

**1. General Information**

1a. Submitted by the College of: AGRICULTURE, FOOD AND ENVIRONMENT

Date Submitted: 3/6/2015

1b. Department/Division: Biosystems & Agr Engineering

1c. Contact Person

Name: Sue Nokes

Email: snokes@uky.edu

Phone: 8594200522

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

1d. Requested Effective Date: Semester following approval

1e. Should this course be a UK Core Course? No

**2. Designation and Description of Proposed Course**

2a. Will this course also be offered through Distance Learning?: No

2b. Prefix and Number: TSM 101

2c. Full Title: Introduction to Technical Systems Management

2d. Transcript Title: Intro to TSM

2e. Cross-listing:

2f. Meeting Patterns

LECTURE: 1

2g. Grading System: Letter (A, B, C, etc.)

2h. Number of credit hours: 1

2i. Is this course repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester?

2j. Course Description for Bulletin: An introduction to the technology, business, and management practices of agricultural, environmental, manufacturing, and machinery industries. Professionalism and career opportunities will be emphasized.

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SENATE COUNCIL

2k. Prerequisites, if any: None

2l. Supplementary Teaching Component:

3. Will this course taught off campus? No

If YES, enter the off campus address:

4. Frequency of Course Offering: Fall,

Will the course be offered every year?: Yes

If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?: Yes

If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?: 20

7. Anticipated Student Demand

Will this course serve students primarily within the degree program?: No

Will it be of interest to a significant number of students outside the degree pgm?: Yes

If Yes, explain: This course is required as part of the TSM minor to be offered in the College of Agriculture, Food, and Environment. All majors within the CAFE may select TSM as their minor.

8. Check the category most applicable to this course: Traditional – Offered in Corresponding Departments at Universities Elsewhere,

If No, explain:

9. Course Relationship to Program(s).

a. Is this course part of a proposed new program?: Yes

If YES, name the proposed new program: minor in Technical Systems Management

b. Will this course be a new requirement for ANY program?: No

If YES, list affected programs:

10. Information to be Placed on Syllabus.

a. Is the course 400G or 500?: No

b. 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: Yes

## Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6. How do course requirements ensure that students make appropriate use of learning resources?

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10. Does the syllabus contain all the required components? NO

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|LGRABAU|Larry J Grabau|TSM 101 NEW College Review|20150306

SIGNATURE|JMETT2|Joanie Ett-Mims|TSM 101 NEW Undergrad Council Review|20151022

## New Course Form

<https://myuk.uky.edu/sap/bc/soap/rfc?services=>

[Open in full window to print or save](#)

Generate R

## Attachments:

Upload File

	ID	Attachment
Delete	5588	TSM 101 syllabus October 20 2015.docx

(\*denotes required fields)

## 1. General Information

- a. \* Submitted by the College of:  Submission Date:
- b. \* Department/Division:
- c.
- \* Contact Person Name:  Email:  Phone:
- \* Responsible Faculty ID (if different from Contact)  Email:  Phone:
- d. \* Requested Effective Date:  Semester following approval OR  Specific Term/Year
- e.
- Should this course be a UK Core Course?  Yes  No
- If YES, check the areas that apply:
- Inquiry - Arts & Creativity  Composition & Communications - II
- Inquiry - Humanities  Quantitative Foundations
- Inquiry - Nat/Math/Phys Sci  Statistical Inferential Reasoning
- Inquiry - Social Sciences  U.S. Citizenship, Community, Diversity
- Composition & Communications - I  Global Dynamics

