Integrated Product and Process Design (IPPD)

| Fall semester: ABE 4912, BME 4882, EAS 4912, EML 4913, ECH 4912, EIN 4912, EEL 4912, CIS 4912C, EMA 4915, MAN 4538 | Spring semester: ABE 4913, BME 4883, EAS 4913, EML 4913, ECH 4913, EIN 4913, EEL 4913, CIS 4913C, EMA4916, MAN 4539 |

Class Periods: T, 8th-10th period (3-6pm)
Location: 170 Pugh Hall
Academic Term: Fall 2018-Spring 2019

Instructors:

<table>
<thead>
<tr>
<th>Dr. Rodney Guico, IPPD Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office location: 160 Engineering Building</td>
</tr>
<tr>
<td>Office Telephone: (352) 846-3354</td>
</tr>
<tr>
<td>E-mail Address: <a href="mailto:director@ippd.ufl.edu">director@ippd.ufl.edu</a></td>
</tr>
<tr>
<td>Office hours: Period and days will be established after the first week of class; appointments &amp; walk-ins welcomed</td>
</tr>
</tbody>
</table>

- **Director Terminology:** Every time you see the term IPPD Director is referring to Dr. Rodney Guico.
- **Faculty Coaches:** Offices and hours will vary by the project team

Teaching Assistants- IPPD Staff

The IPPD program is supported by several staff and student assistants. **Contact information, office hours, and office locations are posted on Canvas.** IPPD staff hours vary due to team purchase needs, meetings with sponsors and UF faculty/staff, off-campus purchases and other duties. The times IPPD staff will be available in the office will be from 9am to 4pm, except on class days office hours will be from 9am to 1pm. You are always welcome to make an appointment with an IPPD staff member if you need assistance (though an appointment is not required).

Course Description

**Credits:** 3 hours for Fall and 3 hours for Spring. A two-semester-course sequence in which multidisciplinary teams of engineering and business students partner with industry sponsors to design and build authentic products and processes—on time and within budget. Working closely with industry liaison engineers and a faculty coach, students gain practical experience in teamwork and communication, problem solving and engineering design, and develop leadership, management and people skills. This course is project-based, and therefore has no traditional exams. Students are evaluated on the quality and progress of their project, both as a team and as an individual.

Course Objectives

- **Learn effective product and process design elements on a real-life project:** Function & Producibility; Cost (within budget); Schedule; Reliability; Customer Preference; Life Cycle
- **Function successfully in multidisciplinary teams:** 4-8 student members, faculty coach, and sponsor liaison; Classroom & laboratory experience as a two semesters sequence totaling 6-credit; Students, coaches, sponsors, liaisons from different fields; Practical project experience; Teamwork; Professional practice experience
- **Exercise Professionalism (please, check out the Expectations section of this syllabus):** Leadership, management and people skills; Multi-criterion decision-making techniques; Effective business meetings
with remote clients Professional presentation and writing skills; Professional communication

- **Satisfy the following ABET outcomes**: An ability to function on multidisciplinary teams; An ability to communicate effectively

- **Meet Discipline Capstone Design Objectives**: As this course is replacing your senior design course a subproject(s) might be required to fulfill your discipline’s senior design objectives; Subproject(s) will be topically aligned, and integrated with, your IPPD project.

Materials and Supply Fees:
None

Course Schedule (subject to project progress)

- Syllabus and detailed weekly schedule on e-Learning Canvas
- Fall semester class structure: lectures, individual/team/group in-class activities, guest lectures
- Spring semester class structure: lecture and/or guest lectures, 1 hour in discipline, 1 hour in team meeting
- e-Learning calendar will cover special events and cancelled classes

Required Textbooks and Software

1. Three IPPD-specific documents located on Canvas (required, provided at no charge to IPPD students)
   a. IPPD Engineering Design Handbook
      i. Details deliverables for the IPPD course, expectations for assignments, and details on the IPPD course in general. Covers the entirety of the integrated design process, from concept evaluation to manufacturing plans and business cases.
   b. The New Engineer’s Professional Primer
      i. Serves as a reference for the soft skills necessary to be an effective engineer. This manual also contains information on mandatory training program required for all IPPD students.
   c. IPPD Administrative Manual
      i. Explains common administrative functions of the IPPD program, such as purchasing and travel procedures, laboratory safety policies, and other interactions between IPPD staff and students.

