

COLLEGE OF ENGINEERING,
COMPUTING AND APPLIED SCIENCES

GENERAL ENGINEERING
COMMON COURSE
SYLLABUS

The policies common to all ENGR courses are described in this document.

Students are responsible for reading the entire syllabus, including these general policies and the course specifics for the particular section and course. The syllabus specifics for the course section may be contained in another file.

Important messages from the instructor will be posted on the course management system. **Students should check the course management system at least every day for announcements.** If an urgent message is posted, students may receive an email generated from the course management system. In such an event, students should read the message as soon as possible.

All schedules, policies, procedures, and assessments for the course are subject to change in the event of extenuating circumstances, by mutual agreement of the students and individual instructor, and/or to ensure better student learning.

CONTENTS

Grades	1
Exams	1
Grade Correction Request.....	1
Previous Work.....	2
Attendance	2
Classroom Etiquette	3
Evening Study Sessions	3
Policy on Academic Integrity	4
So What Exactly is Cheating?.....	4
Procedure for Academic Integrity Violations.....	5
Computer Requirements.....	5
Course Access Accommodations	6
Title IX	6
Copyright Notice.....	6
Special Considerations For Online Courses	7
Special Considerations For Summer Courses	8

Grades

Grading Scale

A = 90 to 100

B = 80 to 89

C = 70 to 79

D = 60 to 69

F = 0 to 59

All grades in General Engineering are **TRUNCATED**, consistent with Clemson's GPR calculation policy. What this means is: if a student's final average is 86.3 the student will receive a B; if it is 89.6 the student will receive a B; if it is 89.9, the student 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. Grades in all ENGR courses are kept using an online grade book in the course management system. The instructor will not issue a separate grade report for midterm grades.

Exams

All exams will assess students' understanding of the course material and will be cumulative. There are no exemptions on the final exam. **All examinations will be conducted with authorized supervision.**

Written exams for some General Engineering courses are not returned to the student. They are available for review by contacting the instructor of the course and making an appointment to review the exam. Any exam review must be completed before the last day to drop a class without a W grade in the next term following the term in which the course was taken. After this deadline, requests to review the exam will be denied.

Grade Correction Request

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

- Describe the issue in writing **within 48 hours** of the grade being recorded. All written appeals must be submitted to your instructor either in hardcopy or via email using the "Grade Correction Request Form", which can be found in the course management system. Supporting documentation, when available, must be attached as hardcopy if submitting a hardcopy Grade Correction form or if submitting electronically as a PDF or picture (.PNG, .JPEG). Hardcopy requests may be submitted to your instructor or the main General Engineering Office located in 104 Holtzendorff Hall. **Requests issued via email without the "Grade Correction Request Form" or requests discussed verbally will not be considered.**
- Once the appeal is submitted, it will be reviewed and the student will be notified of the decision either via hardcopy or email matching the method used to submit the grade correction request within 48 hours of the request being submitted.
- If the situation is not resolved to the student's satisfaction, the student may issue the request again to the Program Director, Dr. Joe Watkins, within 72 hours of receiving the decision. All second requests should be submitted via hardcopy to the main General Engineering Office located in 104 Holtzendorff Hall or via email to Dr. Watkins at rjwatki@clemsun.edu with all previous documentation attached.

This appeals process does not supersede the right for a student to appeal a final grade using the university's formal grievance process.



Previous Work

If a student is repeating a course in General Engineering, none of the student's previous work will be counted in the course except those listed in the course specific syllabus.

Attendance

Students are expected to attend class every day. Students are expected to arrive on time for class.

If a student arrives after the instructor has begun the instruction for the day, the student will be counted as late.

The academic resources of Clemson University are provided for the intellectual growth and development of students. Class attendance is critical to the educational process; therefore, students should attend scheduled courses regularly if they are to attain their academic goals.

If the instructor is late, then students are expected to wait 15 minutes for the instructor to arrive.

If a student is sick, the student should exercise good judgment about exposing classmates and faculty to contagious illnesses.

A student with an excessive number of unexcused absences, with "excessive" defined for the General Engineering courses as four (4) class meetings, may be withdrawn at any point during the term at the discretion of the instructor. Arriving late to a class will count as $\frac{1}{2}$ of an unexcused absence in the course. Attendance policies for a specific course may be more restrictive or include other restrictions for attendance. Consult the individual course syllabus for specifics.

