

Oklahoma State University Institute of Technology
ETDM 2123 Syllabus
Spring 2017

ETDM 2123 Applied Manufacturing Processes

Students are able to identify motivating factors in the workplace for diverse people, and explain and demonstrate an MRP system. Students learn to select the proper machine operations and fixtures necessary to accurately perform a process, calculate cost of required material, estimate machine run times to determine actual costs of producing a part, and identify the individual components of and create a production schedule. As part of a practical, real world project, the students define and discuss the steps necessary to move a manufacturing company toward lean manufacturing by explaining and demonstrating lean manufacturing principles and practices as applied to their project.

Type of course: Theory/Lab.

Credit Hours: 3; Total clock hours of theory per semester: 25%;

Total clock hours of lab for the semester: 75%.

Class length – Full semester

Class days and times: TTH: 8:00 a.m. – 10:25 a.m.

Prerequisites: N/A

Instructor Name: Timothy Walker

Instructor Phone: (918) 293-5154

Office: Reynolds Bldg. Room 143

Instructor Email: tim.walker@okstate.edu

Contact: My preferred method of contact is email. Please allow 24-48 hours to return your correspondence during the normal work week.

Instructor's Office Hours: MWF: 8:00 a.m. to 9:00 a.m.

Division Name: School of Engineering Technologies

Division's Main Phone: (918) 293-5150

Required Text, References, and Materials:

Texts: Manufacturing Engineering & Technology 7th Ed.

ISBN-10: 0133128741 or ISBN-13: 9780133128741

References: Machinery's Handbook 30th Ed.

ISBN-10: 0831130911 or ISBN-13: 978-0831130916

Materials: Materials needed are notebook, pen or pencil, calculator, folder, safety glasses, thumb drive (1G minimum).

Uniform/Tools: shoes (no open toed), long pants, and no jewelry.

Estimated Cost for Materials: \$ 240.00

Estimated Cost for Uniform/Tools: \$ 5.00

Upon completion of the course, students should:

Course Objectives	Assessment of Objectives
Demonstrate that each person is motivated by different incentives.	Exam
Demonstrate team member skills by working a team project.	Lab
Design a process flow for a product.	Lab
Design a production schedule for a product.	Lab
Explain and demonstrate the purpose of a MRP system within a manufacturing environment	Exam
Describe the principles of lean manufacturing.	Exam
Demonstrate the proper selection of machine operations and machines necessary to accurately perform a process.	Lab
Calculate a job quote with estimated run time and total cost for a finished product.	Exam

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

Course Activities:

In this course students will:

- Participate in class discussions and activities.
- Complete projects assigned in the lab.
- View videos, PowerPoints, and documents that depict the various concepts.
- Participate in group and individual presentations.
- Keep and maintain notes.
- Take examinations.
- Complete reading & homework assignments.
- Required to do quizzes.

Evaluation:

Grades will be based on the quality and completion of these areas

Homework.....	35%
Assignments.....	25%
Capstone Project.....	20%
Exams.....	20%
Total	100%

<p>OSUIT Grading Scale</p> <p>A = 90%-100%</p> <p>B = 80%-89%</p> <p>C = 70%-79%</p> <p>D = 60%-69%</p> <p>F = 59% & below</p>

*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.

Students are required during the final semester week to clean and apply proper maintenance to all machines and designated areas. Failure to do so will result in a drop in grade by one letter grade.

Authorized Tools:

Students are required to bring their own personal clear OSHA approved Z87 safety glasses for every class period. Students may use any/all course materials, including books and notes, while participating in classroom activities with instructors' permission.

Late Work:

All work will have specific due dates and is expected to be completed and turned in before the designated due date. Students will be given ample time to complete all tasks before they are due. No late assignments or tests will be accepted. Any work turned in after the designated due date WILL NOT be graded and result in a zero. There will be NO MAKEUP WORK offered for this course. *Please contact your instructor as soon as possible in the event of an emergency or unexpected situation to arrange for possible allowances toward late work being accepted. If late work acceptance is arranged and agreed upon, it will only be accepted up to one week after the initially designated due date.*

Testing:

All quizzes and tests are to be completed independently; no collaboration with classmates is permitted and any instance of such will be considered academic dishonesty. All exams must be taken on the date of the exam. There are NO MAKEUP EXAMS offered for this course. *Please contact your instructor as soon as possible in the event of an emergency or unexpected situation to arrange to possibly make up the missed quiz, test, or exam. If a makeup quiz, test, or exam is arranged and agreed upon, it will only be available to take up to one week after the initially designated testing date and in the presence of the class instructor.*

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, located in the Noble Center for Advancing Technology – NCAT, top floor, and

918-293-4855 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. (Fall 2013)

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:

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.