## 2. Designation and Description of Proposed Course.

- a. \* Will this course also be offered through Distance Learning?  Yes  No
- b. \* Prefix and Number:
- c. \* Full Title:
- d. Transcript Title (if full title is more than 40 characters):
- e. To be Cross-Listed <sup>2</sup> with (Prefix and Number):
- f. \* Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours<sup>3</sup> for each meeting pattern type.
- |  |  |                                 |                                 |
|--|--|---------------------------------|---------------------------------|
| <input type="text" value="1"/> Lecture | <input type="text"/> Laboratory <sup>1</sup>   | <input type="text"/> Recitation | <input type="text"/> Discussion |
| <input type="text"/> Indep. Study      | <input type="text"/> Clinical                  | <input type="text"/> Colloquium | <input type="text"/> Practicum  |
| <input type="text"/> Research          | <input type="text"/> Residency                 | <input type="text"/> Seminar    | <input type="text"/> Studio     |
| <input type="text"/> Other             | If Other, Please explain: <input type="text"/> |                                 |                                 |
- g. \* Identify a grading system:
- Letter (A, B, C, etc.)
- Pass/Fail
- Medicine Numeric Grade (Non-medical students will receive a letter grade)
- Graduate School Grade Scale
- h. \* Number of credits:
- i. \* Is this course repeatable for additional credit?  Yes  No
- If YES: Maximum number of credit hours:
- If YES: Will this course allow multiple registrations during the same semester?  Yes  No

## j. \* Course Description for Bulletin:

An introduction to the technology, business, and management practices of agricultural, environmental, manufacturing, and machinery industries.. Professionalism and career opportunities will be emphasized.

## k. Prerequisites, if any:

None

l. Supplementary teaching component, if any:  Community-Based Experience  Service Learning  Both3. \* Will this course be taught off campus?  Yes  No

If YES, enter the off campus address:

## 4. Frequency of Course Offering.

a. \* Course will be offered (check all that apply):  Fall  Spring  Summer  Winter

b. \* Will the course be offered every year?  Yes  No

If No, explain:

5. \* Are facilities and personnel necessary for the proposed new course available?  Yes  No

If No, explain:

## 6. \* What enrollment (per section per semester) may reasonably be expected? 20

## 7. Anticipated Student Demand.

a. \* Will this course serve students primarily within the degree program?  Yes  No

b. \* Will it be of interest to a significant number of students outside the degree pgm?  Yes  No

If YES, explain:

This course is required as part of the TSM minor to be offered in the College of Agriculture, Food, and Environment. All majors within the CAFE may select TSM as their minor.

## 8. \* Check the category most applicable to this course:

Traditional – Offered in Corresponding Departments at Universities Elsewhere

Relatively New – Now Being Widely Established

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  No

If YES, name the proposed new program:

minor in Technical Systems Management

b. \* Will this course be a new requirement<sup>5</sup> for ANY program?  Yes  No

If YES<sup>5</sup>, list affected programs:

## 10. Information to be Placed on Syllabus.

a. \* Is the course 400G or 500?  Yes  No

If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in 10.b. You must include: (i) Ident additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR

b.  \* The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if appl 10.a above) are attached.

<sup>10</sup> Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

<sup>11</sup> The chair of the cross-listing department must sign off on the Signature Routing Log.

- ▣ 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, require two hours per week for a semester for one credit hour. (from SR 5.2.1)
- ▣ You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.
- ▣ In order to change a program, a program change form must also be submitted.

Rev 8/09

**TSM 101 Introduction to Technical Systems Management  
Fall 2015 Syllabus**

**Instructor:** Donnie J. Stamper  
Room 111 C.E. Barnhart Building  
Phone: 859-258-4333  
E-mail: [donniejstamper@uky.edu](mailto:donniejstamper@uky.edu)

**Office Hours:** T: 2:30 - 3:30, W: 9:30 - 10:30 or by appointment

**Credit Hours:** 1 (50 min lecture per week)

**Meeting Schedule:** Sec 002: Lecture, Thursday 4:00 - 4:50 Rm. 126 C.E. Barnhart Bldg.

**Final Exam:** Sec 002: 12/16/15 @3:30pm

**Prerequisites:** Enrollment in the TSM Minor or consent of the instructor.

**Course description:** An Introduction to Technical Systems Management, emphasizing the influence of engineering design in systems management; including the interaction of mechanical, environmental, business, and people. Professionalism and the management approach will be emphasized.

