must request an accommodation before the start of each semester (as applicable) and should indicate to the DSS counselor when he/she is enrolled in a class. After student accommodation letters have been approved by the DSS office an email confirmation informing them of the Instructional Support Specialist assigned to their professor and that the accommodation letter has been processed. Upon consultation and documentation, you will be provided with reasonable accommodations and/ or modifications.

Also visit the ADA web site at:

<http://www.hccs.edu/students/disability/index.htm>. Faculty Handbook / faculty Orientation is also available at <http://www.hccs.edu/sudnts/disability/faculty.htm>

Academic Honesty

All students are required to exercise academic honesty in completion of all tests and assignments. Penalties for academic dishonesty (cheating on a test, collusion on an assignment, etc.) include, but are not limited to, a reduced grade, a "0" on that test or assignment, a "W" in the course, or an "F" in the course. The use of recording devices, including camera phones and tape recorders, is prohibited in all locations where instruction, tutoring, or testing occurs.

Administrative and Student Withdrawals

For 16 week Fall '14 classes, this date is **October 31st (4:30pm)**. In order to withdraw from a class, students **MUST** request to be withdrawn by notifying the professor. This must be done **PRIOR** to the withdrawal deadline to receive a "W" grade. If a student does not request to withdraw before the deadline, the student must be assigned a letter grade that is earned by the end of the semester (A, B, C, D, and F).

If you need assistance, do not hesitate to contact me (my phone number and e-mail address are listed above). I am here to help you.

Projects

There will be **four Projects** assigned as specified on the schedule. They will be graded for credit; students are strongly encouraged to submit all projects. The effort spent will enable you to perform better in tests and final exam. All projects are to be submitted on the due date as specifies on the schedule. Late submission will attract **10 points** score deduction. All submission should be make on or before 1 pm on the due date.

COURSE SCHEDULE and Date for the Projects, online Tests and Final Examination

Week	Chapter s	Topics to be covered
1	1	Prologue- (8/25- 8/29)
2	1	Keys to success in Engineering
3	2	The Engineering Profession ONLINE TEST #1 -(Sept. 11 - Sept.13) (Prologue, Chapters 1-2)
4		Project #1 - 9/15 - 9/19 Project # due for submission _ Sept 20 at 1 pm
5	3	Understanding the Teaching / Learning Process - 9/22 - 9/26
6	4	Making the Most of how you are taught - Sept. 29 - Oct. 03 ONLINE TEST # 2 (Sept. 25 - Sept. 27) (Chapters 6-7)
7		Project #2 - Oct. 6 - Oct. 10 Project #2 due for submission _ Oct 11 at 1 pm
8	5	Making the Learning Process work for you - Oct. 13 - Oct. 17
9	6	Personal Growth and Student Development - 10/20 - 10/ 24 ON LINE TEST- # 3- Oct.23 - 25 (Chapters 5,& 6)
10		Project # 3 - Oct. 27 - Nov. 1 st Project #3 due for submission _ Nov 1st at 1 pm Last Day for Administrative / Student Withdrawals - Oct 31 st - 4:30 pm
11	7	Broadening Your Education - Nov. 3- Nov. 7
12		Project # 4 - Nov. 10 - Nov. 14
13		Project # 4 - Nov. 17 - Nov. 21 Project #4 due for submission _ Nov 22 at 1 pm
14	8	Orientation to Engineering - Chap 8 - 11/24 - 11/28
15		Review- Chap 7 & 8- (Dec 1 - Dec. 4) FINAL EXAM. Dec. 4- 6. (Chap 7, & 8)

All the on line tests are open or available from 6 am of Thursday to midnight of Saturday. All tests are compulsory for students and will be opened note, book and slides and closed at the specified date shown. Please keep these specified dates in your diary and don't miss any of the test dates.

Exams and Make-up Policy

Examinations consist of three-non-cumulative regular exams plus a final. Make-up exams **will not** be given, so make every effort to take the exams on their scheduled dates.

Please note: 1) All students are required to take the final (no student can be exempted).

2) A student who completes the course by taking the final exam cannot receive a 'W' in the course. A 'W' can only be received on or before the last date of withdrawal.

Grading

- **60%** of your course grade is based on the lecture exams.
 - **Test #1** ----- Prologue, Chapter 1 and Chapter 2
 - **Test #2** -----Chapter 3 and Chapter 4
 - **Test #3** ----- Chapter 5 and Chapter 6
 - **Final Test** -----Chapter 7 and Chapter 8
- **20%** of your course grade is from the final examination taken during the **Dec 4 - 6, 2014** final exam period. The final examination is compulsory for all the HCCS students.
- **20%** of your course grade is from 3 or 4 engineering write-up Assignments, which you will type and submit on the agreed due date. The agreed due date will be communicated to you when the project is opened.

GRADE COMPUTATION:

3 Lecture exams 60 pts (60%)

3 or 4 Engineering Write Up Assignments 20 pts (20%)

Final Examination-Dec 5 - 6, 2014 20 pts (20%)

Total 100 pts (100%)

Overall score = 0.60 (Average of three regular tests) + 0.20 (Average of Three or Four projects) + 0.20 (Final Exam)

The course grade as approved by HCC is then obtained from the overall score:

A = 90 above

B = 80-89

C = 70-79
D = 60-69
F = below 60

ISSUANCE OF EXAM GRADES:

Grades will be posted on the Internet as soon as possible. Go to the course homepage, click "My Grades". This tool will have all your quizzes and exam grades.

Grades will not be posted at any time during the semester. You can check your final grade on the web site www.hccs.edu . The HCC system office will no longer mail the transcripts to you.

Success in this course depends solely on the individual student!

The following are strongly recommended for each student:

- Read and understand all elements of the Syllabus, Distance Education and Student handbooks.
- Give your professor evening (after 9pm or week-ends) phone calls and e-mail.
- Read and comprehend the required chapters in the textbook prior to the exams.
- Successfully complete all requirements of this course as outlined in this document.
- HINT: Work hard from the beginning of the semester rather than playing a "catch-up" game during the second half of the semester.

Important Dates:	
Aug 24	Last Day for drop/add classes online
October 31 before 4:30 pm	Last Day for Administrative and Student Withdrawal
Dec 19	Grades available to students

Important dates

August 24:	Last day for Drop/Add/Swap/Registration Ends (Online only)
August 25:	Regular classes' begin- Drop/Add/Swap
September 1:	Labor Day Holiday_ Offices Closed
September 8:	Official Date of Record
October 31:	Last day for student withdrawals- 4:30pm
November 27 - 30:	Thanksgiving Holiday_ Offices Closed
December 7:	Instruction ends
Dec. 8 - 14:	Final exam begins on HCCS regular class schedule
December 14:	Semester Ends
December 15:	Grades Due by 12:00 noon
December 19:	Grades available to students