If you arrive within the first ten minutes of the class period you will be counted tardy, you will not be counted absent. If you arrive after the first ten minutes of the class period has passed, you will be counted absent.

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.

Modules:

The course content for this course is organized into individual modules. Modules can be thought as a lesson unit, or a series of related topics, which will be covered in class. Each course module handout provides a list of the learning objectives, instructions and specifications for assignments and key terms.

Presentations:

This course may require that students give one or more formal presentations to the class. On a presentation day, students are expected to be punctual, professional, and have all components of the assigned project with them, ready for presentation.

All students will be required to critique each presentation giving constructive positive and negative feedback. All students are asked to be respectful and tactful while reviewing others' works, and receptive to criticisms of their own work.

Lab Time:

During lab time the students will be allowed to work on course assignments and or projects, during the class period, and the instructor will review their work and provide feedback. These are compulsory classes, as failing to attend (and thereby failing to receive feedback) will result in lower grades on work due to inadequate guidance from the instructor.

Student Email:

All students have access to a school email account and the online learning management site. If a student has a question that pertains to a specific course, students are encouraged to send email with the course number, section number, course name, and class time in the Subject line of the email. Your instructors will only use your school email address to contact students. Students should check the school email account frequently.

Some email accounts can be forwarded to other accounts if you have difficulty checking multiple accounts.

Online Learning Management Site (Brightspace):

All course materials will be provided through online access at: <https://online.okstate.edu/> Students will have access to course materials, including modules, Power Point lectures, quizzes, assignments, and resources. Students will also be required to submit all work through this online system, unless otherwise noted.

Student Progress:

Students can keep track of their grades and due dates using the online learning management site grade book and calendar features. Students who are averaging below a 70% after the 8th week should speak with the instructor.

Use of Copyrighted Materials:

Students are prohibited from using any copyrighted drawings, images, audio, footage and characters for the creation of their work. (ie. Celebrity photos, movie screen grabs, drawings of copy righted logos, characters, etc. and so forth). Students must use their

own content for all assignments.

All Viewing Audiences:

All materials produced for this course must be appropriate for viewing audiences of all ages.

Assignments **MUST NOT** contain any offensive language, graphic content, and suggestive themes (ex. sex, drugs and alcohol). Your instructor must first approve any content you are unsure of; chances are if you are unsure then it is not appropriate content. Any assignments turned in which breaks this rule **WILL NOT** be graded.

Key Terms:

Key Terms are Notes, Key Words, and Terminology about a specific subject. The Key Terms come from the test and are provided to you as a study guide. Do **NOT** simply write the definitions of Key Terms. Take the time to take Notes about, Research, Explore, and USE each Key Term. By completing the Key Terms you will have better scores on the tests.

Assignments File Name:

Unless otherwise noted in the module, all assignment file names should begin with the student's last name followed by an underscore and the lesson prefix, then the file extension. If the student's name is Stu Dent and his assignment is Module 01 A, and he is to turn in a MS word file, then the file name should be as follows: Dent_Mod01A.doc

Assignment files, which are **NOT** named in the following format, run the risk of not being graded. Ensure that you have correctly named your assignment before turning it in.

Professionalism:

Professional behavior is essential for successful student and effective learning environment. Therefore professional behavior is expected of all students. Students in this course are required to conduct themselves professionally in class. This includes the following behaviors, but are not limited to:

Appearance: A professional appearance includes professional attire, excellent personal hygiene, civility and poise, all qualities, which are quickly noticed by employers. Dressing for success means dressing the part of a successful professional, therefore we encourage students to wear business casual attire at all formal events, presentations, and interviews, such as the Advisory Board Meeting.

Appropriate in-class attire should consist of clothing items that meet the required safety standards for working in a manufacturing workplace environment. This includes comfortable fitting clothing that is not too loose, no hanging parts such as hoodie ties or strings, no low-cut or low-hanging items, comfortable and close-

toed shoes, and no jewelry. Hats are allowed in the classroom and machine shop provided you are not working at a conventional machine, such as the open lathes and mills.

Collaboration: Collaborates with team members, adapts readily to different positions on the team; shows respect for all team members; remaining flexible and open to change; communicating with others to resolve problems.

Communications: Speaking clearly; writing legibly; listening actively; adjusting communication strategies to various situations.

Ethical Conduct: Submitting work of the student's own original creation; paraphrasing and citing all references; no lying, cheating, or plagiarism.

