

Syllabus Summary

An education isn't how much you commit to memory, or even how much you know.
It's being able to differentiate between what you know and what you don't.

~ Anatole France

The policies for all CES, EG and ENGR courses are summarized below. You are responsible for reading the entire syllabus, including the course specifics, available online in BlackBoard. You will be required to sign a form stating that you have read and understand the complete syllabus.

Contact Information – Main General Engineering Office

Location: 104 Holtzendorff Hall

Hours: M – F, 8 am – 4:30 pm

Phone: 864.656.2541

Attendance

- You will be permitted **three unexcused absences** during the semester. After three unexcused absences, your final grade will be reduced as follows: 4 - 6 unexcused absences: one letter grade; 7 - 9 unexcused absences: two letter grades; 10 or more unexcused absences: final grade = F
- Excused absences include** documented illness, official university functions, court attendance, religious observances, military duty, and funeral attendance. Written documentation is required for the absences to be excused. **The MyCLE absence notification system is NOT an official absence excuse.**
- If you have the flu**, you must issue an official Notification of Absence (NOA) through MyCLE as soon as possible to be considered for an excused absence.
- If you accumulate more than three unexcused absences prior to the final day to withdraw from the course, you may be dropped from class for non-attendance.

Communication with your Instructor

- Office hours for individual courses are listed in the course specifics section. To meet with an instructor, make an appointment via email.
- When emailing your instructor, begin the subject line with the course name (such as CES 102 or EG 208 or ENGR 141). Emails with any other subject line may be deleted unopened.
- Check Blackboard and your email daily for important messages!
- Read all email messages from a professor or academic advisor immediately!

Grades

- Grading scale: A = 90 – 100 B = 80 – 89 C = 70 – 79 D = 60 – 69 F = 0 – 59
- Grades are truncated, not rounded.
- There are no exemptions on the final exam, and the final exam will not replace any other exam grade.
- You must bring your laptop, textbook and iClicker to every class unless instructed otherwise.
- For CES 102, ENGR 130 and ENGR 141, your computer must meet the minimum specifications for Fall 2010 first year students. For EG 208 and EG 210, your computer must meet the minimum specifications for Fall 2009 first year students. Details of these specifications are contained in the full syllabus. If you choose to attempt this course using a computer system that does not have these specifications, no exceptions will be made for computer issues that occur during class or exam periods.

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General Engineering Main Office

Location: 104 Holtzendorff Hall

Hours: M – F, 8 am – 4:30 pm

Phone: 864.656.2541

Office hours for individual courses are given in the syllabus specifics for each course for each semester.

If you would like to meet with a faculty member, you may request a meeting by email. Please provide a list of several times you are available and the nature of the requested meeting to expedite the process. We strongly believe in an “open door” atmosphere and encourage you to drop by our offices with questions; however it is usually most efficient for you to make an appointment. Please understand that due to other commitments on our time we may not be able to meet with you if you just drop in.

All faculty can be reached by calling the main office phone number listed above. Faculty email addresses are listed in the syllabus specifics for each course.

Contacting Your Instructor

Email is the fastest way to reach your instructor.

- When sending a message, please begin the subject line with the course name:

such as... "CES 102" or "ENGR 141" or “EG 208”

Any email that does not contain the proper subject line may not reach your instructor due to mail filtering programs and may not be answered.

- Please include your full name, such as Ima Tiger, in your email name header. In addition to being a courtesy, synonyms such as toughguy@comp.com often are filtered into junk mail. It is also helpful to include enough information that you can be uniquely identified from other students at Clemson. Sending a message signed “Brian” or even “Brian Smith” may lead to confusion. It is often helpful to include your 9-digit CUID number and / or full name to aid in identification.
- You should expect email to be answered during normal working hours (8:00 a.m. – 5:00 p.m. Monday – Friday). Your instructor may occasionally answer email during non-working hours, but you should not expect this; please plan accordingly. Also, due to the large volume of email typically received by professors, you should not necessarily expect a reply in less than 48 hours.
- Important messages from your instructors will be posted on BlackBoard. **You should check BlackBoard at least every other day for announcements.** If an urgent message is posted on BlackBoard, you may receive an email with the subject line: *Important BlackBoard Announcement* from the instructor. In this event, please check BlackBoard as soon as possible.

