

ENGI 1331 Engineering Workshops

Fall 2022

ENGI 1331 Workshop Director:
Dr. Dan Burleson, Instructional Associate Professor

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Expectation during Workshop

During workshop, all students should be focused and engaged on the course topic. All distractions such as phones should only be used if a resource is required from it. It is the student's responsibility to be mentally and physically in the room. All students are expected to be positive and encouraging with others in the workshop and be an active participant in questions, discussions and group work.

NOTE: If you are apathetic, unresponsive, and not involved in what is going on during the workshop session, it will count as an unexcused absence (UA) even if you are physically there. In order to maximize your time and effort of those around you, if you are in the room for the workshop, you are expected to be engaged.

Workshop Material Responsibility

It is the student's responsibility to stay up to date with course materials and knowing what is coming. It is the student's responsibility to complete all practice problems and questions provided. Practice problems will not help in the success of their course if not completed and understood.

Facilitator Office Hours

It is the student's responsibility to utilize Facilitator office hours (Posted to Blackboard). All students should not wait until it is too late to contact facilitator resulting in potential stumbling blocks on Exam 1. If a student fails the first exam, it is expected that the student will catch up by attending the facilitator office hours or meeting at another agreed upon time.

Attendance Policy

Attendance is expected for all workshop sessions in order to take full advantage of the resources paid for by registering for the workshop. After 3 unexcused absences, I will be contacted by Dr. Burleson (Workshop Coordinator) and be expected to meet with him. If I have a subsequent unexcused absence, it will result in a "U" (unsatisfactory) grade for the workshop.

NOTE: In the tab for your attendance (grade), the "Overall Average" column will keep track of your grade. All students start with 100% and 10% will be deducted for each unexcused absence (marked as UA in the gradebook for that day). An overall average of 60% or less will result in "U" unsatisfactory grade for the workshop.

Presence in Class:

Your presence in class each session means that you:

- Are NOT exhibiting any [Coronavirus Symptoms](#) that makes you think that you may have COVID-19
- Have NOT tested positive or been diagnosed for COVID-19
- Have NOT knowingly been exposed to someone with COVID-19 or suspected/presumed COVID-19

If you are experiencing any COVID-19 symptoms that are not clearly related to a pre-existing medical condition, do not come to class. Please see [Student Protocols](#) for what to do if you experience symptoms and [Potential Exposure to Coronavirus](#) for what to do if you have potentially been exposed to COVID-19. Consult the (select: [Undergraduate Excused Absence Policy](#) or [Graduate Excused Absence Policy](#)) for information regarding excused absences due to medical reasons.

Face Covering Policy:

To reduce the spread of COVID-19, the University strongly encourages everyone (vaccinated or not) to wear face coverings indoors on campus including classrooms for both faculty and students.

COVID-19 Information

Students are encouraged to visit the University's [COVID-19](#) website for important information including on-campus testing, vaccines, diagnosis and symptom protocols, campus cleaning and safety practices, report forms, and positive cases on campus. Please check the website throughout the semester for updates.

Vaccinations

Data suggests that vaccination remains the best intervention for reliable protection against COVID-19. Students are asked to familiarize themselves with pertinent [vaccine information](#), consult with their health care provider. The University strongly encourages all students, faculty and staff to be vaccinated.

Grade Policy

For this course, you will receive a satisfactory "S" or unsatisfactory "U", based on your attendance and engagement in the workshop. You can lose up to 3 points total during the semester and still earn a satisfactory. 2 occasions of arriving late or leaving early without a valid excuse is equivalent to 1 absences. Arriving late is defined by being more than 5 minutes late and leaving early is defined by leaving any early than 15 minutes before the end time of the workshop (unless dismissed). Each day will be noted in the grade book as 1 (full attendance), 0.5 (late or left early), 0 (absent)