<table>
<thead>
<tr>
<th>Agricultural and Biological Engineering (any two of the following three courses)</th>
<th>Electrical &amp; Computer Engineering (EE &amp; CpE degrees)</th>
<th>Mechanical and Aerospace Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABE 3612C</td>
<td>EEL 3135</td>
<td>EGM 3520</td>
</tr>
<tr>
<td>ABE 3652C</td>
<td>EEL 3304C</td>
<td>EML 3301C</td>
</tr>
<tr>
<td>ABE 4231C</td>
<td>EEL 3701C</td>
<td></td>
</tr>
<tr>
<td>Business Administration (MAN 4504 and one of the remaining three courses)</td>
<td>EE Degree Co-requisites:</td>
<td></td>
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<tr>
<td>MAN 4504</td>
<td>EEL XXXX (3000 level or higher EEL course)</td>
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<tr>
<td>FIN 3408</td>
<td>EEL 4XXX (4000 level EEL course)</td>
<td>EML 3005C</td>
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<tr>
<td>MAR 3023</td>
<td></td>
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<tr>
<td>ECO 3100</td>
<td></td>
<td></td>
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<tr>
<td>Chemical Engineering</td>
<td>CpE Degree Co-requisites (pick 2):</td>
<td></td>
</tr>
<tr>
<td>ECH 3203</td>
<td>EEL 4712C</td>
<td>Aerospace Engineering Degree Co-requisites:</td>
</tr>
<tr>
<td>ECH 4604</td>
<td>EEL 4744C</td>
<td>EAS 4101</td>
</tr>
<tr>
<td>Environmental Engineering (two of the following four courses)</td>
<td>COP 4600</td>
<td></td>
</tr>
<tr>
<td>EEL 3135</td>
<td>ENV 4351</td>
<td>Biomedical Engineering</td>
</tr>
<tr>
<td>EEL 3304C</td>
<td>ENV 4121</td>
<td>BME 4503</td>
</tr>
<tr>
<td>EEL 3701C</td>
<td>ENV 4514C ENV4561</td>
<td>BME 4503L</td>
</tr>
<tr>
<td>EEL 3923C (AY 2019 onwards)</td>
<td></td>
<td></td>
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<tr>
<td>COP 3530 (CpE degree only)</td>
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Class Policies

Attendance

- Institutional Policy: Excused absences are consistent with university policies in the [undergraduate catalog](#) and require appropriate documentation.
- Attendance in class and team-related activities is an element of professionalism. Attendance is expected for all lectures and design reviews, and attendance will be taken in every class meeting.
- Attendance may be taken in three forms:
  - Canvas Quiz
  - Sign-in sheet
  - Randomized class participation.
- Students may miss 1 class meeting without penalty. Each absence beyond 1 will reduce the overall grade by 1 percentage point.
- Absences will be excused under the following conditions if you have alerted attendance@ippd.ufl.edu in addition to your coach:
  - 24 hours ahead of time that you have a legitimate, unavoidable absence (such as an exam conflict for a higher-numbered academic course)
  - A verifiable medical or family emergency
  - Travel for a student conference—provided all excuse request forms are completely filled out and approved by your coach and the IPPD director 30 days prior to travel
  - Team has project team travel that has been pre-approved by Dr. Guico
  - Need to come to class late or leave early for a legitimate reason
  - Email IPPD Staff at least 24 before class about missing class due to interview confirmation email; conference email; UF official sporting event.
- **Signing an attendance sheet for an absent or tardy student is in violation of the academic honesty policy and will result in disciplinary action.** A first violation will result in a letter grade reduction for all involved parties. A second violation will result in course failure for all involved parties.

Evaluations and Surveys

Throughout the fall and spring terms, students are required to complete several course evaluations. The evaluations are distributed in the form of automated emails and completed on SharePoint. There are between 5 and 10 evaluations each term which cover peer feedback for teammates, coaches, the instructor, and IPPD staff.

- Students must complete each requested evaluation.
- The feedback given in these evaluations has no impact on a student’s or team’s grade, and is used for process improvement and to identify teams which are struggling.
- Evaluations are graded as a signal assignment on canvas. Each survey is equally weighed in the assignment.
- Evaluations which have not been completed within one week of the notification email being sent will be assigned a score of zero.
- Each missed evaluation or survey beyond 1 will result in a 1% reduction in the final grade.

