

This syllabus template was created by the Engineering and Computing Education Core (ECEC) of University of Nebraska-Lincoln.

All Orange text and [Bracketed] text should be replaced and/or deleted from this syllabus template upon completion.

Any and all questions can be sent to: Engr-ECEC@unl.edu

**Title of Course/Course & Course Number**

**Semester & Year: # of Credits**

**Instructor:** **Instructor Name***,* **Instructor E-Mail**

Office: **Building & Room Number.**

 Office Hours: **Days and Times**

 (or by E-Mail Appointment)

**TA:** **Graduate Assistant Name.****Graduate Assistant E-Mail**

 Office Hours Location: **Building & Room Number**

Office Hours: **Days & Times** (or by E-Mail Appointment)
Virtual Office Hours: **Days & Times**
[Virtual office hours refer to online discussions via Zoom or other internet based resources]

**Class Schedule:** Lecture: **M/T/W/Th/F****Time: To & From**

 **Building & Room Number**

**Final Exam: Day of the Week****Month****Day****Time Slot**

**Exam Format**

**Prerequisites:** **Prerequisite Course(s) Here**

**List of Prerequisites by topics: Please specify the extent to which these prerequisites are emphasized.**

H – The concept is used HEAVILY in the course and is considered a core requirement
M – The concept is used MODERATELY in the course
L – The concept is used SOMEWHAT in the course and students need to be familiar with it

***(Sample:
1. Concepts of impedance, admittance, resistance, reactance, conductance, and suspceptance - H
2. DC and AC circuit analysis (KVL, KCL, Mesh, and Nodal) – M)***

**Resources:** Required Text: **Required Text(s)**

 Recommended Text: **Recommended Text(s) / Delete**

Webpage: Canvas (https://canvas.unl.edu/) Course materials will be available on Canvas. You will use it multiple times a week. Please ensure you can access this. COURSE

Other: **Other Resources Not Mentioned**

****[Example of way to present reading material and information. This allows students to search for the ISBN and see what the text looks like specifically. This will also alleviate concerns that students may have about getting the wrong version.]

**Course Format:** **Course Format Type**

**Course Description: Insert the Course Description or Course Abstract here. It may not align the same as the above content. That is ok and is designed as such.**

**Course Learning Objectives:**
[A great way to develop your course’s learning objectives is by using Bloom’s Taxonomy. In order to create these the sentence “At the end of this course, students will be able to:” can be used as the beginning. An example with no certain context would thus read: *At the end of this course students will be able to list the Laws of Thermodynamics*. For assistance with creating course objectives feel free to reach out to the ECEC at <https://engineering.unl.edu/ecec/staff/>.]

1.

**ABET Outcomes:**

[Insert ABET outcomes that are relevant to your course here. The outcomes for the different accreditation commissions can be viewed at <go.unl.edu/abetengineering> (EAC outcomes), <go.unl.edu/abetansac> (ANSAC outcomes), and <go.unl.edu/abetcomputing> (CAC outcomes). If you have any questions feel free to reach out to the ECEC at: <https://engineering.unl.edu/ecec/staff/>]

**ACE Certified Learning Outcomes:**

[This is required for ACE courses only. For a list of ACE Courses please see this link: <https://ace.unl.edu/courses> and for a list of ACE Learning Outcomes please see this link: <https://ace.unl.edu/about/outcomes>. If you have any questions please contact the ECEC at Engr-ECEC@UNL.edu]

**Complete Engineer Competencies:**

[Insert any Complete Engineer Competencies that are integrated into your course. More information about the Complete Engineer and the Competencies can be found at <https://engineering.unl.edu/complete-engineer/>]

**Graded Assignments for ACE Learning Outcomes:**

[Required for ACE Courses only]

**Tentative Course Schedule (All Information Subject to Change):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Date** | **Topic** | **Reading** |
| Pre-Course |  |  |  |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |
| **FINAL** |  |  |  |

[Examples of pre-course topics/activities include:

* Syllabus reading & quiz
* Introduction Forum
* Reading Assignment
* Etc…

For a full student resource list please contact any of the staff at the ECEC <https://engineering.unl.edu/ecec/staff/>]