Authorized Absences

In the event of an emergency or excused absence, the student should email or otherwise make direct contact with the course instructor. For planned absences, this would take place preferably at least one week before a class or an exam. For unexpected emergencies, this needs to be done as soon as possible upon returning to normal activities. **Absences require written documentation to be considered excused.** Make-up work will only be accepted without penalty for excused absences.

Notifications generated through MyCLE are NOT considered excused until documentation is provided. If a student chooses to send an automated absence notification using MyCLE, it is the student's responsibility to follow up with the instructor to discuss the details of make-up work. In all instances, required make-up work verification will be sent via email by the instructor; **no verbal make-up discussions will be considered valid unless followed up by an official email.**

Examples of excused activities and possible documentation include:

- **Court attendance**, certified by the Clerk of Courts.
- **Documented illness or injury – Medical treatment received.** Present proof of treatment by a hospital, physician, or nurse.
- **Funeral services.** A copy of the funeral program may be requested by the instructor for documentation.
- **Military duty**, certified by the student's commanding officer.
- **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 organization's faculty advisor.
- **Religious observances.** Students must present a written excuse from the student's religious leader.
- **Unavoidable, unexpected absence or emergency**, such as auto accidents. Documentation may be requested by the instructor, such as a police report.

Inclement Weather Policy

For an exam scheduled at the time of a university closing due to inclement weather, the logistics will be communicated via email and/or course management system within one business day of the weather related cancellation.

Any extension or postponement of assignments must be granted by the instructor via email or course management system within one business day of the weather related cancellation. If no extension or postponement is posted, any hardcopy assignments due at the time of a class cancellation will be due at the next class meeting, and electronic assignment deadlines will remain the same.



Classroom Etiquette

- No eating, use of any tobacco products, or electronic cigarettes are permitted in any classroom.
- Cell phones, messaging devices, and music players should be turned off and stored during class. **A student having a cell phone out during class will be dismissed from class.** Headphones/earbuds should be removed during class.
- **Use of any electronic devices, applications such as instant messaging, social media, or computer games, sleeping, or working on any assignments not pertaining to the current lecture will result in dismissal from class. In addition, if a student's electronic device displays any offensive or vulgar images, the student will be dismissed from class.** The determination of whether an image is offensive will be made by the instructor and is not open for interpretation.
- Students should conduct themselves in a professional manner at all times. **If behavior in class is disruptive or offensive, the instructor reserves the right to dismiss, block or remove the student from the class and any online class materials.** This includes inappropriate comments or behavior toward the instructor or fellow students, both in person and online.

The instructor will maintain a safe learning environment based on mutual respect and civility. All participants in Clemson courses are expected to behave professionally by adhering to these standards of conduct:

- Never transmit or promote content known to be illegal.
- Respect other people's privacy as well as your own.
- Forgive other people's mistakes.
- Never use harassing, threatening, embarrassing, or abusive language or actions.

Repeated misconduct may result in being blocked from online materials, receiving a grade penalty, or being dismissed from the course. Such misconduct may also be reported to officials for appropriate action in accordance with University policy.

If you ever feel as though any behavior is inappropriate or uncomfortable, please first contact your instructor with your concerns.

Evening Study Sessions

For some ENGR courses, extra help is provided for assignments and projects during the evening. These evening study sessions are conducted by the Undergraduate Teaching Assistants, or UTAs. UTAs will attend class during the day with the students and hold evening study sessions available for students from Sunday through Thursday from 7:00 – 10:00 PM in Holtzendorff B003. Actual days and times may vary by course and term; check the syllabus specifics for further details. Students may attend any time during the week that is convenient for the student, and no appointment is necessary. No formal activities are planned; help is provided on an individual (as time permits) or small group basis and is student-driven.

Students should note these evening study sessions are different than one-on-one tutoring or Supplemental Instruction. The UTAs are coaches / mentors in the problem solving process and often help several students at the same time. The UTAs will aid in problem solution checking or with minor questions about procedures. The UTAs will not lecture on material or help if the student has not attempted the assignment; students with major conceptual questions will be directed to contact their instructor. If students wish to have individual attention on a topic or assignment, the use of instructor office hours is the best choice.

