Engineering 1197.01 Course Syllabus

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**Engineering Scholars Seminar | The Ohio State University | Autumn 2023**

**Program Manager: Shalonda Makupson-Tilford (Mrs. Makupson-Tilford)**

**Bolz Hall 224E**

**Email:** [**makupson-tilford.1@osu.edu**](mailto:makupson-tilford.1@osu.edu)

**Phone: 614-292-3529**

**Undergraduate Assistant: Abigail Corey** [**corey.88@buckeyemail.osu.edu**](mailto:corey.88@buckeyemail.osu.edu)

**Office hours Virtual or in person office hours (zoom):**  \*by appointment

**Course Information:**

This seminar course is designed for first year Engineering Scholars to explore personal interests, interdisciplinary opportunities, campus and local com and the themes of the program. Students must be accepted into one of The Ohio State University Scholars Programs or have permission from the instructor. This course should be taken concurrently with a college-based survey course.

**Class Day/Time:** Wednesday’s 12:40p-1:35p or 1:50p-2:45p

**Class Number:** #7220 and #7221

**Course Delivery:** In Person

Assignment Schedule: Weekly assignments are due at the start of class and should be posted in Carmen.

**Course Materials:**

This course does not require a textbook. We will use our Carmen site, “ENGR 1197.01” to post all assignments and class information.

**Mode of delivery:**

This course is in person with assignments posted in Carmen. Students are expected to keep pace with weekly deadlines by reviewing the syllabus in Carmen.

**Attendance and Participation**

Regular and active participation in the course is expected and important to building community and being connected within the Engineering Scholars Program. If you are unable to attend class, please contact the instructor as soon as possible. Communication is important. **Please note, do not come to class if you are sick, experiences illness symptoms, or supposed to be quarantining after an exposure to COVID-19. If you are not able to attend class due to illness or exposure to COVID-19, or for other excused reasons, please set-up a 1:1 meeting with Mrs. Makupson-Tilford to go over what was missed in class. By attending this 1:1 meeting, you will earn back your participation points.**

The classes will be interactive. Attendance and active participation often influence your performance in a meaningful way, so it will be beneficial for prioritize attending class.

**Everyone should prepare for class by completing assigned readings, completing assignments on time, and contribute to discussions and community building opportunities.**

**Course Learning Objectives:**

Through this course students will…

* Understand the requirements and expectations of being an Engineering Scholars
* Have a better understanding of engineering principles, research, and opportunities
* Discover new and innovative technologies that are being developed by engineers to benefit society
* Understand the G.O.A.L.S. of the University Honors & Scholars Center
* Develop connections with the scholars program staff and other scholars students
* Learn to navigate campus resources and opportunities related to their interests

**Communication**

The following are our expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

* **Writing style**: While there is no need to participate in class discussions as if you were writing a research paper, you should remember to write using good grammar, spelling, and punctuation. Informality (including an occasional emoticon) is fine for non-academic topics.
* **Tone and civility**: Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn't always come across online.
* **Citing your sources**: When we have academic discussions, please cite your sources to back up what you say. (For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.)
* **Backing up your work**: Consider composing your academic posts in word where you can save your work, and then copying into the Carmen Canvas discussion.

**Assignments**

Instructions and requirements for each assignment are located on our Carmen Canvas site. Make sure to review the instructions for each assignment. All assignments must be typed or completed electronically, unless otherwise indicated. **Weekly assignments are due on at the start of class, unless otherwise noted. All submitted work should be your own, original work.** Group collaboration and submissions will only be permitted when noted in the assignment instructions.

**Late Work and Resubmission Policy**

Preview assignments in advance and work ahead! **Carmen Canvas records the time stamps associated with all assignments and I will use these to determine which assignments were submitted on time.**

* **Eligible for full credit and resubmission:** All work submitted prior to the due date and time indicated in Carmen Canvas (i.e., on time) is eligible for full credit. *For on-time work that does not earn full credit, you may resubmit a new version of this assignment for second review. To indicate you are taking advantage of this option, use Carmen Canvas to respond to the feedback/grade you receive within 72 hours of receiving the feedback/grade. Please let me know if you have any questions about this feature. My goal is to help you learn as much as you can in this course.*
* **Eligible for half credit: Any work submitted 48 to 72 hours after the deadline) will receive an automatic deduction of half of the available points and may be marked down further depending on the thoroughness of the work.**
* **Not eligible for credit: Any work submitted more than 72 hours after the deadline will receive a zero.**
* **Exceptions:** Although I expect students to make every effort to complete work on time, please reach out to me if special circumstances interfere with your ability to submit work before the deadline. I may be able to make accommodations if you experience a personal or family crisis during the semester that interferes with your coursework. In such situations, please also contact the Student Advocacy Center (614-292-1111, [advocacy@osu.edu](mailto:advocacy@osu.edu)).

**Grades**

Final grades are based on the percentages below. Final grades for students who fall between the percentage intervals (e.g., between 92% and 93%) will be determined at the instructors’ discretion, based on an overall assessment of the student’s overall academic performance and engagement in the course.