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Attendance

If the Instructor is Late... Students are expected to wait 15 minutes for the instructor to arrive.

If the Student is Late... Students are expected arrive on time for class. If a student arrives after the professor has begun the instruction for the day, the student will be counted as late. In class periods when attendance is taken as part of the overall grade, the student will be penalized 25 points on the day's attendance for arriving late. Other penalties pertaining to assignments may apply.

Out-of-Class Events

This course requires several hours of work to be completed outside of the classroom, such as project work, team presentations, and departmental tours. These are usually conducted in the evenings. If you have an evening conflict, please make plans now. Only if you feel you have regular evening commitments that are of a higher priority than completing this course requirement should you discuss an alternative arrangement with your professor at least one week prior to the event.

Excused Absences

Excused absences require **written documentation** to be considered excused. **Notifications generated through MyCLE are NOT considered excused until documentation is provided.** If you chose to send an automated absence notification, it is the student's responsibility to follow up with the instructor to discuss the details of make-up work. When possible, students will be expected to attend another section so as to not miss the classroom experience. Examples of excused activities include:

- **Court attendance**, certified by the Clerk of Courts. Students must notify the instructor **as soon as the student is aware** of the court date.
- **Documented illness or injury**. Students must present a written excuse from a physician or hospital **upon returning** to normal activities.
- **Flu**. Students must issue a Notification of Absence (NOA) as soon as possible. If seen by a physician or nurse, students should present a receipt of treatment **upon returning** to normal activities.
- **Funeral services**. Students must discuss this with their instructor **as soon as possible upon being informed** of the funeral arrangements. The instructor may ask for documentation, such as a written excuse from the student's parents or a copy of the newspaper obituary.
- **Military duty**, certified by the student's commanding officer. Students must notify the instructor **as soon as the student is aware** of the activity.
- **Official university function**, such as participating in a professional meeting, campus society activity or athletic team event. Students must present a university-issued excuse from the student group faculty advisor **at least one week prior** to the missed class.
- **Religious observances**. Students must present a written excuse from the student's parents or religious leader **at least one week prior** to the missed class.
- **Unavoidable, unexpected absence**, such as auto accidents. Students must notify the instructor of the circumstances **as soon as possible upon returning** to normal activities. Documentation may be requested by the instructor.

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Unexcused Absences

Emergencies arise, such as your alarm clock did not go off or your car broke down. You should contact your instructor as soon as possible to discuss the possibility of make-up assignments for missing class. Make-up work is allowed by discretion of the instructor and may not be granted in all cases. In some instances, make-up work may be permitted with a penalty. In all instances, required make-up work will be sent via email by the instructor; no verbal make-up discussions will be considered valid unless followed up by an official email.

You will be permitted three unexcused absences during the semester from BOTH lab and lecture combined.

We recommend you plan to hold your unexcused absences in reserve to use in case you get sick. **If you are sick, we ask that you exercise good judgment about exposing classmates and faculty to contagious illnesses.** We allow three unexcused absences primarily for this reason. If you are sick enough to seek medical attention, please ask for these absences to be excused. After three unexcused absences, your final grade will be reduced as follows:

- **4 - 6 unexcused absences:** **one letter grade (such as A lowered to a B)**
- **7 - 9 unexcused absences:** **two letter grades (such as A lowered to a C)**
- **10 or more unexcused absences:** **final letter grade = F**

If you accumulate more than three unexcused absences prior to the final withdrawal date for the term you may be dropped from the class for non-attendance.

Classroom Etiquette

- No eating or use of any tobacco products are permitted in any classroom.
- Cell phones, messaging devices, and music players (MP3, on laptop) should be turned off during class.
- Students should conduct themselves in a professional manner at all times. If behavior in class is disruptive, the instructor reserves the right to ask the student to leave the class.

Documented Disabilities

Reasonable accommodations will be made for students with verifiable disabilities. You must present the official paperwork to the lecture instructor at least one week prior to any activity for which accommodations are required. The lecture instructor will notify your lab instructor.

