

APPLICATION FOR NEW COURSE

1. General Information.					
a.	Submitted by the College of: Engineering	Today's Date:	2/9/11		
b.	Department/Division: Civil Engineering				
c.	Contact person name: Nick Stamatiadis	Email: nstamat@engr.uky.edu	Phone:	257.8012	
d.	Requested Effective Date:	<input checked="" type="checkbox"/> Semester following approval	OR	<input type="checkbox"/> Specific Term/Year ¹ : _____	
2. Designation and Description of Proposed Course.					
a.	Prefix and Number: CE 329				
b.	Full Title: Civil Engineering Communications and Teams Lab				
c.	Transcript Title (if full title is more than 40 characters):	CE Comm and Teams Lab			
d.	To be Cross-Listed ² with (Prefix and Number):	_____			
e.	Courses must be described by <u>at least one</u> of the meeting patterns below. Include number of actual contact hours ³ for each meeting pattern type.				
	1 Lecture	1 Laboratory ¹	_____ Recitation	_____ Discussion	
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research	
	_____ Seminar	_____ Studio	_____ Other – Please explain: _____		
f.	Identify a grading system:	<input checked="" type="checkbox"/> Letter (A, B, C, etc.)	<input type="checkbox"/> Pass/Fail		
g.	Number of credits:	1			
h.	Is this course repeatable for additional credit?			YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
	If YES:	Maximum number of credit hours:	_____		
	If YES:	Will this course allow multiple registrations during the same semester?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
i.	Course Description for Bulletin:	The class focuses on presenting the proper tools and techniques for oral presentations, identifying the requirements for proper technical writing, and providing students with the means to effectively work within a team environment.			
j.	Prerequisites, if any:	CIS 111 Comp and Comm II; Engineering standing			
k.	Will this course also be offered through Distance Learning?			YES ⁴ <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
l.	Supplementary teaching component, if any:	<input type="checkbox"/> Community-Based Experience	<input type="checkbox"/> Service Learning	<input type="checkbox"/> Both	
3.	Will this course be taught off campus?			YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
4. Frequency of Course Offering.					

¹ Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

² The chair of the cross-listing department must sign off on the Signature Routing Log.

³ In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)

⁴ You must *also* submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

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a.	Course will be offered (check all that apply):	<input checked="" type="checkbox"/> Fall	<input checked="" type="checkbox"/> Spring	<input type="checkbox"/> Summer
b.	Will the course be offered every year?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
	If NO, explain: _____			
5.	Are facilities and personnel necessary for the proposed new course available?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
	If NO, explain: _____			
6.	What enrollment (per section per semester) may reasonably be expected?	35		
7.	Anticipated Student Demand.			
a.	Will this course serve students primarily within the degree program?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
b.	Will it be of interest to a significant number of students outside the degree pgm?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
	If YES, explain: _____			
8.	Check the category most applicable to this course:			
	<input type="checkbox"/> Traditional – Offered in Corresponding Departments at Universities Elsewhere			
	<input checked="" type="checkbox"/> Relatively New – Now Being Widely Established			
	<input type="checkbox"/> Not Yet Found in Many (or Any) Other Universities			
9.	Course Relationship to Program(s).			
a.	Is this course part of a proposed new program?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
	If YES, name the proposed new program: _____			
b.	Will this course be a new requirement ⁵ for ANY program?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
	If YES ⁵ , list affected programs: Civil Engineering			
10.	Information to be Placed on Syllabus.			
a.	Is the course 400G or 500?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
	If YES, the <i>differentiation for undergraduate and graduate students must be included</i> in the information required in 10.b . You must include: (i) identification of additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR 3.1.4.)			
b.	<input checked="" type="checkbox"/> The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10.a above) are attached.			

⁵ In order to change a program, a program change form must also be submitted.