The grading scale for letter grades is as follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **B+** | 89% - 87% | **C+** | 79% - 77% | **D+** | 69% - 67% |
| **A** | 100% - 93% | **B** | 86% - 83% | **C** | 77% - 73% | **D** | 66% - 60% |
| **A-** | 92% - 90% | **B-** | 82% - 80% | **C-** | 72% - 70% | **E** | 60 & below |

**General Technology**

For help with your password, university email, Carmen Canvas, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at [ocio.osu.edu/help/hours](https://ocio.osu.edu/help/hours), and support for urgent issues is available 24/7.

* **Self-Service and Chat support:** [ocio.osu.edu/help](http://ocio.osu.edu/help)
* **Phone:** 614-688-4357(HELP)
* **Email:** [servicedesk@osu.edu](mailto:8help@osu.edu)
* **TDD:** 614-688-8743

Required equipment

* Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
* Webcam: built-in or external webcam, fully installed and tested
* Microphone: built-in laptop or tablet mic or external microphone
* Other: a mobile device (smartphone or tablet) or landline to use for Buckeye Pass authentication

**Accessibility of Course Technology**

This online course requires use of Carmen Canvas (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

* [Carmen Canvas accessibility](https://community.canvaslms.com/docs/DOC-2061)
* Streaming audio and video
* [Carmen Zoom accessibility](https://go.osu.edu/Bqd4)
* Collaborative course tools
* [Microsoft Office 365](https://ocio.osu.edu/blog/community/2015/08/18/free-microsoft-office-for-ohio-state-students): All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft’s Student Advantage program. Full instructions for downloading and installation can be found at [go.osu.edu/office365help](http://go.osu.edu/office365help).

**Carmen Canvas Access**

You will need to use [Buckeye Pass](https://buckeyepass.osu.edu/) multi-factor authentication to access your courses in Carmen Canvas. To ensure that you can always connect to Carmen Canvas, it is recommended that you take the following steps:

* Register multiple devices in case something happens to your primary device. Visit the [Buckeye Pass - Adding a Device](https://osuitsm.service-now.com/selfservice/kb_view.do?sysparm_article=kb05025) help article for step-by-step instructions.
* Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.
* Download the [Duo Mobile application](https://osuitsm.service-now.com/selfservice/kb_view.do?sysparm_article=kb05026) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service.

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357 (HELP) and IT support staff will work out a solution with you.

**Ohio State’s Academic Integrity Policy**

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the university’s [*Code of Student Conduct*](https://studentconduct.osu.edu/), and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the university’s *Code of Student Conduct* and this syllabus may constitute “Academic Misconduct.”

The Ohio State University’s *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: “Any activity that tends to compromise the academic integrity of the university or subvert the educational process.” Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the university’s *Code of Student Conduct* is never considered an excuse for academic misconduct, so I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct.

**If I suspect that a student has committed academic misconduct in this course, I am obligated by university rules to report my suspicions to the Committee on Academic Misconduct.** If COAM determines that you have violated the university’s *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the university.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

* The Committee on Academic Misconduct web pages ([COAM Home](http://oaa.osu.edu/coam.html))

**Copyright Disclaimer**

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

**Statement on Title IX**

All students and employees at Ohio State have the right to work and learn in an environment free from harassment and discrimination based on sex or gender, and the university can arrange interim measures, provide support resources, and explain investigation options, including referral to confidential resources. If you or someone you know has been harassed or discriminated against based on your sex or gender, including sexual harassment, sexual assault, relationship violence, stalking, or sexual exploitation, you may find information about your rights and options at [titleix.osu.edu](http://titleix.osu.edu/) or by contacting the Ohio State Title IX Coordinator at [titleix@osu.edu](mailto:titleix@osu.edu). Title IX is part of the Office of Institutional Equity (OIE) at Ohio State, which responds to all bias-motivated incidents of harassment and discrimination, such as race, religion, national origin and disability. For more information on OIE, visit [equity.osu.edu](http://equity.osu.edu/) or email [equity@osu.edu](mailto:equity@osu.edu).

**Your Mental Health**

As a student you may experience a range of issues that can cause barriers to learn, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you find yourself feeling isolated, anxious, or overwhelmed, please know that there are resources to help: [ccs.osu.edu](http://ccs.osu.edu/). You can reach an on-call counselor when CCS is closed at (614) 292-5766 and 24 hour emergency help is also available through the 24/7 National Prevention Hotline at 1-(800)-273-TALK or at [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org/). The Ohio State Wellness app is also a great resource available at [go.osu.edu/wellness](http://go.osu.edu/wellnessapp).

**Student Emergency Financial Support**

The **Student Advocacy Center** staff members are continuing to serve students during normal business hours and are accepting online appointments.