**Student Learning Outcomes:** After completing this course, students will be able to:

1. Define and discuss technical systems management in general and how engineering design influences systems management.
2. Identify yourself and your learning process, including why you are interested in this major, or why another major might be a better choice for you.
3. Identify in some depth the area of systems management in which you want to study.
4. Characterize the aspects of systems management, including the following: what is systems management, how does one approach a work environment, the impact of social and technical factors on management, and be able to effectively communicate potential and current needs and issues
5. Recognize the significance of effective oral and written communication, and how it affects your strength as a student and future systems manager.

**Course texts:** No text is assigned for this course. There will be reading assignments posted on Canvas for which you will be responsible. Please purchase a 3-ring binder for this class for organizing the handouts and homework assignments.

### Course approach:

This course will be a combination of short lectures, in-class exercises, guest speakers and class projects.

1. Lectures will introduce material regarding systems management, as well as how to succeed as a TSM student.
2. In-class assignments will be used to reinforce the lecture material, and to promote self-reflection.
3. Guest speakers will bring their real-world experience to you with the intent of helping you understand what engineers and managers do on the job.
4. Class projects are intended to provide you experience with the management process at a more profound level, and to improve your ability to talk about and promote yourself as a systems manager.

### Grading Policy:

Grades will be determined based on the following breakdown:

Quizzes (unannounced) (2 at 10% each)	20%
Lecture homework (10 x 10 points each)*	20%
Professional Meeting Attendance**	10%
Informative and Persuasive Speeches	20%
Final	30%

\*Dates, topics, and short descriptions can be found in Table 2.

\*\* If student is unable to attend due to a scheduling conflict, the student will submit a two-page single-spaced write-up describing the professional society's purpose, history, activities (outings, fundraisers), and leaders.

A number of criteria are used for grading because each of us has strengths in different areas. My objective is for you to excel in this course. There will be no curve in this class.

Course grades are assigned according to the following criteria.

*Table 1: Course grade and percentage*

Course Grade	Percentage
A	90% or better
B	80 – 89%
C	70 – 79%
D	60 – 69%
E	Below 60%

**Homework assignments.** Homework must be turned in on time to receive full credit. **Assignments must be turned in at the beginning of class the day they are due in order to be considered on time!**



Late assignments will receive 20% off for each day that they are late. Arrangements will be made for excused absences. See below for the University of Kentucky Excused Absences Policy.

If you know you are going to miss a class in advance, please let me know beforehand.

**Course policies:** Foods containing nuts are not permitted in the classroom. Other classroom policies to be determined by the class.

**Professional Meeting Attendance:** (3 minimum, worth a total of 10% of your grade) One of the ways we maintain our professional connections is through professional clubs/meetings. If you begin your career attending meetings, you are much more likely to continue throughout your career. Any professional club meeting will count – for example ASABE Student Branch (times found at <http://www.uky.edu/bae/calendar>), ¼-Scale Tractor Team (Tuesday's @ 6pm), Solar Car, Companies hosting special presentations on campus. If you know of a professional club or presentation/event that is not listed, check with you instructor prior to the event. (see footnote to Table 1)

**Speeches:** Will be graded on student preparedness, professionalism, attitude, audience interaction (if applicable), eye contact, and if all aspects of the assignment were covered (will differ between speeches).

Table 2: Assignment Calendar

Date	Lecture Topic	Additional Info/Assignments to Complete
27-Aug	Into to TSM 101 Assignment 1	What is TSM – Write an email to your instructor and explain to him what TSM is. – Due before next class meeting
3-Sep	Employers' Perceptions Communication	What skills are graduates lacking? Listening – Class Discussion
10-Sep	Communication Communication	Verbalizing and Understanding Instruction - Class Discussion
17-Sep	Career Fair Discussion Resume Tips and layouts Assignment 2	Attend the Ag. Career Fair, bring back "swag" for credit. Attend ADM meeting for Professional meeting credit.
24-Sep	What do you want from TSM, where can it take you? Assignment 3	Discussion and use of internet to explore areas that current students are interested in. Write a short paper - What career are you interested in?
1-Oct	Library Research Resources Icebreakers Speeches Assignment 4	Prepare a resume -Due next class meeting
8-Oct	PowerPoint Presentations and Graphics Assignment 5	Easy to follow and read, Rule of thirds, Deming Create PPT covering Deming topic of your choice, - Due next class
15-Oct	UK vs Auburn Thursday Night Game Icebreaker Speeches	No Class This Week. Go to: <a href="http://icebreakerideas.com/writing-icebreaker-speech/">http://icebreakerideas.com/writing-icebreaker-speech/</a> create approx. 2 minute icebreaker on