Class Expectations

- Follow the syllabus and weekly schedule.
• Check e-Learning for class updates, assignments, announcements, lessons, calendar, and resources.
• Use the Git as instructed (uploads, and naming of folders and/or files).
• Backup all materials related to your in-class and out-of-class activities on your team’s SharePoint drive.
• Laptops may be used in class but must be used for class-related activities.
• When instructor or IPPD staff ask you to put your device away, please do so.
• Recording the lecture is not allowed using any type of media. If you need special accommodations, please contact your instructor.

Canvas
• Canvas is used extensively in the IPPD course. Check the site frequently for updates and announcements.
• All assignments and quizzes are posted to the Canvas E-learning platform. All graded items are open at the start of the semester and close 10-days after the assignment is due. New submissions will not be accepted after the 10-day period.
• Each assignment has specific instructions on what and how to upload assignments for grading. Check each assignment on canvas for any special instructions.
• File should be named according to any instructions given in the Engineering Design Handbook or the assignment page itself.
• Templates, logos, and examples documents are located on Canvas on the page of the assignment they correspond to.

Late Assignment Policy
• Penalties are given for all unexcused late submissions.
• Time Penalties for assignments submitted past the due date and time.

<table>
<thead>
<tr>
<th>Time after due time</th>
<th>Penalty</th>
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</thead>
<tbody>
<tr>
<td>First 24 hours after due time</td>
<td>10%</td>
</tr>
<tr>
<td>Every 24 hours thereafter</td>
<td>10%</td>
</tr>
<tr>
<td>Maximum Penalty</td>
<td>100%</td>
</tr>
</tbody>
</table>

• A Late Assignment Submission Request form is available on SharePoint. This form is to be used in the event that a team knows of extenuating circumstance that will prevent them from submitting an assignment on-time. The following examples are justification for the acceptance of a late submission request:
  • The sponsor company has delayed a meeting or review of a major deliverable
  • A significant change in scope which requires a major rework of a previously completed project deliverable
  • Unavoidable delays in project work, such as lack of laboratory space, instrumentation availability, or other material needs which are not controlled by the team
  • An illness of a team member, coach, or liaison which delays a major milestone or meeting
• Late Assignment Requests may be made for both group and individual assignments.
  • Information needed on the request includes: (1) Current assignment information, (2) Explanation on why extension is needed, (3) Proposed new due date.
  • Forms MUST be submitted at least 24 hours prior to assignment due date/time. Forms submitted within 24 hours of the due date will not be considered. Normal University policy for excused absences will still apply after this point.
  • The instructor will decide if a circumstance warrants the late submission request and adjust due dates for that team or individual on canvas.

Design Reports
• All written reports MUST be completed using the template(s) provided on Canvas. Different reports may have different templates, so check the assignment on Canvas for the template specific to that report.
• Any reports submitted not using the specified template will not be graded and the standard late assignment penalty will apply until an appropriate copy is submitted to canvas.
• Feedback for all design reports is provided by IPPD staff and coaches. It is highly encouraged to get reports
reviewed by liaison engineers as well.

- **No reports or other deliverables will be regraded.** For deliverables which are given to the sponsor, you may be required to address comments and resubmit a copy of the deliverable for further review by IPPD staff.

- Report revisions may be required **if the report fails to meet the expectations for professional and technical quality expected in IPPD.** The following rules apply in this situation:
  - Any major report which receives less than an 80% grade (not including late penalties) on its first submission must be rewritten based on instructor feedback within 3 days of notice by the instructor.
  - The grade for the first submission is the FINAL grade. No regrading will occur with the second submission.
  - The revision will be reviewed by IPPD instructors based on the same criteria as the first submission. If the report still does not reach the 80% threshold, a professionalism committee will be convened to determine appropriate corrective action for the team.

**Emails, Announcements, Feedback, and Communications**

- Is your responsibility to read the emails and announcements from Canvas IPPD class, IPPD staff, coach, team mates, and liaison engineer.
- E-mails to IPPD staff, coach, and liaison engineers must be written both respectfully and professionally.
- You are responsible for reviewing your coach, instructor, and liaison feedback after grade submission for each assignment.
- Emails, announcements, feedback, and an any type of communication may occur outside business hours. Due to the time constrains of the project, you are expected to respond within 24 hrs.