**Grading:**

|  |  |
| --- | --- |
| Classroom Participation | Enter Percentage % |
| Homework | Enter Percentage % |
| Team Projects | Enter Percentage % |
| Formative Assessment 1 | Enter Percentage % |
| Formative Assessment 2 | Enter Percentage % |
| Formative Assessment 3 | Enter Percentage % |

**Grading Scale:**

|  |  |
| --- | --- |
| Numerical Score | Letter Grade |
| 97-100 |  A+ |
| 93-97 | A |
| 90-93 |  A- |
| 87-90 |  B+ |
| 83-87 | B |
| 80-83 |  B- |
| 77-80 |  C+ |
| 73-77 | C |
| 70-73 |  C- |
| 67-70 |  D+ |
| 63-67 | D |
| 60-63 |  D- |
| <60 | F |

**Attendance Policy:**

[Enter your Attendance Policy here. If none, say “None.”]

**Classroom Participation:**

[Enter your Classroom Participation Policy here.]

[Example]

*Attending class is vital for learning. You will be expected to attend and come prepared (e.g. finish the readings, completed homework, etc.) to all class meetings. Participation will be assessed through in-class assignments such as quizzes, exercises, reflections, and other means. You can miss a maximum of 2 class periods throughout the semester without penalty. It is not possible to makeup missed classes or participation points.*

**Homework:**

[Enter your Homework Policy here.]

[Example]

*Homework*

* *Homework will be assigned by Wednesday and will be due on Canvas the following Wednesday before the beginning of class. Hard-copies will also be collected at the beginning of the class period on Wednesday.*
* *A majority of points will be awarded to the PROCESS of getting to the solution and not on the final answer.*
* *It is expected that you complete all of the homework questions but not all problems will be graded. Typically, only 1 question that is randomly selected will be graded each week unless otherwise noted.*
* *You are encouraged to work on your homework assignments in groups, but each student must turn in their own work.*
	+ *If you do choose to work with a group, the names of the group members should be provided with the homework assignment.*

***Homework Format Guidelines***

* *Your name should appear on each page and the pages of your homework must be stapled together*
* *Solutions should be on 8.5”x11” paper, engineering paper is preferred.*
* *Solutions must be neat, and each step in the solution must be clearly shown for full credit. Correct answers without clear work will not receive credit.*
* *Final answers must include correct units for full credit.*

***Late Homework Policy***

* *If a late due date is necessary, permission from the instructor is required.*
* *Late homework will have 20% deducted from the grade per school day.*
* *Under no circumstances will homework assignments be accepted after graded homework has been returned and solutions have been posted on canvas.*
* *Homework turned in late will not always be returned at the same time as the homework turned in on time.*

**Quiz:**

[Enter your Quiz Policy here. Please see *Exam* *Policy* area for similar ideas.]

**Exam:**

[Enter your Exam Policy here.]

[Example]

EXAMS

* *The two mid-term exams will be non-comprehensive. You may bring one single-sided 8.5” x 11” page of notes to each mid-term exam.*
* *The final exam will be comprehensive with an emphasis on the last one-third of the course. You may bring up to three single-sided 8.5” x 11” pages of notes to the final exam.*
* *Make-up exams are not always available. If a student misses an exam for a compelling and documented reason, greater weight may be assigned to the other exams or a term paper will be used as an alternative. In absence of sufficient justification for missing an exam, zero will be assigned for that exam. Whenever possible, notify the instructor before you must miss an exam.*

**Other/Special Policies:**

[Enter your Other/Special Policies here. Examples would be collaborations in course work, calculator usage (or what specific types), Late Work, Online Resource Usage, Etc…)

**Communication Expectations:**

[Enter your Communication Expectations here.]