Evening study sessions are available on a first-come first-serve basis. If the room reaches capacity, students may be turned away from evening study sessions for safety (room capacity) reasons. Students should plan accordingly, and should anticipate evening study sessions to be unavailable immediately before a large project deadline or examination. Beginning a project just before it is due or attempting to “cram” for an examination, and expecting UTAs to be available during evening study sessions for extensive help, is unrealistic.

Evening study sessions are a service offered by General Engineering to aid student learning. This is an opportunity for students to get help with course materials in the evening. If a student is rude or hostile toward a UTA, the student will be required to meet with the course coordinator or Program Director and possibly banned from further use of evening study sessions. Students are expected to behave in a professional manner at all times.

The course coordinators reserve the right to change the evening study sessions schedule during the semester at their discretion.



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 [Academic Regulations](#). It is the responsibility of every member of the Clemson University community to enforce the Academic Integrity Policy. Any breach of the principles outlined in the [Academic Integrity Statement](#) is considered an act of academic dishonesty. All academic work submitted for grading or to fulfill academic requirements 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.

Academic dishonesty is further defined as:

- Giving, receiving, or using unauthorized aid, including the inappropriate use of electronic devices, on any work submitted to fulfill academic requirements. In examination situations, all electronic devices must be off and stowed unless otherwise authorized by the instructor.
- [Plagiarism](#), which includes the intentional or unintentional copying of language, structure, or ideas of another and attributing the work to one’s own efforts.
- Attempts to copy, edit, or delete computer files that belong to another person or use of computer accounts that belong to another person without the permission of the file owner or account owner.

So What Exactly is Cheating?

Cheating:

- Allowing someone else to obtain and use all or part of 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 but is not limited to creating a single worksheet or program, making electronic copies, and changing the name and/or minor information for submission.
- Conversing by ANY communication method during an exam.
- Use of notes not authorized by the instructor during an exam.
- Stealing an examination or a solution from the instructor’s possession or a posting area.
- 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.

Not Cheating:

- Discussion on a theoretical level to understand what is being asked.
- Working in a group to understand a problem solving methodology.
- 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 by the instructor.
- Turning in work done with the help of the instructor or designated student teaching assistants.



Procedure for Academic Integrity Violations

As required by the Academic Integrity Policy, the following policies apply:

- When, in the opinion of a course instructor, there is evidence that a student has committed an act of academic dishonesty, the instructor must make a formal written charge of academic dishonesty, including a description of the misconduct, to the Associate Dean of Undergraduate Studies. The instructor may, at his/her discretion, inform each involved student privately of the nature of the alleged charge. In cases of plagiarism, instructors may use, as an option, the Plagiarism Resolution Form available from the Office of Undergraduate Studies.
- 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 instructor to discuss the incident.
- If a student is found guilty of an academic integrity violation, the penalty will include at a minimum a grade of zero on the work in question. The maximum penalty is a grade of F in the course.
- If the process of investigating a violation of academic integrity occurs at the end of the semester, a grade of incomplete (I) will be recorded until the matter has been resolved.

Computer Requirements

All ENGR courses are computer-intensive. As such, students are expected to own a laptop in compliance with the University and Engineering Specification guidelines. If a student experiences laptop difficulties and requires service, the student is required to provide documentation to avoid being penalized. Students computers must meet the minimum specifications given below. If a student's computer does not meet these minimum specifications, the student must upgrade their computer. If a student chooses to attempt this course using a computer system that does not meet these specifications, no exceptions will be made for computer issues.

Fall 2017 and Spring 2018 specifications (for ENGR 1050, 1060, 1070, 1080, 1090, 1020, and 1410 courses)

Processor: Intel Core i5-7200U RAM: 8 GB Hard Drive: 256 GB Video Card: Intel HD Graphics 620	Ethernet: GB Ethernet Wireless: Dual Band AC (2x2) OS: Windows 10 Enterprise (64-bit) Note: MacBooks must run a dual boot with Windows
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Fall 2016 specifications (for ENGR 2080/1150, 2100/1160, and 2200 courses)

Processor: Intel Core i5-6200U RAM: 8 GB Hard Drive: 256 GB Video Card: Intel HD Graphics 520	Ethernet: GB Ethernet Wireless: Intel Snowfield Peak vPro 2x2 AC OS: Windows 10 Enterprise (64-bit) Note: MacBooks must run a dual boot with Windows
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All computers must have a built-in microphone, and speakers.

