

Oklahoma State University Institute of Technology
Course Syllabus
Spring 2017

CET 4414 - Capstone

Students will apply their knowledge of civil engineering topics by completing a project. This project will include planning, design, and a final presentation. Theory/Lab. Credit Hours: 3

Type of course: *Theory*

Credit Hours: 3; Total hours of theory per semester: 45;

Total hours of lab for the semester: 15; Total hours of clinical per semester: 0.

Class length - Full Semester

Class days and times: MW online and in class F 12:30 – 2:25pm

Prerequisites: Classification as a senior

Instructor Name: Adrian Lee

Instructor Phone: (918) 293-5073

Office: Bld 300 Room

Instructor email:

Instructor's Office Hours:

Division Name: Engineering Technologies Division

Division Phone: (918) 293-5150

Fax: (918) 293-4771

REQUIRED TEXT, REFERENCES, AND MATERIALS

Texts: None

References: None

Materials: AutoCAD Civil 3D, Enercalc, Excel, and other design software (all available free)

Uniform/Tools:

Estimated Cost for Materials: \$ 0.00

Estimated Cost for Uniform/Tools: \$ 0.00

SPECIFIC GOALS OF THE COURSE

PERFORMANCE CRITERIA	ASSESSMENT
Provide leadership in various topics.	Homework
Complete a full civil engineering technology project on schedule.	Homework
Propose a site grading plan.	Homework
Design pavement section and prepare a road plan and profile.	Homework
Design a retention or detention pond volume required based on hydrology calculations.	Homework
Calculate loads based on ASCE code standards.	Homework
Complete drawing and calculation sets for your project.	Final Drawings
Give a final presentation.	Final Presentation*

Aspects of the course objective assessments may be used in the university's assessment of student learning. If applicable, an asterisk (*) above indicates this assignment is used in the university assessment program.

COURSE ACTIVITIES

In this course students will:

- *Participate in class discussions and activities.*
- *View videos that depict the various concepts.*
- *Compile a portfolio of work produced.*
- *Complete reading assignments.*
- *Use D2L to view assignments and grades.*

Grades will be based on the quality and completion of these tasks:

35% Submittal.....	20%
65% Submittal.....	20%
100% Submittal.....	20%
Weekly Reports.....	20%
Peer Evaluation.....	20%

OSU-Okmulgee Grading Scale	
A =	90.00 - 100.00
B =	80.00 - 89.99
C =	70.00 - 79.99
D =	60.00 - 69.99
F =	00.00 - 59.99

*The student's grade for this assignment will be used in the university's assessment of student learning. A 70% competency or higher receives a Pass rating. This Pass/Fail rating is independent of the student's course grade.

Daily and/or weekly quizzes, small weekly assignments and similar type projects: Normal return time to student by next class meeting or no later than one (1) week.

Extensive assignments, large lab projects, extensive quizzes, exams and similar type projects: Normal return time to students in one (1) to two (2) weeks.

AUTHORIZED TOOLS

Scientific and/or graphing calculator and software

Students may use any/all course materials, including books and notes, while participating in classroom activities. Leadership and guidance may be used and is encouraged in class and on class message boards; however, copying files and detailed instruction from other students will be considered unauthorized collaboration and is prohibited.

LATE WORK

A tentative course schedule is provided with this syllabus. **Homework will be dropboxed before the start of class and hard copies** are due at the beginning of class as assigned unless otherwise noted. Quizzes will take place at the beginning of class when they occur unless noted otherwise. It is important that you plan to attend every scheduled class. Should you be sick or have an excused absence you **MUST** contact the instructor or make arrangements before the class period begins on that day. Excused absences include but are not limited to: participating in a required university activity such as a field trip, fulfilling a military obligations, mandatory court appearances, death in the immediate family, extreme illness or accident to oneself or immediate family. Instructors, at their discretion, may require proof of such events.

Emails, texts, and phone messages will be time stamped. If you let me know you will be absent the work due that day is to be made up the next day that you attend class. Otherwise, LATE WORK IS NOT ACCEPTED.

TESTING

There are no tests or quizzes in this class.

UNIVERSITY & COURSE EXPECTATIONS

It is the responsibility of each OSUIT student to read, abide by and maintain a copy of the syllabus for this course. Syllabi are available on the OSUIT website.

Students understand that excerpts or portions of their work may be utilized for institutional assessment purposes. The purpose of institutional assessment is for verification of student learning and program improvement. Every effort will be made to keep this information confidential.

AMERICANS WITH DISABILITIES ACT (ADA)

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of Academic Accommodations/LASSO Center. Please advise the instructor of your disability as soon as possible, and contact The LASSO Center, to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. The LASSO Center is located on the 3rd floor of the Noble Center. You may call [918.293.4855](tel:918.293.4855) for more information or fax documentation to [918.293.4853](tel:918.293.4853).

