Course Objectives: ENG 1186 is the second course in a two course sequence designed to provide you with knowledge of engineering fundamentals: technical communications, technical graphics, problem solving, the design process, data collection and data analysis. The goal of the two-course sequence is to expand that knowledge to a point of maximum usefulness with respect to both your future academic work and your professional career. ENG 1186 focuses on improving visualization and graphic communication skills.

Class Activities: Each week, you will be introduced to important engineering skills and given an opportunity to practice those skills. Assignments will be made in each session and will be due either in class or on the date indicated on the EEIC courses website. Assignments received more than one session late will be marked but will not earn credit. The In-Class Activity, which is not graded, must be submitted in order to receive credit for the Homework Assignment.

Exams: One mid-term exam and one final will be given. Exams are given closed book, closed notes, closed outside resources unless otherwise stated at the time of the exam.

Participation: Attendance is mandatory for all classes. Students are subject to losing points for absences unless prior approval is obtained from your Instructor or Teaching Associate. Electronic journal entries are required and factored into the course grade.

Grading: The contribution of each course segment to the overall course grade is outlined below. The University’s grade scale is posted below for your reference. Please note that the upper range of the numerical grade is the cut-off for that letter grade (e.g. 92.9% is an A- grade).

<table>
<thead>
<tr>
<th>Class Activities</th>
<th>45%</th>
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<tbody>
<tr>
<td>Application (Out-of-Class)</td>
<td>40%</td>
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<tr>
<td>Quizzes</td>
<td>5%</td>
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<tr>
<td>Exams</td>
<td>50%</td>
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<tr>
<td>Midterm</td>
<td>20%</td>
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<tr>
<td>Final</td>
<td>30%</td>
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<tr>
<td>Participation</td>
<td>5%</td>
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<tr>
<td>Attendance</td>
<td>3%</td>
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<tr>
<td>Journals</td>
<td>2%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Grade</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
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<tr>
<td>B+</td>
<td>87-90</td>
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<tr>
<td>B</td>
<td>83-87</td>
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<tr>
<td>B-</td>
<td>80-83</td>
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<tr>
<td>C+</td>
<td>77-80</td>
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<tr>
<td>C</td>
<td>73-77</td>
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<td>C-</td>
<td>70-73</td>
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<tr>
<td>D+</td>
<td>67-70</td>
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<tr>
<td>D</td>
<td>60-67</td>
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<tr>
<td>E</td>
<td>&lt;60</td>
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</table>
Minimum Grade Requirements: A minimum grade of 50% is required in the following course components: Class Activities and Exams to receive a passing grade in this course. This policy is independent of the overall course calculation that automatically appears in Carmen. For example, a student with less than 50% credit in Class Activities would not pass the course, even if the Exam score was above 50%. You must take each component seriously and complete the assigned work. You can track your progress in the Carmen grade-book by ensuring that your grades are posted in the appropriate columns, and by checking the columns marked Cumulative Class and Cumulative Exam.

Note: This policy is independent of the overall course calculation that automatically appears in Carmen. Your overall grade must still be 60% or above.

Course Materials:

- **Book (At Campus Area Bookstores)**
- **Engineering 1186.01 Student Course Packet** (*Purchase at campus Barnes and Noble*)

Recommended Items:

- **Storage Medium** – USB flash drives with identifying “My_NAME” excel file posted at the top file level (See Carmen content section). Note: 3GB storage space on a network drive accessible by Remote Desktop from outside of class is provided by the First-Year Engineering Program.

- **EEIC Courses Website:** The EEIC Courses website contains course material including preparation documents, instructor’s presentations, in-class activities, and homework assignments. The site link is [eeicourses.engineering.osu.edu/1186](http://eeicourses.engineering.osu.edu/1186).
- **Student Resource Guide:** This guide is available on the EEIC Courses website under Resources. It includes information which will help you be successful in this course. Some key components are:
  - Information on course organization and where to find all needed course materials
  - Software availability for your personal computer
  - Computer labs and password policies
  - Remote access to the FEP network and software
- **Technical Communications Guide:** This guide is available on the EEIC Courses website under Resources. It includes information on the style and format which will be required for all written lab assignments including, executive summaries, memos, reports, and presentations. The guide also includes recommendations on technical writing.