Students should make an appointment with Disability Services to discuss their specific needs. Student Disability Services is located in G-20 Redfern; phone: 864.656.6848; email: sds-L@clemson.edu. Please be aware accommodations are not retroactive and new Faculty Accommodation Letters must be presented each semester.

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Grades

Grading Scale

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 0 – 59

Grades in General Engineering are TRUNCATED, consistent with Clemson's GPR calculation policy. What this means is: if your final average is 86.3 you will receive a B; if it is 89.6 you will receive a B; if it is 89.9, you will receive a B.

A short story in Reader's Digest in July 1996 makes this point:

A couple of days after taking a final examination, I was disappointed to discover that I was one point short of an A. So I asked my teacher, who was also my varsity football coach, if he could bump my grade up a notch. 'If you run the ball 99 yards and get tackled at the one-yard line,' he replied, 'do you think the referee is going to give you a touchdown?'

Grade Reports

Students are responsible for tracking their own progress in the course. A grade report will be issued three times a semester. For the fall semester, this will occur prior to the first Friday of October, November, and December. For the spring semester, this will occur prior to the final Friday of February, March, and April. For the summer terms, this will occur twice at the instructor's discretion. Some instructors may choose to use other means of informing you about grades, such as the grade book in Blackboard or GEO (General Engineering Online).

Grade Appeals

If there is an issue with any grade, the following policy applies:

- Appeal the error in writing within one week of the assignment or grade report being returned to the class. All written appeals must be submitted in hardcopy using the "Grade Appeal Form", which can be found in the classroom by asking a teaching assistant or instructor, from the main General Engineering Office, or online in BlackBoard. Supporting documentation, when available, must be attached. Appeals issued via email or verbally will not be considered.
- Once the appeal is submitted, it will be reviewed and the student will be notified of the decision in writing within two weeks of appeal being submitted.
- If the situation is not resolved to the student's satisfaction, the student may appeal again to the instructor within one week of receiving the decision.

Exam Procedures

All exams will assess your understanding of the course material and will be cumulative. **There will be no exemptions on the final exam and the final exam will not be used to replace the lowest exam grade.**

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iClicker, Laptop and Textbook Policy

We will be using the iClicker classroom response system. The remote (commonly called a “clicker”) can be purchased at the CCIT Support Center located in the University Union below Harcombe Dining Hall between 8:00 AM and 6:00 PM Monday through Friday. The iClicker remote is not available in the Hendrix Center bookstore. The cost is \$31, including tax, and payment can be made with Tiger Stripe, credit card or check. Please note that the Support Center cannot accept cash.

This is a computer-intensive course. As such, you are expected to own a laptop in compliance with the University and Engineering Specification guidelines and to **bring your iClicker, laptop and textbook to every class** unless otherwise instructed. **Failure to bring these items will result in a penalty of 50 points being deducted from the day’s activity.** If you experience laptop difficulties and require service, you are required to bring written documentation to avoid being penalized.

For CES 102, ENGR 130 and ENGR 141, you are expected to have a computer that contains or exceeds the minimum specifications for laptops purchased by Fall 2010 first year students. For EG 208 and EG 210, you are expected to have a computer that contains or exceeds the minimum specifications for laptops purchased by Fall 2009 first year students. These specifications are given below. If your computer does not meet these minimum specifications, you must upgrade your computer. If you choose to attempt this course using a computer system that does not have these specifications, no exceptions will be made for computer issues that occur during class or exam periods.

Fall 2010 specifications (for CES 102, ENGR 130 and ENGR 141 courses)

Processor: Intel Core i5 Duo	Wireless: Intel N-6200
RAM: 2 GB or more	Video Card: 256 MB discrete graphics card
Hard Drive: 250 GB, 5400 rpm	OS: Microsoft 7 (Note: MacBooks should run a dual boot with Windows)
Ethernet: GB Ethernet	

Fall 2009 specifications (for EG 208 and EG 210 courses)