[Example]

*Expectations for Behavior*

* *Students are expected to display tolerance and respect in all communication. Communicate with others the same way you would in a traditional classroom. Comments and language should be respectful and appropriate for a college community. All comments should also follow acceptable grammar and spelling.*
* *For this class to be effective, you must be an active participant.  You are expected to contribute to each class session.  This includes asking questions, answering others questions, and adding relevant information.  The more spontaneous you can be with your contributions, the better.  I will periodically call on people to find out what they are thinking and to bring them into the conversation.*
* *Another part of being an active participant is how you react to others.  There are things that we can all learn from each other, so we must treat each other with respect and dignity.  This means allowing everyone to share their ideas and carefully considering their input.  No one should ever be put down for his/her contributions.*

**Technology Policy:**

[Enter your Cell Phone, Computer, and/or Mobile Device Policy(ies) here.]

[Example]

*I will allow electronics in class (i.e., laptops and tablets only).*

* *I know many of you read online or take notes on your laptops or tablets, however, electronics are a major distraction in class and disrupt class discussion. There is literature that supports this claim, one of which includes: Fried, C.B. (2008). In-class laptop use and its effects on student learning. Computers & Education, 50(3), 906-914. But, because we often read online, I will allow them. However, if I find they become distracting, I hold the right to disallow them in class.*
* *In this vein, I would strongly suggest you print out the PDF and online readings and bring your books to class. I would also urge you to come to class with written notes on the readings or typed notes on your laptop or tablet. If printing is an issue, please talk to me!*

[Another Example]

Technology is allowed in class only as it directly supports class learning and announced by
professor. General internet surfing, texting, e-mailing, working on other coursework or personal
items is not appropriate or acceptable. Out of respect for the class, students are expected to
silence or turn off their phones and other notification devices during class and to refrain from
texting, calling or using electronics, except as a part of classwork. If any of these behaviors
occur during the class the student will be asked to leave the class and will be counted as absent.

**Academic Honestly Policy:**

**Student Code of Conduct, Section B. Conduct – rules and regulations, 1. Acts of Academic Dishonesty**

[Example]

*Academic integrity is of the utmost importance at Nebraska. Be sure you understand expectations of you and your academic work. View the complete list of academic dishonesty violations in the Student Code of Conduct, specifically Article III: Proscribed Conduct, Section B. Conduct – Rules and Regulations, 1. Acts of Academic Dishonesty. For more information, please visit https://studentconduct.unl.edu/. If you are unsure what counts as academic dishonesty in this course, please visit me during office hours. The first instance of academic dishonesty will result in a score of zero for the assignment or exam. The second incidence of academic dishonesty will result in a failing grade for the course*

<https://studentconduct.unl.edu/student-code-conduct>

**Diversity and Inclusion Statement:**

[Example]

*It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength and benefit. I would like to create a learning environment for my students that supports thoughts, perspectives, and experiences, and honors your identities (including gender, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, culture, etc.). To help accomplish this:*

* *If you have a name and/or set of pronouns that differ from those that appear in your official University of Nebraska records, please let me know!*
* *If you feel like your performance in the class is being impacted by your experiences outside of class, please don't hesitate to come and talk with me. I want to be a resource for you. Remember that you can also submit anonymous feedback (which will lead to me making a general announcement to the class, if necessary to address your concerns). If you prefer to speak with someone outside of the course, there are many resources available on-campus (e.g. CAPS).*
* *I (like many people) am still in the process of learning about diverse perspectives and identities. If something was said in class (by anyone) that made you feel uncomfortable, please talk to me about it. (Again, anonymous feedback is always an option).*

<https://diversity.unl.edu/student-resources>

**Emergency Procedures:**

**City Campus Emergency Information:**

Please follow the link below for UNL’s Emergency Preparedness Resources. Sign up for the UNL Alert service under the “**Stay Connected**” portion of the web-page.

Fire and Medical Emergencies: 911

University Police: 402-472-2222

Twitter: @NebPrepare

E-Mail: preparedness@unl.edu

<https://emergency.unl.edu/>

**Scott Campus Emergency Information:**

A number of resources are available for distributing and receiving critical information and instructions during an emergency.

* All-campus email
* [UNO Alert text message and email alerts](https://www.unomaha.edu/emergency/notifications.php#signup)
* Posts on UNO's official [Facebook](https://www.facebook.com/unomaha) and [Twitter](https://twitter.com/unomaha) accounts
* Emergency banner on the [UNO homepage](https://www.unomaha.edu/index.php)
* Overhead pages and indicator lights on campus
* Emergency information line (402.554.2255)
* Media outlets

<https://www.unomaha.edu/emergency/index.php>

**Student Resource Information:**

**Well-Being (Home Campus – Lincoln Campus):**

UNL offers a variety of options to students to aid them in dealing with stress and adversity.