**File Storage and Sharing**

- Platforms for file storage (Must use ONLY these options for any project-related file storage)
  - IPPD SharePoint
  - Git Hub
    - Mandatory for teams that have any software coding in their project
    - Optional for all other teams
- File Sharing
  - E-mail: Send files through UF e-mail services
  - SharePoint: E-mail SharePoint links for any document to the liaison engineers

**Legal Policies: Seeking Outside Help on Projects**

- You must contact your coach before seeking help from non-UF personnel. Examples include (but are not limited to): a professional expert in the topic field, off-campus fabrication businesses, off-the-shelf manufacturers or technical support agents, friends, family members, professional acquaintances, or internet message boards (even anonymous ones).
- Violations of the Non-Disclosure Agreement you signed at the beginning of Fall Semester (or as required by your sponsor company) may be punishable under University, local, state, federal, or international law. Potential punishment may include:
  - Basic Academic Penalties:
    - Terminated from IPPD class
    - Office of Student Conduct and Conflict Resolution hearing
    - Registration holds
  - Suspension from the University
    - Prohibition from enrolling during suspension
• Ineligibility to take classes or transfer credits to or from any public university.
• Forced University re-enrollment
• Law Enforcement:
  • Arrest, imprisonment, or investigation by local, state, or federal police.
  • Community service or fines

Professional Responsibilities Expected of You:
• Attend any extracurricular scheduled team meetings and contribute to team activities outside of normal class time.
• Respect the requests of IPPD staff at all times, especially in the IPPD labs and around tools and equipment.
• Unprofessional behavior is unacceptable during any IPPD activities. You may be able to solve some problems at the team level. However, you can report unresolved unprofessional behavior of a team member, liaison, IPPD staff, vendor, and people you come in contact with during IPPD activities to your coach prior to engaging the IPPD Director. If you are having problems with your coach, contact the IPPD Director.
• Report cases of unprofessional behavior of IPPD peers outside your team to IPPD staff or the Director.
• Speak professionally to IPPD staff, instructors, team members, coaches, and liaisons.
• Obey administrative guidance on travel, purchasing, safety, or other topics covered in the New Engineer’s Professional Primer or Administration Manual at all times.
  o All team travel costs are managed by IPPD; understand your budget for your prototype does not include travel costs.
  o Keep tabs on your team prototype budget as you go. An Excel sheet will be posted on your team SharePoint site.

IPPD Professionalism Committee
Teams or team members that underperform or whose negative behaviors impact the success of the team or IPPD program will be contacted initially by their Coach for an in-person meeting to attempt to resolve any issues. In some cases, the IPPD director or staff may intervene if they observe troubling behavior or a lack of progress by a team or individual and hold an aside to try and address the issue. Teams or students who do not respond appropriately to the Coach and/or the IPPD Director will be referred to the IPPD Professionalism Committee. The IPPD Professionalism Committee may be comprised of IPPD faculty members, the team member’s Coach, the IPPD Director, and a Counseling and Wellness Center member who will meet and formalize a plan for behavioral and professional improvement for the student or team. If the improvement plan goals are not met, then the Termination Policy will be put into effect.

Termination Policy
• The Termination Committee is comprised of the same people as the Professionalism Committee. IPPD has a detailed procedure for terminating students whose participation or lack of participation on the project team jeopardizes the ability of the project team to successfully meet the academic goals of the IPPD program and/or the sponsored project goals.
• Detrimental team member behaviors include, but are not limited to, lack of participation in team activities, refusal to complete required deliverables on time, insubordination toward the current team leader, project coach, project sponsor, liaison engineer, IPPD Director or an IPPD staff member, unprofessional conduct during project travel, extremely poor team member evaluations, and poor attendance.
• Students who exhibit these behaviors or embody these characteristics will meet with their project coach and be provided with a written description of the unacceptable actions/behaviors and an action plan for correcting the unacceptable behavior. Progress on the action plan will be monitored and if satisfactory progress is made, then the student may continue with IPPD. Otherwise, the coach will collect peer feedback and consult with the IPPD Director to determine a course of action. The offending student will meet with the coach and IPPD Director to determine if the student can continue with IPPD. Fall semester: If the student is terminated, then the student will receive an appropriate grade, up to and including a failing grade, and will not be allowed to register for the following IPPD semester, nor have access to any of the...
IPPD facilities or project team resources. Spring semester: If a student is terminated, then the student will receive a failing grade and will have access to IPPD facilities and project team resources revoked.