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Signature Routing Log

General Information:




Course Prefix and Number: CE 329

Proposal Contact Person Name: Nick Stamatiadis Phone: 257.8012 Email: nstamat@engr.uky.edu

INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
CE Education Group	2/9/11	N. Stamatiadis / 7-8012 / nstamat@engr.uky.edu	
Civil Engineering	2/25/11	G. Blandford / 7-1855 / gebland@engr.uky.edu	
Engineering faculty	4/11/11	Richard Sweigard / 78827 / rsweigard@engr.uky.edu	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁶
Undergraduate Council	10/11/2011	Sharon Gill	
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

⁶ Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

COURSE: CE 329 Civil Engineering Communications and Teams

TIME and PLACE: Monday 2:00-3:45

INSTRUCTOR/FACILITATOR: CE Faculty

COMMUNICATIONS: Derek Lane, 257.7805; drlane@uky.edu
133 Grehan Building

TECHNICAL WRITING: Bill F. Endres, 323.3680; bill.endres@uky.edu
1307 Patterson Office Tower

COURSE PREREQUISITES: CIS 111; Engineering standing

REQUIRED TEXT: ***A Guide to Writing as an Engineer, 3rd edition*** by David Beer and David McMurray

REFERENCE TEXTS: Heather Silyn-Roberts, *Professional Communications: A Handbook for Civil Engineers*, ASCE Press, Reston, VA (2005).

COURSE GOAL:

To familiarize students with the requirements of oral and written communications; provide them with the tools to properly function in a team environment.

COURSE DESCRIPTION:

CE 329 is a unique and hopefully rewarding experience for sophomores. The class focuses on presenting the proper tools and techniques for oral presentations, identifying the requirements for proper technical writing, and providing students with the means to deal within a team environment. The course uses a project throughout the semester where student will apply the concepts taught. Students work in teams to complete the course requirements.

COURSE LEARNING OUTCOMES:

Students will be evaluated on submitted material, oral presentations, and final report on their ability to accomplish the following course objectives:

1. Develop an ability to function on multi-person teams by planning and executing all assignments on a team basis and using management and supervisory skills to lead the work on a portion of the term assignment.
2. Develop the ability to communicate effectively by preparing and submitting technical reports and presenting material in figures, drawings, graphs, etc.
3. Develop the ability to communicate effectively by preparing and making formal, oral presentations.

COURSE COMPONENTS, REQUIREMENTS, AND GRADING:

Course Organization

This class utilizes small learning teams. Some class time and most of the graded assignments will involve work in these teams. Class activities will include team quizzes, structured exercises, and workshops designed and managed by the teams. There will be an exam that will be performed individually

The class will be conducted using lecture, discussion, and laboratory formats. It is imperative that reading assignments be completed before the class in which the material is to be discussed.

Both individual and team assessment quizzes will be given on the reading assignments.

Lectures

Lectures in this course are fairly important, since they present issues to be addressed, introduce new concepts, and discuss various issues for the completion of the assignments. Attendance and participation in discussions is a MUST (let alone the fact that the instructor will be positively impressed). *If you missed class, you missed important information!!*

Questions and comments from students are welcome at any time during class.

Course Requirements

The work to be required in this course will consist of the following:

- | | |
|--|-----|
| 1. Team Reports (Team/Individual Grade) | |
| • Statement of Qualifications | 5% |
| • Design Report | 20% |
| • Final Report | 20% |
| 2. Team Presentations (Individual Grade) | 30% |
| 3. Team Behavioral Criteria (Team Grade) | 15% |
| 4. Team Behavioral Evaluation (Individual Grade) | 10% |

Team Deliverables

All materials submitted as part of the assignments are to be of professional quality. ***Everything*** must be prepared on a computer. Handwritten materials will not be accepted. This includes appendices.

Each report should be structured in the following manner:

- All submitted reports must include a separate transmittal (cover) letter.
- All work is to be submitted on 8½" x 11" paper except for project drawings.
- Margins are 1.5" for the left margin and 1" for the rest.
- Title/Cover page.
- Table of contents and lists of tables, figures and drawings, if any exist.
- Executive Summary
- Introduction, Summary and Appendices.
- Specific sections as required by the individual reports (details given with each assignment)
- All drawings/figures must include borders and a caption (below figure).
- All tables must include a caption (above table).
- All tables/figures must be placed appropriately.
- Appendices must have a description at the beginning of each one, and may have a table of contents if it has significant amount of information.
- If the drawing is larger than 8½" x 11", it must be drawn on larger size paper and folded such that it can be bound as part of the report. For example, 11" x 14" or 11" x 17" paper can be folded and bound with 8½" x 11" paper.
- The report must be bound and include front and back covers.
- The report body should be double-spaced..
- References must adhere to the Modern Language Association (MLA) standard, which can be found at <http://www.cws.illinois.edu/workshop/writers/citation/mla/>

Failure to comply with these specifications may render the report non-responsive and the report will receive a grade of zero.

