ME 4020: Internship in Engineering Design

Course Location: TBD

Course Start Date: August 22, 2019

Course End Date: December 6, 2019

Course Instructor & Contact Information
Dr. Gregory M. Mocko
Phone: (864) 656-1812
Email: gmocko@clemson.edu
Office: 243 EIB

Office Hours: TBD

Course Description and Objectives
Creative application of general engineering knowledge in solving an open-ended design problem provided by a sponsor typically external to the University. Progress is evaluated by a faculty jury. Students present results to the jury and sponsor through written reports and oral presentations addressing University written/oral competency goals.

Communication
Students are expected to monitor email and the Blackboard course website for course announcements.

Required / Recommended Textbook(s)
See Course Manual

Documentable Excuses
Missing a class is considered an inexcusable absence unless a valid documented excuse is provided. Similarly, missing a quiz or exam will result in zero credit for that assignment, unless a valid documented excuse is provided. A valid documented excuse is something which is truly beyond your control, such as a medical emergency, or an activity which is a valid part of your education and requires you to miss class. You must provide me with an official document in order for your absence to be excused. For school-related activities such as traveling with a university team, orchestra etc., you must provide me with an official letter indicating the necessity of this trip at least one week in advance. Examples of documentable excuses are: medical emergencies, travel with a university-recognized team, death in your immediate family, activity in a department- or university-recognized organization (e.g., ASME, SAE ...). Examples of invalid excuses are: vacations, family activities, an airline ticket booked prior to the start of this course, a cramped schedule due to other course work, etc.
Grading

1. Homework and Projects 0%
2. Design Projects 100%
3. Tests 0%
4. Final Exam 0%
5. Laboratory Reports 0%

The grading rubric is included in the Course Manual.

Questions Regarding Grading
The following procedure is to be used if you have questions or concerns regarding a grade you have received.

- If you feel that a simple error has occurred in the grading of your exam, see me during office hours.
- If you feel that your project work, you must discuss with the faculty advisor(s) assigned to your specific project. I will not alter the evaluation completed by the project advisors, but I will work with your advisors.

General Policies & Procedures
Students are expected to adhere to all policies and procedure outlined by Clemson University at:

Honor Code
The Clemson University statement on academic integrity applies to all students in this class and will be rigorously enforced. That statement can be found at:

http://www.registrar.clemson.edu/publicat/catalog/sections/aca_regs/

Cheating includes giving or receiving assistance of any kind on an exam, homework, or final by any means. Cheating is grounds for failure in this course. This will be strictly enforced. Questions frequently arise concerning the acceptability of working together on design problems. In this course, you may consult other students only for the purpose of brainstorming on GENERAL solution strategies. You must do the actual homework problem on your own. Copying another student's work is prohibited. A single instance of copying a design problem is grounds for failing this course. Cheating, in addition to being a violation of the university honor code, is also a violation of this syllabus.

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.
A simple definition of plagiarism is when someone presents another person’s words, visuals, or ideas as his or her own. The instructor will deal with plagiarism on a case-by-case basis. The most serious offense within this category occurs when a student copies text from the Internet or from a collective file. This type of academic dishonesty is a serious offense that will result in a failing grade for the course as well as the filing of a formal report to the University.

Special Accommodations
If special accommodations are required for the student, please see the professor so that proper arrangements may be made. Arrangements must be made within the first week of class.

Accommodations for Students with Disabilities
Students with disabilities who need accommodations should make an appointment with Dr. Arlene Stewart, Director of Disability Services, to discuss specific needs within the first month of classes. Students should present an Academic Accommodation Letter from Student Disability Services when they meet with instructors. Student Disability Services is located in Suite 239 Academic Success Building (656-6848; sds-l@clemson.edumailto:sds-l@clemson.edu). Please be aware that accommodations are not retroactive and new Academic Accommodation Letters must be presented each semester. For more information visit:

http://www.clemson.edu/campus-life/campus-services/sds/

Clemson University Title IX (Sexual Harassment)
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 (e.g., opposition to prohibited discrimination or participation in any complaint process, etc.) 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. This policy is located at http://www.clemson.edu/campus-life/campus-services/access/title-ix/. Mr. Jerry Knighton is the Clemson University Title IX Coordinator and Director of Access and Equity, located at 111 Holtzendorff Hall, 864-565-3181 (voice) or 864-565-0899 (TDD).

Academic Support Services
Students may access a variety of academic support services to support your learning in the online classroom. Here are links to services available:

- Academic Success Center: http://www.clemson.edu/asc/staff.html
- The Writing Center: http://www.clemson.edu/centers-institutes/writing
- Clemson Online Library Guides: http://libguides.clemson.edu/distanceed
- Online Library Resources: http://www.clemson.edu/library/
- CCIT (Tech Support): http://www.clemson.edu/ccit/help_support/ or CCIT (Tech Support) email: ithelp@clemson.edu
- Academic Advising: http://www.clemson.edu/academics/advising/index.html
Copyright Statement
Materials in this course are copyrighted. They are intended for use only by students registered and enrolled in this course and only for instructional activities associated with and for the duration of the course. They may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the Teach Act. Refer to the Use of Copyrighted Materials and “Fair Use Guidelines” policy on the Clemson University website for additional information:

http://libguides.clemson.edu/content.php?pid=84458&sid=627522

Academic Grievances
Academic grievances are handled by Dr. Jeffrey Appling in Undergraduate Studies or Dr. Frankie Felder for Graduate Studies. Students are advised to visit the Ombuds Office prior to filing a grievance.