Classroom Communications:

- Your instructor or GTA may, from time to time, post course information under Carmen News or through email.

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Homework Submission Guidelines:

- **“On-Time Policy”:** The UTAs will collect the homework within the first five minutes of class. Homework due at the beginning of class should not be worked on or printed during presentation or lectures.
- For an excused absence, homework due dates should be arranged with the instructor. Allowed due dates will depend on when the need for an excused absence became known and the length and nature of the absence.
Late homework (without a valid, documented excuse) should be turned in by the next meeting time (lab or class) after they were originally due. Undocumented or invalid excuses for late homework will be graded as normal, but with a 30% penalty (e.g. if the student gets 80/100 before the penalty, the final grade will be \((80-24) = 56/100\)).

Assignments received more than one session late will be marked but no credit will be given.

Re-dos:
- There are re-dos for homework assignments in general, for which the student is allowed to resubmit the assignment if their score is less than 70% for a maximum of 70%. The redone assignment is due at the next meeting time after it has been returned.
- Late assignments cannot be redone.

**Makeup Exam Policy and Guidelines:** All students are expected to take each exam at the regularly scheduled time, unless an accommodation is given. WRITTEN DOCUMENTATION supporting the need for an accommodation must be SIGNED by an appropriate person (e.g., physician, employer, or parent) with their NAME and TELEPHONE NUMBER or other contact details clearly printed on the document. Such documentation must be submitted to the course professor for approval.

**Allowed Accommodations:**
- **ILLNESS OR EMERGENCY ON EXAM DAY:** Students who are ill or have a family emergency (death or serious illness of a close family member) on the day of an exam will be allowed to take a makeup exam. Written documentation is required for illness or medical emergencies. You must contact your instructor and GTA as soon as possible and WITHIN 24 HOURS after the exam. The makeup exam is usually scheduled with an open section in the same course.

- **UNAVOIDABLE CONFLICTS WITH EXAM TIME:** Such conflicts include another class scheduled to meet at the exam time, or participation in University sponsored events. Documentation of a conflict with the regularly scheduled exam time must be provided in writing one week prior to the day of the regularly scheduled exam.

**Lateness:**
A student who is late for his/her scheduled exam has two options:
- a. Take a seat quietly and begin the exam regardless of how much time remains; no additional time will be granted; no penalty will be applied to the exam score.
- b. Reschedule the exam for the full allotment of time with a 20% penalty.

**No Show:**
A student who misses a scheduled exam without a written excuse may reschedule the exam through his/her GTA or instructor with a 20% penalty, provided the student contacts his/her GTA or instructor within 24 hours of the scheduled exam time. Undocumented or invalid excuses for the exam will be graded as normal, but with a 20% penalty (e.g. if the student gets 80/100 before the penalty, the final grade will be \((80-16) = 60/100\)).

Exceptions will be made only under unusual circumstances approved by the section’s professor and the College Office for Academic Affairs. These policies are strictly enforced so that all students are treated equally and fairly.

**First Year Engineering Student Computer Lab (HI 324):** In addition to your classrooms and labs, you will have access to the First Year Engineering Student Computer Lab located in Hitchcock Hall Room 324. This lab can be used for assignments and lab reports, as it contains MATLAB, SolidWorks, Excel, and Word. You
may not install any software onto, or copy any software from the lab computers. **Food and drink are not permitted in the lab.** Violation of these policies will result in expulsion from the lab.

- The door is unlocked the following hours: Monday - Thursday 7:30 am – 5:30pm and is accessible using your Buck ID during other hours.
- There is a free tutoring service offered by the UTA’s to First Year Engineering students Monday - Friday in HI 324 per the posted schedule. The tutors may not answer direct homework or lab questions, but can assist your understanding of concepts.

**Online Evaluation Tools:**

**Journal Entries:** Journals are located on Carmen under Activities: Quizzes. Students will be asked to respond to prompts about aspects of the class; the journals include multiple choice questions, short answer questions, and essay responses. Journals are due each week on Sunday night at 11:59 PM. All entries will be read and summarized by the instructors and GTAs and kept confidential beyond the instructional staff. Your responses are used to assess the use of technology in the classroom, and to measure student satisfaction of the instructional team, teaching styles, curriculum decisions, policies, and programs. You are encouraged to be honest and leave constructive feedback. If you have a complaint, please follow it with a suggestion for improvement or cite exactly where the problem is. Be clear and precise in your comments.