One “Statement of Qualifications”, a design report and a final report are required in this course. An electronic submission (in PDF format) is required for each report as well as a hard copy. The hard copy must be submitted following the guidelines given above. The reports will be graded and returned to the teams.

Teamwork

Since the course is team-based, your contribution to the team’s performance is a factor in your final grade. This is done to reflect the fact that all members of a team do not contribute equally to the team’s performance. Therefore, other members of your team will evaluate 10% of your overall semester grade, plus give input to your grade on individual projects. There is some discussion about evaluations at the end of the syllabus. **One team assignment will be to develop its own criteria for evaluation using a soon-to-be-provided form as a starting point.**

Because all work in the course will be performed on a team basis, it is imperative that students be cooperative and productive members of the team. However, there may be a possibility that an individual team member will behave in a dysfunctional manner by not participating, being disruptive, etc. In that event, the team may submit a request to the instructor to mediate the situation. The instructor will meet with the entire team to determine the facts of the situation and work with the team members to resolve the situation. If the situation cannot be resolved, the instructor will conduct a secret ballot vote of the team members as to whether the problem individual should be removed from the team. If a majority of the team believes the member should be removed from the team, the instructor will do so. The individual removed from the team will then constitute a team of one and be responsible for the performance of all the work required of each team.

If an individual’s failure to function as an effective team member is not brought to the instructor’s attention until the end of the term or when the team evaluation is conducted, the instructor reserves the right to give that individual a zero (0) for his/her score on the work performed by his/her team, and lower the professionalism grade (before the attendance score is applied) of the entire team for lack of diligence.

Course Grades:

Final grades will be assigned according to the grading scale as shown below:

A	90 and above
B	80 – 89
C	70 – 79
D	60 – 69
E	59 and below

The University of Kentucky describes these grades in the University Bulletin as follows:

- A** – Represents exceptionally high achievement due to aptitude, effort, and **intellectual initiative** [emphasis added].
- B** – Represents high achievement due to ability and achievement.
- C** – Represents average achievement.
- D** – Represents minimum passing grade.

E – Represents unsatisfactory performance and indicates failure in the course.

If you disagree with the grading of an individual assignment, you must submit a written statement of your disagreement and the assignment to the instructor within two class periods, after the instructor returns the graded assignment. The assignment will then be completely reviewed.

GRADES WILL NOT BE ADJUSTED AT ANY TIME USING ANY “CURVE” SCHEME

Undergraduate students will be provided with a Midterm Evaluation (by the midterm date) of course performance based on the grades earned and the criteria in the syllabus.

DEADLINES:

Late assignments will be accepted only in case of an appropriately verified excused absence; otherwise a grade of zero (0) will be given for the assignment. In the event of absence you are responsible for learning about any changes in the due dates of the homework and progress reports. These absences do NOT allow you to submit late homework or progress reports.

PLAGIARISM & CHEATING:

Refer to the Civil Engineering Undergraduate Handbook for policy and applications.

ACADEMIC ACCOMODATION DUE TO DISABILITY:

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

OTHER ITEMS:

Please note that the use of any tobacco products during the class period is not allowed.

MY EXPECTATIONS:

The following is a list of my expectations regarding your attendance, progress, and participation in the class. A similar list with your expectations from me will be compiled to create the basis for an enjoyable semester. Thus, you are expected to:

1. come on time and attend the class lectures
2. turn your assignments in time and at the assigned due dates
3. be attentive during the class lectures and actively participate in discussions
4. complete the reading assignments and come prepared to class
5. be able to complete assignments (homework and projects) and exams
6. think critically and be creative as future civil engineers
7. learn what is deemed necessary for completing your engineering education
8. become familiar with the class subject
9. not be afraid to ask questions and express your opinion

You are to become "critical thinkers" and not "number-crunchers"

TENTATIVE SCHEDULE:

In the absence of announced deviations due dates for the assignments given below are correct. Readings SHOULD BE DONE PRIOR to the lecture. Additional readings may be required and handouts will be provided as needed.

Week	Topic
1	Introduction-project description
2	Team development concepts
3	Team evaluation criteria
4	Teaming exercises and assessment
5	Technical writing concepts
6	Technical writing issues
7	Oral presentations concepts
8	Oral presentations issues
9	Oral presentations tools
10	Team presentations
11	Leadership concepts
12	Engineer-Client relationships
13	Team presentations
14	Sustainability issues
15	Managing engineering projects
16	Final exam