Spring 2015  
IET4475-001/900 Senior Project Syllabus

Instructor: Dr. Gregory L. Wiles  
Office: M123  
Email: gwiles@spsu.edu (would prefer you use the D2L email)  
Phone: 678-915-7314  
Office Hours: Posted on D2L website

How to Contact the Instructor
The best way to reach me between class periods is using the D2L email. This way I will know what class you are in already. I will reply as quickly as possible to questions sent over e-mail. If you wish to meet with me in person, you can drop by my office during office hours. For online students, I am also willing to meet with you with an ad-hoc Wimba Classroom live session during the week if necessary.

Email Response Time
I commit to answering all emails within 24 hours from the time you first transmit the email, unless I let you know in advance of travel prohibiting me from doing so (or if I have an emergency). This short response time includes weekends and holidays. At times I will send a mass email to the class or an announcement. This will be through D2L Email and alternately with Hornet Mail. I do not know your Yahoo or Gmail accounts so do not expect any mass emails to those accounts. CHECK YOUR D2L EMAIL ACCOUNT FREQUENTLY!

Course Description
To acquaint the student with an integrated project study approach and to bring together the various skills of an Industrial Engineering Technology practitioner utilizing a large-scale feasibility study.

Course Methodology
A large-scale feasibility study is to be performed to emphasize the interrelated topics of logistics, marketing, and production processes for a fictitious company. Students are required to present their findings in written and presentation format.

Student Learning Outcomes
By the end of the semester, students should be able to:
1. Structure product and process design for a selected product.
2. Devise the support systems for quality, distribution, inventory, and safety.
3. Compile financial documents to support the project.
4. Determine and formulate an implementation plan.
5. Exhibit the findings in both written and oral formats.

Prerequisites
- IET 4422 – Plant Layout and Materials Handling
- Students are expected to have a working knowledge of the Microsoft Office Suite: Excel, Word and PowerPoint or the equivalent (e.g. Open Office).
- Students are expected to be able to use D2L and have access to a PC and the Internet.
- Students are expected to be available for progress report meetings with the instructor.

Desire2Learn (D2L) Course Web Site
This course has a D2L course web site for use by registered students. Any class handouts, slides, grades, announcements, emails, and links will be available there, so please get in the habit of checking it often. To log in, go to: http://spsu.view.usg.edu. Your User ID is the same as your
email prefix, and initial password is your email password. There are help links on the website or go
to: http://spsu.edu/d2l/student/

Course Schedule
This course will meet on the dates indicated on the Course Schedule as posted on the course
homepage. For hybrid students, we will meet once a week physically in a classroom and the
remainder of the week you are responsible for viewing video lectures and working on the progress
reports. For online students we will also meet once a week but virtually using a Blackboard
Collaborate link (formally Wimba Classroom) located on the course home page. The remainder of
the week you are responsible for viewing video lectures and working with your team on the
progress reports and the final report/presentation.

Attendance Policy
Attendance in class will not impact your course grade. Assignments are due on the assigned day
whether you choose to attend class that day or not. It should be noted that students who do attend
class on a regular basis normally perform better on quizzes and other graded assignments.
However, simply attending class does not guarantee that the student will achieve a high grade on
the course. The instructor is NOT responsible for assisting the student to catch up on class material
when the student is absent from class.

Grading Policy

<table>
<thead>
<tr>
<th>Component</th>
<th>Weights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress Reports (1-5)</td>
<td>20%</td>
</tr>
<tr>
<td>Final Project Document</td>
<td>25%</td>
</tr>
<tr>
<td>Oral Final Presentation</td>
<td>30%</td>
</tr>
<tr>
<td>Professor Evaluation</td>
<td>25%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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</tbody>
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PLEAS NOTE: LATE PROGRESS REPORTS RECEIVE A 25-POINT DEDUCTION REGARDLESS OF THE REASON.

Progress Reports will be graded within three business days. Teams will be notified to schedule a
team meeting with the instructor to review the report.

A business day is considered to be a normal work day, Monday through Friday, and does not
include Holidays, such as Martin Luther King Jr. Holiday, Spring Break, Memorial Day,
Independence Day, Labor Day, or Thanksgiving. A business day is considered to end at midnight
Eastern Standard Time.

The instructor’s office hours are posted on the D2L course website. Meetings outside of the office
hours will be considered as well.

Technology Needs
The instructor strongly encourages online students to acquire a high-speed Internet service and use
head phones for the live sessions. Laptop speakers and microphones may work but typically picks
up surrounding noise also.

Disruptive Behavior and Academic Dishonesty
SPSU has an Honor Code and a new procedure relating to when academic misconduct is alleged.
All students should be aware of them. Information about the Honor Code and the misconduct
procedure may be found at http://spsu.edu/honorcode/.
Disability Statement
"A student at Southern Polytechnic State University who has a disabling condition and needs academic accommodations has a responsibility to voluntarily identify him/herself as having a disability by scheduling an appointment with the Disability Services Coordinator as soon as possible." (SPSU Catalog). Contact the Coordinator as follows: Kalisha Thomas, 678-915-7244, Building J, Room 253, kthomas2@spsu.edu.

Professional Behavior
All students are expected to abide by the professional ethical behavior standards published in the SPSU catalog.