ACADEMIC DISHONESTY

Academic dishonesty or misconduct is neither condoned nor tolerated at OSUIT. Any student found guilty of academic dishonesty or misconduct shall be subject to disciplinary action. Academic dishonesty and/or misconduct includes, but is not limited to, the following actions: (1) Plagiarism: the representation of previously written, published, or creative work as one's own; (2) Unauthorized collaboration on projects; (3) Cheating on examinations; (4) Unauthorized advance access to exams; (5) Fraudulent alteration of academic materials; (6) Knowing cooperation with another person in an academically dishonest undertaking. Students are required to actively protect their work against misuse by others. For details, refer to The OSUIT Student Handbook (Student Rights and Responsibilities Governing Student Behavior) available online at http://www.osuit.edu/academics/forms/student_rights_responsibility.pdf.

ATTENDANCE POLICY FOR FACE-TO-FACE COURSES

A primary component of OSUIT's Mission is "to prepare and sustain a diverse student body as competitive members of a world-class workforce." Regular and consistent attendance not only aids in academic success, dependable attendance is a requirement in today's real-world employment; therefore, regular and consistent attendance is a requirement in all OSUIT courses.

Definitions: Absent: Failing to attend all or a significant portion of a class or lab session.

A. Students may not be marked as absent if missing class for situations such as, but not limited to

1. participating in a required university activity such as a field trip;
2. fulfilling a military obligation;
3. a mandatory court appearance;
4. death in the immediate family;
5. extreme illness or accident to oneself or immediate family. Instructors, at their discretion, may require proof of such events.

B. It is the responsibility of the student to contact and inform the instructor and/or department in advance of such excused absences whenever possible.

Tardy: Arriving late to class as defined by the individual class instructor. Faculty, at their discretion, may equate three tardies to equal one absence.

Procedures:

Early Intervention

A. Any student who misses 10% of an individual course (or earlier at faculty discretion) during a regular fifteen-week semester, or the equivalent portion of time in a shorter session, will have their name submitted by that course instructor to the OSUIT Early Alert System for retention intervention.

B. At the point the Early Alert is issued, the student *must* meet with their assigned faculty advisor or designated faculty/staff member within seven (7) academic calendar days for counseling on how to improve their attendance and academic success.

Excessive Absences

A. The University reserves the right to administratively withdraw any student from an individual course who misses 20% of that course, whether excused or unexcused, and, in the opinion of the instructor, the student does not have a reasonable opportunity to be successful in the course.

B. Students should be aware any of the following may impact their financial aid:

1. being administratively withdrawn from a course
2. dropping a course
3. their last date of attendance in a course

Please see OSUIT Policy 2-021 for full details and procedures.

	MWF Classes		
DATE	DATE	Capstone	Assignment
Week 1	January 2, 2017		
Week 1	January 4, 2017		
Week 1	January 6, 2017	Syllabus, Intro and Project Description, Rubrics, D2L, 35% Submittal Overview	<i>35% Submittal</i>
Week 2	January 9, 2017		
Week 2	January 11, 2017		
Week 2	January 13, 2017	Weekly Report Due by 3:25	
Week 3	January 16, 2017		
Week 3	January 18, 2017		
Week 3	January 20, 2017	Weekly Report Due by 3:25	
Week 4	January 23, 2017		
Week 4	January 25, 2017		
Week 4	January 27, 2017	35 % Due to class by 12:30	
Week 5	January 30, 2017		
Week 5	February 1, 2017		
Week 5	February 3, 2017	35 % Due to instructor by 3:25 65% Submittal Overview	
Week 6	February 6, 2017		
Week 6	February 8, 2017		
Week 6	February 10, 2017	Weekly Report Due by 3:25	<i>65% Submittal</i>
Week 7	February 13, 2017		
Week 7	February 15, 2017		
Week 7	February 17, 2017	Weekly Report Due by 3:25	
Week 8	February 20, 2017		
Week 8	February 22, 2017		
Week 8	February 24, 2017	Weekly Report Due by 3:25	
Week 9	February 27, 2017		
Week 9	March 1, 2017		
Week 9	March 3, 2017	65 % Due to class by 12:30	
Week 10	March 6, 2017		
Week 10	March 8, 2017		
Week 10	March 10, 2017	65 % Due to instructor by 3:25 100% Submittal Overview	
Week 11	March 13, 2017	No Class - Spring Break	
Week 11	March 15, 2017	No Class - Spring Break	
Week 11	March 17, 2017	No Class - Spring Break	
Week 12	March 20, 2017		
Week 12	March 22, 2017		
Week 12	March 24, 2017	Weekly Report Due by 3:25	
Week 13	March 27, 2017		
Week 13	March 29, 2017		
Week 13	March 31, 2017	Weekly Report Due by 3:25	<i>100% Submittal</i>
Week 14	April 3, 2017		
Week 14	April 5, 2017		
Week 14	April 7, 2017	100 % Due to class by 12:30	
Week 15	April 10, 2017		
Week 15	April 12, 2017		
Week 15	April 14, 2017	100% Due to instructor by 2:25	
Week 16	April 17, 2017		
Week 16	April 19, 2017		
Week 16	April 21, 2017	GRADUATION	

Schedule is subject to change at instructor discretion.