Software Requirements

- A web browser (either Firefox or Chrome are recommended; use of any other web browser is not recommended)
- Office 2016
- Adobe Reader
- For ENGR 1070/1080/1090/1410: MATLAB 2017a or higher
- For ENGR 2080/1150: SolidWorks 2017
- For ENGR 2100/1160: AutoCAD 2017

All software required for this course is available for free to Clemson students and may be [downloaded from CCIT](#).



Minimum Technical Skill Requirements

Students are expected to have a minimum working knowledge of computers, file storage organization, and word processing to be successful in a computer-intensive class. Students must be comfortable with their computer system and be willing to deal with any issues that may arise in a prompt manner. Lack of technical knowledge can greatly interfere with a student's learning in this course.

Technical Assistance

For assistance with the course management system or software installation, contact ithelp@clemson.edu or [visit the CCIT webpage](#).

Course Access Accommodations

Clemson University values the diversity of our student body as a strength and a critical component of our dynamic community. Students with disabilities or temporary injuries/conditions may require accommodations due to barriers in the structure of facilities, course design, technology used for curricular purposes, or other campus resources. Students who experience a barrier to full access to this class should let the professor know, and make an appointment to meet with a staff member in Student Accessibility Services as soon as possible. You can make an appointment by calling 864-656-6848, by emailing studentaccess@lists.clemson.edu, or by visiting Suite 239 in the Academic Success Center building. Appointments are strongly encouraged – drop-ins will be seen if at all possible, but there could be a significant wait due to scheduled appointments. Students who receive Academic Access Letters are strongly encouraged to request, obtain and present these to their professors as early in the semester as possible so that accommodations can be made in a timely manner. It is the student's responsibility to follow this process each semester. You can access further information here: <http://www.clemson.edu/campus-life/campus-services/sds/>.

Reasonable accommodations will be made for students with verifiable disabilities to provide all students with equal academic access. You must present the official university paperwork to the instructor **at least one week prior to any activity** for which accommodations are required. Accommodations only apply to activities occurring AFTER the letter has been presented to the instructor, and cannot be applied to activities completed before the letter has been submitted. Please be aware accommodations do not carry over from semester to semester, and new access letters must be presented each semester.

Title IX

Clemson University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender, pregnancy, national origin, age, disability, veteran's status, genetic information or protected activity in employment, educational programs and activities, admissions and financial aid. This includes a prohibition against sexual harassment and sexual violence as mandated by Title IX of the Education Amendments of 1972. [[full policy link here](#)]

Mr. Jerry Knighton is the Clemson University Title IX Coordinator. He also is the Director of Access and Equity. His office is located at 110 Holtendorff Hall, 864.656.3181 (voice) or 864.565.0899 (TDD).

Copyright Notice

The materials found in this course are strictly for the use of students enrolled in this course and for purposes associated with this course; they may not be retained or further disseminated. Clemson students, faculty, and staff are expected to comply fully with the institutional copyright policy as well as all other copyright laws.



SPECIAL CONSIDERATIONS FOR ONLINE COURSES

Students taking an online course will be asked to complete a survey indicating they have read and understand the special considerations described below.

An online course allows for increased flexibility over an in-person course, allowing work to be completed when it best fits the student's schedule as long as it is finished by the deadline set by the instructor. **In General Engineering, the online and in-person courses are EXACTLY THE SAME**, with the same content, the same assignments, the same examinations and the same projects. **The ONLY difference is the location of the instructor as they deliver the material.** Each instructor will post when they are available during the day, and students will be able to contact them through a variety of methods that may include virtual office hours, discussion boards, posted recordings, and email. Since students are not able to access professors immediately to answer questions, students must plan ahead to allow time for the instructor to respond.