**Student Permission for Program Publicity:** During participation in the First-Year Engineering Program, photographs, printed material and videotapes may be made for the purpose of informing the university community and the general public about activities in the College. Student images in the above media may be used to promote College programs and to make public announcements of student accomplishments and those of other students. If you do not wish for your image to be used, please contact eeic@osu.edu.

**Official Ohio State Academic Misconduct Code:** Committee on Academic Misconduct

Academic misconduct is defined as any activity which tends to compromise the academic integrity of the institution, or subvert the educational process. **The First Year Engineering Program takes Academic Misconduct very seriously.** Examples of academic misconduct include, but are not limited to:

- violation of course rules as contained in the course syllabus or other information provided the student; violation of program regulations as established by departmental committees;
- providing or receiving information during quizzes and examinations such as course examinations and general examinations; or providing or using unauthorized assistance in the laboratory, at the computer terminal, or on field work;
- submitting plagiarized work for an academic requirement. Plagiarism is the representation of another's works or ideas as one's own; it includes the unacknowledged word for word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas; see an expanded definition at the end of the syllabus
- falsification, fabrication, or dishonesty in reporting research results;
- serving as, or enlisting the assistance of, a "ringer" or substitute for a student in the taking of examinations;
- alteration of grades or marks by the student in an effort to change the earned grade or credit.
- alteration of University forms used to drop or add courses to a program, or unauthorized use of those forms

Source: [http://oaa.osu.edu/coam.html](http://oaa.osu.edu/coam.html)

**Ten Suggestions for Preserving Academic Integrity:** The following suggestions will help you preserve academic integrity by avoiding situations where you might be tempted to cheat or you might be
perceived to be cheating (see http://oaa.osu.edu/coam/ten-suggestions.html and http://oaa.osu.edu/coam/faq.html for more information).

1. Acknowledge the sources that you use when completing assignments.
2. Avoid suspicious behavior.
3. Do not fabricate information.
4. Do not falsify any type of record.
5. Do not give in to peer pressure.
6. Do not submit the same work for credit in two courses.
7. Do your own work.
8. Manage your time.
9. Protect your work and the work of others.
10. Read the course syllabus and ask questions.

**Official Ohio State Sexual Harassment Policy:** The University administration, faculty, staff, student employees, and volunteers are responsible for assuring that the University maintains an environment for work and study free from sexual harassment. Sexual harassment is unlawful and impedes the realization of the University's mission of distinction in education, scholarship, and service. Sexual harassment violates the dignity of individuals and will not be tolerated. The University community seeks to eliminate sexual harassment through education and by encouraging faculty, staff, student employees, and volunteers to report concerns or complaints. Prompt corrective measures will be taken to stop sexual harassment whenever it occurs.

Source: http://hr.osu.edu/policy/policy115.pdf

**Students with Disabilities:** Course materials and exercises can be made available in alternative formats. Please contact the instructor or the Office for Disability Services (ODS) at 292-3307 for further information. Test accommodations may include, but are not limited to:

- Adaptive technology
- Scanned exams
- Extended time
- Braille
- CCTV

- Large print
- Computer
- Reader
- Raised table
- Scribe

- Tape recorded exam
- Distraction reduced space

ODS facilitates exam accommodations in cooperation with instructors.

**For exam accommodations through ODS:**

- Obtain a "Proctor Checklist" from ODS for each course. New Proctor Checklists must be obtained each semester. They do not transfer from semester to semester.
- Have your instructor fill out the "Proctor Checklist" completely including signatures required (refer to specific instructions on the back of the form). Incomplete checklists may result in exams not being scheduled.
- Give your instructor the pink copy of the checklist after being completed and before bringing the white and yellow copies to ODS.
- Personally bring (do not mail) all completed Proctor Checklists to ODS at the beginning of each semester to schedule exams for the entire semester or at least within five days of your exam or quiz. You are more likely to get your accommodations, equipment, or space that you need.
Failure to notify ODS of cancellations or changes of scheduled exam times subjects you to possible loss of exam accommodations through ODS. Please refer to the "Policy for No Show, Lateness, or Illness" in the link below for detailed information.

Source: http://www.ods.osu.edu/services/exam-accommodations/