	Assignment 6	topic of your choice (one you are comfortable with) Due in two weeks
22-Oct	Present Deming PPTs (Informative Speech)	
29-Oct	Spreadsheets	Basics, columns and row, "=", copying, counting Class Discussion
5-Nov	Spreadsheets Assignment 7	Dates and Time, Graphs and Tables, Axes Modification and labeling - HW over these topics
12-Nov	Spreadsheets Assignment 8	Managing and analyzing data, using mean, median mode....functions - HW over these topics
19-Nov	Persuasive Speeches Assignment 9 Assignment 10	Write an email to your instructor and explain to him what TSM is. – Due before next class meeting Prepare Speech: What is TSM and why is it right for you? Student has choice with or w/o ppt. Due next class meeting.
26-Nov	Thanksgiving	
3-Dec	Persuasive Speeches	Give Speech: What is TSM and why is it right for you?
10-Dec	Finish remaining Informative speeches. Review	Give Icebreaker Speech Excel Review
16-Dec	Final Exam -	Comprehensive test of Excel topics covered in class

**Classroom conduct:** Cell phones should be silent (no talking or texting) during class and recitation periods. Handouts are typically distributed at the beginning of class. If you are late to class, it is your responsibility to come to the front of the class and pick up handouts, if you miss a day it is your responsibility to have another student get a copy of the handout for you.

**Attendance:** Acceptable reasons for excused absences are given in "Student Rights and Responsibilities". It is the responsibility of the student to notify the instructor as soon as the student knows that an excused absence will be necessary, and also to provide proof that the absence conforms to the University's policy.

**Cheating and Plagiarism:** Please be sure that you only turn in work that is your own, whether it is homework, a case study, or exam. If you're unsure about what constitutes cheating or plagiarism, please read below. If you're still unsure, please see me and we can discuss.

**Attendance Policy – see below:**

**Excused Absences:**

Students need to notify the professor of absences prior to class when possible. Senate Rules 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death

of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Two weeks prior to the absence is reasonable, but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud (859-257-3737, [http://www.uky.edu/Ombud/ForStudents\\_ExcusedAbsences.php](http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php)).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused) per University policy.

Per Senate Rule 5.2.4.2, students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required); and for making up the missed work. The professor must give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.

#### **Academic Integrity:**

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website:

<http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of Student Rights and Responsibilities (available online <http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work,

whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

**Accommodations 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 (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at [drc@uky.edu](mailto:drc@uky.edu). Their web address is <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>.

**Emergencies:**

If an emergency arises in this classroom, building or vicinity, your instructor will advise you of actions to follow to enhance your safety. If a situation requires emergency shelter (i.e., during a severe weather event), the nearest shelter location is <insert location here>. If building evacuation occurs (i.e., fire alarm), follow posted evacuation routes and assemble at <insert the evacuation location> so the instructor can help ensure their students have evacuated the building safely and they are not hindering emergency personnel access to the building. If you may require assistance during an emergency, notify the instructor at the beginning of the semester. In order to prepare for emergencies while on campus please continue to the below links for detailed emergency response guidelines: the UK Division of Crisis Management & Preparedness website (<http://www.uky.edu/EM/emergency-response-guide.html>) and the College of Agriculture, Food and Environment (<http://www.ca.uky.edu/>). To receive emergency messages, sign up for UK Alert (<http://www.uky.edu/EM/UKAlert>). Always turn cellular phones to silent mode when entering the classroom. If you observe or receive an emergency alert, immediately and calmly inform your instructor.