



The UT Arlington Syllabus Template Frequently Asked Questions

When must my course syllabus be posted?

A syllabus for each course that you teach (as the instructor of record) must be made available to students in a medium of your choosing (hard copy, electronic format, or both) no later than the first day of class.

Where must my course syllabus be posted?

Regardless of how you make your syllabus available to students, a copy of the syllabus for each course you teach must also be posted to your Faculty Profile (<https://www.uta.edu/ra/real/loginscreen.php>) by the first day of class. At this time, the Faculty Profile System is the *sole* official University repository for all syllabuses.

You may also be asked to provide a copy of each syllabus to your academic unit's office for archiving (in whatever format has been established by the chair or dean). Moreover, you may find it useful to post syllabuses elsewhere online (e.g., to your own web page or a course site).

Who is responsible for posting syllabuses online?

The timely posting of all course syllabuses to the Profile System is the joint responsibility of the course instructor and his/her immediate supervisor, as facilitated by the administrative staff of his/her department or school.

What must be included in a syllabus?

See the accompanying template for University-required elements. Contact your immediate supervisor for information about syllabus items specific to your home unit.

Is my course syllabus binding?

Yes, inasmuch as it represents a good faith account of what is required of all students enrolling in the class. Bear in mind that while legislation mandates that you clearly indicate dates for all major assignments (where you, the instructor, define "major"), you reserve the right to make adjustments as they are warranted by circumstances.

Must I copy the official template, formatting and all?

Absolutely not. The formatting and visual presentation of each course syllabus is left to the discretion of the instructor.

What must be honored is the core content. In the template (below):

- Information in **black** is **required**.
- Information in **blue** is **optional**.
- Information in **red** is **informational** and should be removed in your final document.

There may also be verbiage required of specific colleges, schools, departments, or programs. Contact the appropriate administrator for more information.

Questions about the use of the template or the posting of your syllabus to the Faculty Profile System should be directed to David Silva, Vice Provost for Academic Affairs, djsilva@uta.edu.

Syllabus for ME 4331, ME 5327: Design for Manufacturing
Fall 2016

Instructor(s): Rama Koganti
Office Number: 418 Woolf Hall
Office Telephone Number: 817-272-3924
Email Address: rkoganti@uta.edu

Office Hours: 1:00-1:50 MWF
Section Information: MAE 4331—001, ME 5327-001
Class Meetings: 404 Woolf Hall, MW- 7:00-8:20 PM

Description of Course Content: Manufacturing methods and operations. The interaction between design and manufacturing stressed in terms of drawing specifications versus process capability and tolerances, including standards applications and redesign for producibility. Students will execute a project to disassemble, analyze, and redesign a product while obtaining feedback from industry concerning manufacturability.

Student Learning Outcomes: After completing the course, the student should

- Understand the product development cycle and manufacturing issues that must be considered in the mechanical engineering design process
- Be familiar with tools and methods to facilitate development of manufacturable mechanical designs

Prerequisites: MAE 3242 and MAE 3344 (undergraduate Machine Design and Manufacturing Processes)

Required Textbooks and Other Course Materials:

Required

Engineering Design, 5th ed., 2013, by George Dieter and Linda Schmidt

Additional references

Design for Manufacturability Handbook, 2nd Ed., by James Bralla

Product Design for Manufacturability and Assembly, 3rd ed., by G Boothroyd, P Dewhurst, and W Knight

Descriptions of major assignments and examinations: A class schedule will be provided. *Tentative* exam and project schedule is as follows:

- Midterm Exam 1: TBD
- Midterm Exam 2: TBD
- Final Project: TBD
- Final Exam: TBD

Grading Policy:

Midterm Exam 1:	25%	A ≥ 90% of full credit
Midterm Exam 2:	25%	B ≥ 80%
Final Project:	25%	C ≥ 70%
Homework:	20%	D ≥ 60%
Quizzes:	5%	

Attendance Policy: Lecture attendance will not be recorded but you are expected to attend every class and are responsible for information communicated during class times, including lecture material, assignments, and class schedule changes. Students who fail to attend class can expect an impact on their grade. Quizzes will be given during class time.

Homework: Weekly homework will be assigned. Homework submission deadlines and policies will be strictly enforced as follows:

- All homework assignments are due at the beginning of class
- All homework assignments must be clearly handwritten on engineering paper using only one side of the paper—if the instructor or TA can't follow your work or read your writing it will be marked wrong
- Late homework will be accepted for 50% credit with the approval of the instructor (do not submit late assignments to the TA)
- No homework submission will be accepted beyond 72 hours after the deadline
- Late additions to incomplete assignments will not be accepted—turn in everything to be graded at the time of submission
- Homework will not be accepted by email
- Include your name (last name, first name—per university records) and student ID

Make-up Exam Policy: There will be NO make-up exams except in extraordinary circumstances. Missed exams will receive a grade of zero unless the student has an excused absence.

Grade Grievance Policy: Please refer to catalog.

Classroom Etiquette: In the classroom, all phones and computers must be silenced. Please refrain from all forms of electronic communication when class is in session. If electronics are creating too much distraction, even when silenced, the instructor may request that they be turned off.

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Financial Aid Office for more information.

Americans with Disabilities Act: The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act* (ADA). All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Academic Integrity: Students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

Student Support Services Available: The University of Texas at Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. These resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals to resources for any reason, students may contact the Maverick Resource Hotline at 817-272-6107 or visit www.uta.edu/resources for more information.

Electronic Communication Policy: The University of Texas at Arlington has adopted the University "MavMail" address as the sole official means of communication with students. MavMail is used to remind students of important deadlines, advertise events and activities, and permit the University to conduct official transactions exclusively by electronic means. For example, important information concerning registration, financial aid, payment of bills, and graduation are now sent to students through the MavMail system. All students are assigned a MavMail account. **Students are responsible for checking their MavMail regularly.** Information about activating and using MavMail is available at <http://www.uta.edu/oit/email/>. There is no

additional charge to students for using this account, and it remains active even after they graduate from UT Arlington.

To obtain your NetID or for logon assistance, visit <https://webapps.uta.edu/oit/selfservice/>. If you are unable to resolve your issue from the Self-Service website, contact the Helpdesk at helpdesk@uta.edu.

Student Feedback Survey: At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

Final Review Week: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located out the classroom door to the right and down the west stairwell. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

Course Schedule: As the instructor for this course, I reserve the right to adjust the schedule in any way that serves the educational needs of the students enrolled in this course.