- The complete termination policy will be available in the IPPD Professional Manual available on the IPPD e-Learning site.

Grading Policy and Evaluators

The total makeup of a student’s grade is reflected in the assignment categories and weights on the Canvas e-learning site. Two individuals are responsible for the grade a student receives in the class:

- **IPPD Director**: The IPPD Director tracks all items submitted to the Canvas e-learning platform, including but not limited to attendance, quizzes, response memos, status reports, group assignments, completion of evaluations and forms, posters, videos, reports, presentations, end-of-term final checklists. The Director also assesses all major deliverable reports for quality of the content and presentation. The IPPD director may meet with students at set and unannounced points throughout the fall and spring semester to provide performance feedback as needed.

- **Faculty Coach**: The project coach assigns the team and individuals a grade at one or more points during the semester based on the quality of the project as well as input from the liaison engineer and team performance peer reviews. The individual and team grades are rarely the same, and no individual’s grade may be higher than the coach’s overall team grade for that term. The coach may elect to hold individual performance discussions at the end of each semester or other times as they see fit.

Grade Composition

The grade of each student is a combination of graded assignment and coach evaluations. The following table breaks down each component on the student’s final grade. This distribution is also reflected on Canvas.

<table>
<thead>
<tr>
<th>Evaluator</th>
<th>Category</th>
<th>Percent of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructor</strong></td>
<td>Door Code Assignments*</td>
<td>0%*</td>
</tr>
<tr>
<td></td>
<td>Attendance</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td>Status Reports</td>
<td>3%</td>
</tr>
<tr>
<td></td>
<td>Quizzes, Response Memos, Other</td>
<td>3%</td>
</tr>
<tr>
<td></td>
<td>Minor Reports</td>
<td>6%</td>
</tr>
<tr>
<td></td>
<td>Preliminary Design Review</td>
<td>4%</td>
</tr>
<tr>
<td></td>
<td>System Level Design Review</td>
<td>9%</td>
</tr>
<tr>
<td><strong>Coach</strong></td>
<td>Coach Individual Assessment</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>Coach Team Assessment</td>
<td>40%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

*Door code assignments are mandatory for all students at the beginning of fall (and possibly spring) semester. Students who fail to complete these assignments by the due date will be removed from the course.

Grading Scales

The following grading scale is applied, generally, to all graded work for IPPD.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>outstanding grade—must demonstrate initiative, be self-motivated, and go beyond what is asked for in the program. Your performance in a real-world job would exceed standards and warrant raise in pay, or advancement, and/or awards. You exhibit strong developmental growth with mentorship and teamwork.</td>
</tr>
</tbody>
</table>
above-average grade—requires that all assignments are completed on time, done with care, and done correctly. Your performance in a real-world job would achieve performance standards of your job but not exceed. You are responding to mentorship and teamwork to meet requirements.

average grade—awarded for work that is on time, but demonstrates a lack of initiative. Your performance in a real-world job lacks timeliness, following guidelines to meet deadlines, and would require constant instructions, job performance evaluation, and possible job probation. You are having difficulty responding to mentorship and teamwork to meet requirements.

below-average grade—awarded for work that is late, only partly fulfills the requirements, and demonstrates no initiative. Your performance in a real-world job has unacceptable performance, does not meet deadlines, unprofessional practices, unwilling to work with others, and lacks effort for improvement and would result in demotion, job probation, suspension from projects, and possible termination of job. You do not involve yourself with the provided mentorship and teamwork to meet requirements.

failing grade—given for work that is missed and does not fulfill the requirements of the assignment. Your performance in a real-world job would achieve termination of job due to extreme unprofessionalism and performance insufficiencies. You are not interested in provided mentorship and teamwork.