The **Student Emergency Fund** is available to students who may otherwise be at risk of dropping out of college due to an unexpected financial emergency. If you, or a student you know, are experiencing an unplanned expense, the Student Emergency Fund may be an option. Their office is accepting applications and may be able to award up to $1,000 to eligible students. [Learn more and apply](https://advocacy.osu.edu/student-emergency-fund/)**.**

The Together as Buckeyes emergency grants program, funded primarily by the federal Coronavirus Aid, Relief and Economic Security (CARES) Act, is available to all students — undergraduate, graduate, and professional — through the Student Financial Aid office. To apply for a grant, students need to complete a one-page [Emergency Request form](https://sfa.osu.edu/form-files/OSU_2020_Emergency_Fund_Application.pdf) and provide any supporting documentation. The Office of Student Financial Aid will process applications after determining eligibility based on each student’s circumstances and guidance from the U.S. Department of Education.

Franklin County Department of Job and Family Services has amended its Prevention, Retention and Contingency Program to provide targeted relief for families impacted by the COVID-19 pandemic. The Franklin County COVID-19 Response PRC Program provides eligible families with $500 in one-time cash assistance to help address emergent needs and expenses brought about by the public health emergency. Families can [apply online](https://studentlife.osu.edu/secure/manage/jfs.franklincountyohio.gov/covid19PRC) today.

The **Student Wellness Center** offers financial coaching through the Scarlet and Gray Financial nationally recognized peer financial coaching program. Through the program, students will learn about financial goal setting, banking basics, budgeting, credit education, debt repayment education and saving and retirement education. [Learn more](https://swc.osu.edu/services/financial-education/financial-coaching/).

**Food Assistance**

It's a common idea that pervades American culture: when you're in college, it's simply a rite of passage to sustain yourself on cheap, unhealthy food. We disagree. We highly recommend OSU’s **Buckeye Food Alliance**  Lincoln Tower 150 food pantry (<https://www.buckeyefoodalliance.org>) and the MidOhio Foodbank (<https://www.midohiofoodbank.org>). The **Buckeye Food Alliance** will remain open to support students in need.

**Requesting Accommodations**

The university strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability including mental health, chronic or temporary medical conditions, please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** [slds@osu.edu](mailto:slds@osu.edu); 614-292-3307; 098 Baker Hall, 113 W. 12th Avenue.

**COVID-19 Related Accommodations**

**Academic Flexibility during Quarantine/Isolation Period**

**If you have been advised to quarantine or isolate by a physician, testing center, or at-home test kit**

Please report your positive test to Columbus Public Health.  More information on reporting and next steps can be found on the [Safe and Healthy Buckeyes](https://safeandhealthy.osu.edu/tracing-isolation-quarantine) website.

Consult with your instructor about short-term flexibility during your five-day isolation period.

* If you are student who is not registered with SLDS, and your instructor will not provide flexibility under their absence policy, please complete our COVID-Accommodation request for to request assistance in speaking with them.
* If you are already registered with SLDS, and your instructor will not provide flexibility, please contact [Your Access Specialist](https://slds.osu.edu/registered-students/contact-my-access-specialist/) via e-mail to inform them of your COVID-related accommodation request.

**Disclosures:**Disability Services will only share pertinent information with faculty/staff on a need-to-know basis. Medical documentation will not be shared.

**Questions/Assistance:** For additional assistance in working with your instructor on a supported participation plan, first contact the academic department chair. If the instructor and department chair are unable to come to a resolution, please contact us at [slds@osu.edu](mailto:slds@osu.edu) or 614-292-3307.

**Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Date** | **Topic** | **Assignment Due Before Class** |
| 1 | August 23 | Welcome to ES | None |
| 2 | August 30 | Why Engineering | Getting to Know You Form |
| 3 | September 6 | Wasted: The Story of Food Waste Part 1 | None |
| 4 | September 13 | Wasted: The Story of Food Waste  pt. 2 | **Reflection question 1-Story of Food Waste** |
| 5 | September 20 | Strength Finder | **Reflection question 2-Story of Food Waste** |
| 6 | September 27 | Community Building | **Refection Question 3-Strength Finder** |
| 7 | October 4 | Guest Speaker | None |
| 8 | October 11 | NO CLASS | None |
| 9 | October 18 | ePortfolio and Pebble Pad | Laura Struve |
| 10 | October 25 | UN Goals | None |
| 11 | November 1 | No Class Work on Project | None |
| 12 | November 8 | Guest Speaker | None |
| 13 | November 15 | **Group Presentation** | None |
| 14 | November 22 | Thanksgiving-No Class | None |
| 15 | November 29 | **Group Presentation** | None |
| 16 | December 6 | **End of Semester/Group Presentation** | Reflection in class-bring computer or laptop |

|  |  |
| --- | --- |
|  | **Pts** |
| Getting to Know You | 10 |
| 1:1 | 25 |
| Attendance and Participation | 45 |
| Reflection Question 1 | 15 |
| Reflection Question 2 | 15 |
| Reflection Question 3 | 15 |
| End of Semester and Group Project Reflection | 15 |
| Group Project | 35 |
| **Total Points** | **175** |