To be successful in this course, students should set aside time each day or every few days to work on the course materials, similar to if the student were setting aside time to attend class in person. The course will contain deadlines for readings, listening to lectures, and completing assignments. It is critical to not fall behind in the assigned work. Students will not be able to complete assignments at their own pace; just as in a traditional course, assignments will have set deadlines. The perceived benefit of flexibility in an online course is often the largest barrier to student success.

Many students juggle school, work and other responsibilities while attempting online courses. If a student has a serious issue that prevents them from being successful in the course, the student should contact the instructor to discuss the situation. Please do not let school or life responsibilities overwhelm you. The faculty and staff at Clemson understand our students face a myriad of challenges, and we are committed to helping students succeed. Please do not hesitate to contact the instructor or an academic advisor for assistance.

Online Course Attendance

In an online course, the student may interact with the content, instructor, and classmates through course assignments, asynchronous discussions and/or synchronous sessions as indicated in the course specific syllabus.

"Attending" Class

The academic resources of Clemson University are provided for the intellectual growth and development of students. Class participation is critical to the educational process; therefore, students should plan to work on course materials at regular intervals if they are to attain their academic goals. Since online students do not sit in a physical classroom, attendance is determined by participation in the course using the course management materials. Students should log into the required course management system and check their Clemson email daily. Successful online students keep a schedule just as if they were attending class in person, and they communicate with their instructor frequently. Participation is vital to your success.

Loss of online access

If a student is unable to access the course due to travel, internet outages, emergencies, etc., the student should notify the instructor as soon as possible. If a student has plans that will interfere with course access, the student should notify the instructor before access is lost so alternative arrangements can be discussed. Arrangements for make-up work will be made for authorized "absences" from the course (as described in the section above on [Authorized Absences](#)). For other "absences", make-up work is at the 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 verification will be sent via email by the instructor; no verbal make-up discussions will be considered valid unless followed up by an official email.

Any absence longer than 72 consecutive hours from the main course management system may result in the student being dropped from the course.

See previous section describing authorized absences – these are the same for all ENGR courses regardless of mode of delivery.



SPECIAL CONSIDERATIONS FOR ONLINE COURSES (Continued)

Exam Logistics for Online Courses

All examinations will be conducted with authorized supervision. Online students will have the recommended option to come to campus and take the examination with the instructor, at a time selected by the instructor or set by the university examination procedures. Online students choosing not to take the exam on campus will be required to use a certified proctor. It will be the student's responsibility to locate an appropriate proctor. In some instances, the proctor will charge a fee. It is the responsibility of the student to pay any associated fees. For more information about proctors, please contact the instructor.

SPECIAL CONSIDERATIONS FOR SUMMER COURSES

Students taking a summer course will be asked to complete a survey indicating they have read and understand the special considerations described below.

Summer Term Courses

During the regular school term, the "rule" for studying is often described as 1 to 3 hours of study time for each hour of class time. Please note that "class time" and "credit hours" are similar but not the same; students should use class time as a guide for this rule. Students with a 15-credit hour load typically spend 15 to 18 hours in class each week and should spend roughly 30 to 36 hours studying each week.

During the summer, the time in class and expected study time are compressed from "per week" to "per day." A class that would normally meet for 2 hours a week with medium difficulty during the regular term would require 6 hours of effort each week (2 hours in class + 4 hours study time). During the summer, each "day" may represent more than a single class period. At a rate of 1 summer "day" is the same as 1 regular term class period, **the expectation is for students to spend 3 to 4 hours EACH DAY the course meets** (1 hour in class plus 2 to 3 hours study time). If a student feels unable to make this commitment, the student should reconsider taking the course. It is NOT acceptable to attempt to cram all of the required work into the weekend or the day before the exam. **We strongly recommend against taking any trips, working at a full-time job, or attempting a large number of credit hours with other courses during the time a student is taking this course.**

The pace of a summer course is MUCH faster than a regular term course.

Catching-up is often stressful and difficult (at best) if not impossible (at worst).

Many students juggle school, work and other responsibilities while attempting courses. If a student has a serious issue that prevents them from being successful in the course, the student should contact the instructor to discuss the situation. Please do not let school or life responsibilities overwhelm you. The faculty and staff at Clemson understand our students face a myriad of challenges, and we are committed to helping students succeed. Please do not hesitate to contact the instructor or an academic advisor for assistance.