Receiving Grades & Instructor Feedback
Assignment grades and feedback are provided generally 1 day after the assignment is due and always before an assignment of the same type is due. Unless otherwise stated, grades and feedback will be available via the Grades area of the online course site.

Accepting Late Work
Late work will not be accepted. Please plan ahead.

Communicating Strategy
Because of privacy regulations, University faculty and staff may email students only through Clemson email. Therefore, you must use your Clemson email account in this course for all email communications. Check your Clemson account at least three times per week for important messages.

Students are expected to monitor email and the course website for course announcements. Students are expected to use the Clemson email account in this course for all communications.

You have numerous ways of communicating with your instructor: phone, email, BB discussion board, and live consultations by appointment.

• If you have a question about an assignment or class procedure, consider posting it in the discussion forum so that other members of the class can benefit from it, too. A lot of learning can happen in this forum if you use it, so please do!
• If you have a personal concern (such as a question about a grade), send a message to your instructor through the online course site or through your Clemson email account.
• I am here to help you, so please ask questions and seek clarification as early and as often as needed. Delay will only hinder your learning.

Instructor Response
The instructor response time is 36 hours from questions posted in Blackboard and sent via email. The response time excludes weekends and official University closures. If you need live assistance email me to arrange an online or phone consultation.
Minimum Technical Skill Requirements
Students are expected to have a minimum working knowledge of computers and a word processing program to be successful in an online class. You must be comfortable with your computer system and willing to deal with any problems that may arise. Lack of technical knowledge can greatly interfere with your learning a new subject. If you do not have these skills, consider taking a short computer course prior to enrolling in an online course.

- Get your password and login to your class before the semester begins (if available)
- Attach files to email messages
- Use MS Office Tools (or equivalent)
- Word processing tasks (type, cut, paste, copy, name, save, rename, etc.)
- Download information from the Internet
- Use of a Web browser
- Completing online forms
- Backup your files
- Install and maintain anti-virus and other software

Students are expected to be comfortable accessing the online course site and downloading files such as Microsoft Office documents, YouTube videos, and PDFs. In addition, students should be able to use Microsoft Office to compose written documents, spreadsheets, and PowerPoint presentations.

For technical assistance with the online course site, students should contact ithelp@clemson.edu or visit CCIT’s website:
http://www.clemson.edu/ccit/help_support/

Netiquette Policy
Netiquette, in short stands for Internet etiquette. Always practice netiquette when communicating electronically. There are two basic guidelines

- Don’t waste people’s time
- Done say anything online that you wouldn’t say face to face.

Guidelines for netiquette include the following:

- Be respectful of other participants. This includes their time, their bandwidth, and their opinions.
- Don’t post excessive messages that will take a long time to read and interpret.
- While not recommended, some participants may be on a dial-up connection. Large Graphics and video can take hours to download on a slow connection.
- Everybody has an opinion. Keep your critiques constructive. Try not to offend anyone. If you do offend someone or become offended, do not post antagonistic messages. This is considered flaming. Instead contain the heat; just do not respond at all.
- Remember the Human. Remember that you are communicating with people who do not have the advantage of seeing your body language or hearing inflections in your voice. This may cause misinterpretation of your message.
- Avoid sending large attachments unless specifically asked
- Avoid grammatical and spelling errors
- Using all caps and exclamation marks may be interpreted as SHOUTING!!
- Add humor and personality to your messages by using emoticons.
• Remember the written word. When you communicate via technology, you should remember that any message you send can be saved or forwarded by its recipient. Chances are they are stored on a computer where you have no control.

**Attending Class**
You are highly encouraged to attend class. Attendance will not be taken.

**Meeting Deadlines**
Assignments are due by the beginning of class on the day specified unless otherwise stated. Plan ahead for the unexpected! You are accountable for staying on schedule should technological or other problems arise. You should immediately contact the instructor if an emergency may affect your ability to meet course deadlines.

Many students juggle school, work, family, and other life responsibilities all at the same time. If a serious life issue prevents you from staying current in your coursework, contact your instructor as soon as possible to explain your circumstances. Do not let school or life responsibilities overwhelm you. The faculty and staff at Clemson are aware that students face challenges, and we are committed to your success. Often, we may be able to help you see a way to deal with your circumstances and still complete your courses. We have a lot of experience. Give us the chance to help you.

**Learning**
What matters most in any course is what you actually learn. Online learning allows you many different ways to learn, such as reading your textbook, following the hands-on practice in your assignments, communicating with your classmates and your instructor, and discovering other resources across the Internet. If you actively participate in your course, you will get constructive feedback to help you with your learning. Stay active in your course and focused on your learning to get the most out of it.

**Changes**
Occasionally, circumstances require the instructor to change the syllabus. Should the instructor find a change necessary, you will be notified as soon as possible. You might print this syllabus for ready referral.

**Agreement**
If you disagree with any of the policies or procedures spelled out above or cannot accept the demands of the course (i.e., the amount of time and work required), you need to drop the course as soon as possible. By staying in the course, you agree to comply with all the policies and procedures described in this syllabus.