Excused Absence Policy

Regular class attendance, participation, and engagement in coursework are important contributors to student success. Absences may be excused as provided in the University of Houston [Undergraduate Excused Absence Policy](#) and [Graduate Excused Absence Policy](#) for reasons including: medical illness of student or close relative, death of a close family member, legal or government proceeding that a student is obligated to attend, recognized professional and

educational activities where the student is presenting, and University-sponsored activity or athletic competition. Under these policies, students with excused absences will be provided with an opportunity to make up any quiz, exam or other work that contributes to the course grade or a satisfactory alternative. Please read the full policy for details regarding reasons for excused absences, the approval process, and extended absences. Additional policies address absences related to [military service](#), [religious holy days](#), [pregnancy and related conditions](#), and [disability](#).

Consistent with the published University policy for Undergraduate Excused Absences, in order to have an absence or late/early leaving occasion be excused, the student must provide documentation to the workshop facilitator or assistant **prior to the next class meeting after the missed class**. It must be a valid UH approved excused such as (medical, career related - fair, info session, or interview, conferences, or other emergency situation such as but not limited to a car accident. Missing or leaving early to study, attend social functions, or attend other meetings is not excused. If you are exhibit COVID-19 symptoms but awaiting test results, you will be excused regardless of whether you test positive or negative.

Dr. Burleson (ENGI 1331 Workshop Coordinator) will review all excused absence documentation and make final decisions of excused absences.

[Reasonable Academic Adjustments/Auxiliary Aids](#)

The University of Houston complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for disabled students. In accordance with Section 504 and ADA guidelines, UH strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them. If you believe that you have a disability requiring an academic adjustments/auxiliary aid, please contact [the Justin Dart Jr. Student Accessibility Center](#) (formerly the Justin Dart, Jr. Center for Students with DisABILITIES).

[Recording of Class](#)

Students may not record all or part of class, livestream all or part of class, or make/distribute screen captures, without advanced written consent of the instructor. If you have or think you may have a disability such that you need to record class-related activities, please contact the [Justin Dart, Jr. Student Accessibility Center](#). If you have an accommodation to record class-related activities, those recordings may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. Classes may be recorded by the instructor. Students may use instructor's recordings for their own studying and notetaking. Instructor's recordings are not authorized to be shared with *anyone* without the prior written approval of the instructor. Failure to comply with requirements regarding recordings will result in a disciplinary referral to the Dean of Students Office and may result in disciplinary action.

[Dropping the Course:](#)

You may drop the course through enrollment services on-line without receiving a grade until **11:59pm on September 7, 2022**, which is the University's last day to drop without being counted as an attempt. After this date and until **11:59pm on November 16, 2022**, which is the University's last day to drop, you may drop with a W if you have not exceeded your total W limit. Do not assume that the instructor will drop you if you stop attending class. You are responsible for completing the withdrawal procedure.

Students with Disabilities:

“The University of Houston System complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for students who have a disability. In accordance with Section 504 and ADA guidelines, the Student Accessibility Center strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them. If you believe that you have a disability requiring an academic adjustments/auxiliary aid, please call the Justin Dart, Jr. Student Accessibility Center at [\(713\) 743-5400](tel:7137435400) or email them at JDCenter@central.uh.edu.”

Student Accessibility Center

In accordance with 504/ADA guidelines, reasonable academic accommodations will be provided to students who request and require them. **Call the [Student Accessibility Center \(uh.edu/accessibility\)](http://uh.edu/accessibility) at 713-743-5400 or visit their website to receive support and/or attain the correct documentation to present to your instructor.**

Students in need of Counseling:

[Counseling and Psychological Services \(CAPS\) \(uh.edu/caps\)](http://uh.edu/caps) can help students who are having difficulties managing stress, adjusting to college, adjusting to the demands of an academic program, or feeling sad and hopeless. You can reach CAPS by calling 713-743-5454 during and after business hours. No appointment is necessary for the [“Let's Talk” program \(uh.edu/caps/outreach/lets-talk/\)](http://uh.edu/caps/outreach/lets-talk/), a drop-in consultation service at convenient locations and hours.