Processor: Intel Core 2 Duo 2.26 GHz	Wireless: Intel 5100 a/g/n
RAM: 2 GB or more	Video Card: nVidia Quadro NVS 160M 256MB DDR2
Hard Drive: 160 GB, 5400 rpm	OS: Microsoft Vista / Microsoft 7 (Note: MacBooks should run a dual boot with Windows)
Ethernet: GB Ethernet	

While in class, you are expected to conduct only coursework for the class on your laptop. **The unauthorized use of instant messaging, computer games or the internet will result in dismissal from class and a zero will be given for all assignments for that day, including homework, and it will count as an unexcused absence. In addition, if your laptop displays any offensive or vulgar images you will be dismissed from class as described above.** The determination of whether an image is offensive will be made by the instructor and is not open for interpretation.

Many of the lectures in the CES and ENGR courses will be presented by guest speakers. As such, you are expected to behave in a professional manner and give the speaker your undivided attention. **Use of a laptop, sleeping, or working on any assignments not pertaining to the current lecture will result in dismissal from class for the remainder of the time, a zero will be given for the day’s activity, and it will count as an unexcused absence.**

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Policy on Academic Integrity

In accordance with the University policy: “As members of the Clemson University community, we have inherited Thomas Green Clemson’s vision of this institution as a ‘high seminary of learning.’ Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form.”

Further details of this policy can be found in the [Undergraduate Announcements](#) or online at <http://www.registrar.clemson.edu/publicat/catalog> under the heading of Academic Regulations.

Academic Integrity Policy

- A. Any breach of the principles outlined in the Academic Integrity Statement is considered academic dishonesty.
- B. Academic dishonesty is further defined as:
 1. Giving, receiving, or using unauthorized aid on any academic work;
 2. Plagiarism, including copying another’s language, structure, or ideas and attributing it to one’s own efforts;
 3. Attempts to copy, edit, or delete computer files that belong to another person or use of Computer Center account numbers that belong to another person without the permission of the file owner, account owner, or file number owner;
- C. All academic work submitted for grading contains an implicit pledge and may contain, at the request of an instructor, an explicit pledge by the student that no unauthorized aid has been received.
- D. It is the responsibility of all members of the university community to enforce the Academic Integrity Policy.

Procedure for Academic Integrity Violations

The General Engineering faculty does not condone cheating. When cheating is suspected, instructors will take reasonable action to establish whether it actually occurred. If it has, the instructor will apply appropriate disciplinary action. As required by the Academic Integrity Policy, the following policies apply:

- When, in the opinion of a faculty member, there is evidence that a student has committed an act of academic dishonesty, the faculty member shall make a formal written charge of academic dishonesty, including a description of the misconduct, to the Associate Dean for Curriculum in the Office of Undergraduate Studies. The Coordinator of Academic Integrity will then contact the student.
- When, in the opinion of a student, there is evidence that another student has committed an act of academic dishonesty, the student should contact the faculty member for the course to discuss the incident.
- If found guilty of an academic integrity violation, the penalty will include at a minimum a grade of zero on the assignment in question and a 5 point deduction taken from the final numerical grade for the course. The maximum penalty is a grade of F in the course.

Syllabus**So What Exactly is Cheating?****Cheating:**

- Allowing someone else to obtain and use all or part your work.
- Obtaining and using part of someone's work and submitting it as your own, with or without their knowledge.
- Several people completing one assignment and turning in multiple copies, all represented (implicitly or explicitly) as individual work. This includes creating a single spreadsheet, making electronic copies, and changing the name information for submission.
- Stealing an examination or a solution from the instructor or a posting area.
- Telling another student the individual peer evaluation ratings you gave them or asking another student what rating they gave you without instructor mediation.
- Using any part of someone else's work without the proper acknowledgement. This includes downloading information (text or pictures) from the web and not citing the source of the information.
- Conversing by voice or ANY communication device during an exam or quiz.
- Use of notes not authorized by the instructor during an exam or quiz.

Not Cheating:

- Discussion of assignments on a theoretical level to understand what is being asked.
- Getting or giving help on how to solve minor syntax errors.
- Submission of one assignment for a group of students if group work is explicitly permitted.
- Turning in work done with the help of the instructor or designated class assistants.
- Working in a group to understand a problem solving methodology.