* Counseling and Psychological Services (CAPS) is a multidisciplinary team of psychologists and counselors that works collaboratively with Nebraska students to help them explore their feelings and thoughts and learn helpful ways to improve their mental, psychological and emotional well-being when issues arise.
	+ CAPS can be reached by calling 402-472-7450.
* Big Red Resilience & Well-Being (BRRWB) provides one-on-one well-being coaching to any student who wants to enhance their well-being. Trained well-being coaches help students create and be grateful for positive experiences, practice resilience and self-compassion, and find support as they need it.
	+ BRRWB can be reached by calling 402-472-8770.

**Well-Being (Home Campus – Scott Campus):**

UNO offers a variety of options to students to aid them in dealing with stress and adversity.

* Counseling and Psychological Services (CAPS) is dedicated to working with students to provide that can assist with challenges that have impacted their overall well-being. These could include adjusting to life events, relationship issues and mental health changes. Counseling staff work closely with Nebraska Medicine Health Services to provide on-campus referrals and collaboration with their services.
	+ CAPS can be reached by calling 402-554-2409.

**Math Resource Center:**The Mathematics Resource Center (MRC) is a free tutoring service and is the primary facility for undergraduate students who are enrolled in an have questions related to any precalculus or calculus course offered by the department. The Center also provides an excellent location for students to meet and work together on assignments or group projects.

* No appointments or reservations are needed.
* Staffed by Graduate Teaching Assistants and by undergraduate math majors hired for the center.
* Ask for assistance with math courses 100A, 101, 102, 103, 104, 106, 107, and 107H.

[**https://www.math.unl.edu/resources/undergraduate/mrc**](https://www.math.unl.edu/resources/undergraduate/mrc)

**The Writing Center:**

At the Writing Center, our undergraduate and graduate Writing Consultants work with writers at all levels, from all disciplines, at all stages of the writing process.  All members of the UNL community (students, faculty, and staff) are welcome.

Whether you are brainstorming or organizing ideas or polishing a final draft, we look forward to discussing your writing with you.

All forms of communication are welcome, from essays, lab reports, research papers, and journal articles to presentations, cover letters, personal statements, and theses/dissertations.

[**https://www.unl.edu/writing**](https://www.unl.edu/writing)

**Engineering Study Shop:**

The College of Engineering provides FREE walk-in tutoring services for all engineering students! The courses and areas-of-study that the Engineering Study Stop tutors are able to assist with include: Math, Physics, Chemistry, Mechanical Engineering, and a variety of other engineering-related coursework. Click on the button below to meet our tutors and learn more about which courses they are able to assist you with. Study Stop allows you to study with other engineering students and trained tutors to gain more confidence and a better understanding of your course material... No reservations needed!

[**https://engineering.unl.edu/current-students/study-stop-city-campus/**](https://engineering.unl.edu/current-students/study-stop-city-campus/)

**ADA and Accommodation:**

Students with disabilities are encouraged to contact the instructor for a confidential discussion of their individual needs for academic accommodation. It is the policy of the University of Nebraska-Lincoln to provide flexible and individualized accommodation to students with documented disabilities that may affect their ability to fully participate in course activities or to meet course requirements.

To receive accommodation services, students must be registered with the Services for Students with Disabilities (SSD) office, 232 Canfield Administration, 472-3787 voice or TTY.

**Office of Services for Students with Disabilities:**

The University of Nebraska-Lincoln is committed to ensuring equal access to curricular and co-curricular opportunities for students with disabilities. Providing a range of services, SSD implements reasonable accommodations for students with disabilities and offers students the opportunity to contribute and participate in the diverse campus experience at the University of Nebraska–Lincoln. This site is intended to provide you with the information you need to enjoy your life as a University of Nebraska student.

[**https://www.unl.edu/ssd/home**](https://www.unl.edu/ssd/home)