The following scale is used for assigning letter grades at the end of the semester (if applicable)

<table>
<thead>
<tr>
<th>Percent</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>86.7-89.9</td>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>83.3-86.6</td>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>80-83.2</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>76.7-79.9</td>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>73.3-76.6</td>
<td>C+</td>
<td>2.33</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Percent</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>70-73.2</td>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>66.7-69.9</td>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>63.3-66.6</td>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>60-63.2</td>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>56.7-59.9</td>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>&lt;56.7</td>
<td>E</td>
<td>0.00</td>
</tr>
</tbody>
</table>

General Grading Notes
- Grades will not be curved; however, grades across teams will be compared and monitored for consistency. “-“ and “+” grades will be assigned
- If the project is not complete at the end of the term, responsible team members, up to and including the entire team, are subject to incomplete/failing grades; examples of incomplete projects include unfinished or unprofessional final documentation, partially completed, untested or non-functional final prototypes, project data files that have not been organized for proper archiving, and incomplete final project checklists. Incomplete grades will be corrected as soon as the work is finalized.
- Students participating on project teams that fail to produce an acceptable prototype in the Fall semester cannot earn an A for the semester.
- A C- will not be a qualifying grade for critical tracking courses. In order to graduate, students must have an overall GPA and an upper-division GPA of 2.0 or better (C or better). Note: a C- average is equivalent to a GPA of 1.67, and therefore, it does not satisfy this graduation requirement. For more information on grades and grading policies, please visit: [https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx](https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx)

Make-up Exam Policy
This class has no exams
Institutional Policies:

Students Requiring Accommodations
Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, https://www.dso.ufl.edu/drc) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Course Evaluation
Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at https://evaluations.ufl.edu/evals. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results/.

University Honesty Policy
UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (https://sccr.dso.ufl.edu/students/student-conduct-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Software Use
All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

Student Privacy
There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. Review this website for more information about FERPA.
Professional Component (ABET):
This course sequence prepares students for engineering practice through a major design experience based on the knowledge and skills acquired in earlier course work and incorporating appropriate engineering standards and multiple realistic constraints. The courses will help students function on multidisciplinary teams; identify, formulate and solve engineering problems; understand professional and ethical responsibilities; communicate effectively; understand the impact of engineering solutions in a global and societal context; and understand contemporary engineering issues.

Relation to Program Outcomes (ABET):

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Coverage*</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. apply knowledge of mathematics, science, and engineering</td>
<td></td>
</tr>
<tr>
<td>b. design and conduct experiments, as well as to analyze and interpret data</td>
<td></td>
</tr>
<tr>
<td>c. design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability</td>
<td></td>
</tr>
<tr>
<td>d. function on multidisciplinary teams</td>
<td>High</td>
</tr>
<tr>
<td>e. identify, formulate, and solve engineering problems</td>
<td></td>
</tr>
<tr>
<td>f. professional and ethical responsibility</td>
<td></td>
</tr>
<tr>
<td>g. communicate effectively</td>
<td>Medium</td>
</tr>
<tr>
<td>h. understand the impact of engineering solutions in a global, economic, environmental, and societal context</td>
<td></td>
</tr>
<tr>
<td>i. recognition of the need for, and an ability to engage in life-long learning</td>
<td></td>
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<tr>
<td>j. knowledge of contemporary issues</td>
<td></td>
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<tr>
<td>k. use the techniques, skills, and modern engineering tools necessary for engineering practice</td>
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</tbody>
</table>

*Coverage is given as high, medium, or low. An empty box indicates that this outcome is not part of the course.
Campus Resources:

Health and Wellness

- **U Matter, We Care:**
  If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.
  - [Counseling and Wellness Center](#): 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.
  - **Sexual Assault Recovery Services (SARS)**
  - Student Health Care Center, 392-1161.
  - [University Police Department](#) at 392-1111 (or 9-1-1 for emergencies)

Academic Resources

- **E-learning technical support**, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu.
- [Career Resource Center](#), Reitz Union, 392-1601. Career assistance and counseling.
- **Library Support**: Various ways to receive assistance with respect to using the libraries or finding resources.
- [Teaching Center](#), Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.
- [Writing Studio, 302 Tigert Hall](#), 846-1138. Help brainstorming, formatting, and writing papers.
- [Student Complaints (Campus)](#)
- [On-Line Students Complaint](#)