Integrity: Consistent honesty; prompt admission and correction of mistakes; trustworthy with the property of others and confidential information; value accuracy and thoroughness; avoids derogatory or demanding remarks.

Participation: Actively participates in class; volunteers for activities; asks questions and summarizes lesson content.

Preparedness: Bringing all required course materials (such as: text books, pencil, paper, flash drive, safety glasses) to each class period.

Respect: Being polite to others; not using derogatory or demeaning terms; appreciates the value of diversity; demonstrates clear, appropriate and cultural boundaries; behaving in a manner that brings credit to the profession.

Self – Confidence: Demonstrating the ability to trust personal judgment; demonstrating an awareness of strengths and limitations; exercises good personal judgment.

Self – Motivation: Taking initiative to complete assignments; taking initiative to improve and/or correct behavior; taking on and following through on tasks without constant supervision; showing enthusiasm for learning and improvement; consistently striving for excellence in all aspects of design and professional activities; accepting constructive feedback in a positive manner; taking advantage of learning opportunities.

Time Management: Consistent in completing tasks and assignments on time; utilizing class time, machine shop time, and instructor's appointment time to the fullest.

Classroom Policies:

All classroom policies are in place to ensure a safe and productive learning environment. Violating any classroom policies may result in disciplinary actions such as a verbal reprimand in class, written reprimand with a copy placed in your records,

expulsion from the classroom for the class period and/or possible expulsion from the course or school. These policies include, but are not limited to the following:

1. A positive learning environment will be maintained at all times.
2. Students are to behave professionally in the classroom, no feet on desk or chairs, no foul language, etc. Any unprofessional behavior will not be tolerated.
3. Students are to maintain time-on-task. The way you spend your time is vital to your success in the program.
4. No food or drinks around the computers. These items can easily damage expensive computers and electronic equipment. Only lidded or closeable drinks are allowed in the classroom. No meal-type food allowed (cafeteria, sandwiches/wraps, pizza, soup, etc.). Snack foods, such as chips or candy from the snack machines, are allowed. All food and drinks need to be on the round tables.
5. Use of personal electronic devices is not allowed in the classroom. Personal electronic devices include, but are not limited to; radios, TVs, tape players, CD players, MP3 players, handheld games, pagers, cellular phones, laptops etc. All cell phones are to be turned off or set to vibrate before entering the classroom.
6. Students may NOT surf the net, check e-mail or engage in similar activities during class time. Not only does it affect the person doing it, but it is also a potential distraction to others in the class.
7. The School of Engineering computers and equipment are for educational use only and not personal use. Computers and equipment may only be used for school work for other classes or programs with the permission of all related instructors.
8. No outside software installations will be allowed in the classroom. No games will be played on any classroom computer at any time.
9. No printing during class lectures. No working on or printing of non-class related materials in the classroom.
10. Avoid touching or pressing on the LCD monitors and forcefully striking the keys on the keyboards or buttons on the mice. Be sure to shut down computers at the end of each class period.
11. Downloading, uploading, streaming, sharing (peer to peer) of files not related to the class is strictly prohibited.

Accessing or possession of illicit, offensive, obscene, or illegal materials/files is strictly prohibited and will result in disciplinary action up to and including suspension, expulsion, and/or legal action.

OSUIT Policy and Procedures:

http://go.osuit.edu/student/residential_life/student_quick_reference

http://go.osuit.edu/student/residential_life/sites/go.osuit.edu.student.residential_life/files/u73/rights_responsibilities.pdf

http://go.osuit.edu/administration/policies_procedures/information_technologies

Syllabus Disclaimer:

As with most technology courses this course is in a state of constant update in order to keep up with the ever changing technology and advancements in the field. This syllabus it is a plan for action. The instructor reserves the right to alter its stipulations, upon prior notification to students, if and when educational and technological circumstances warrant changes.

Course Schedule			
Course Outline Schedule	Topic	Assignment	Due Date
Day/Week 1	Production Processes		
Day/Week 2	“ “		
Day/Week 3	“ “		
Day/Week 4	Lean Manufacturing		
Day/Week 5	“ “		
Day/Week 6	Routings and scheduling		
Day/Week 7	“ “		
Day/Week 8	“ “		
Day/Week 9	Costing		
Day/Week 10	“ “		
Day/Week 11	Team Project		
Day/Week 12	“ “		
Day/Week 13	“ “		
Day/Week 14	“ “		
Day/Week 15	“ “		

***NOTE: This is a tentative schedule and may be subject to change.**