Course Description
This course will provide an introduction to Southern Polytechnic State University (SPSU) and Electrical and Computer Engineering Technology (ECET). Included in the course is an introduction to faculty, an overview of career opportunities, available campus facilities, student organizations, etc. Some critical skills necessary to students will also be introduced.

Prerequisite
None

Required Text
*Undergraduate Academic Catalog 2011-2012*, Southern Polytechnic State University in the University System of Georgia

Optional Text
*Undergraduate Catalog, Southern Polytechnic State University*

Course Outcomes
After successfully completing this course, students will be able to demonstrate that they can do the following:

1. Be aware of all SPSU campus facilities, resources, and email communications.
2. Document a laboratory experiment in a cohesive well written formal report.
3. Give a succinct presentation on any particular topic.
4. Demonstrate full awareness of how to register for classes in Banner and adequate planning through scheduled meetings with their advisor.
5. Understand the basic overview of their chosen major discipline within ECET.
6. Produce a well organized notebook to improve their study skills and note taking abilities.
Assessment and Policies

Attendance
ATTENDANCE IS MANDATORY. THERE WILL BE NO EXCUSED ABSENCES. STUDENTS MISSING MORE THAN THREE CLASSES WILL RECEIVE AN F FOR THE COURSE. Roll will be taken daily. You are responsible for any missed notes, handouts, assignments, announcements, etc.

Class Participation
Based on the course content, you should develop three questions or issues you would like to raise in each class. These should be documented in the journal section of your notebook.

Assignments
There will be ten (10) assignments given throughout the semester. Students missing an assignment will receive a grade of zero (0) on the missed assignment. NO CREDIT WILL BE GIVEN FOR LATE ASSIGNMENTS.

Notebooks
Notebooks will be collected periodically, unannounced for review. These collections will be unannounced. YOU MUST KEEP YOUR NOTEBOOK UP TO DATE. Bring your notebook and required texts to every class.

Purchase a loose leaf binder (8 ½ x 11” paper) and a set of 5-tab dividers for documenting the following:

- Section 1: Class handouts.
- Section 2: Dated class notes.
- Section 3: Dated journal entries – one for each class.
- Section 4: Assignments.

Sample Journal Entry:

01/07/2011

In the last class we learned how to use Mathcad to do calculations with complex numbers. That whole deal with polar coordinates can get pretty messy. We learned stuff about adding, subtracting, multiplying, and dividing complex numbers.

My questions are:

1) Is Mathcad the best professional math software?
2) Do our labs have other math software installed?
3) Can we have the next class outside?

Total time spent on this class was about 30 minutes.
Exams
There are no exams in this course.

Laboratory Experiments and Reporting
There is no laboratory component to this course.

Final Exam
There will be no final exam. Final notebooks must be turned in when announced in class. NO NOTEBOOKS WILL BE ACCEPTED AFTER THE SUBMITTAL DATE.

Evaluation Method

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<thead>
<tr>
<th>Course Evaluation</th>
<th>Grade Composition</th>
<th>Grade Scale</th>
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</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>10%</td>
<td>90 – 100</td>
</tr>
<tr>
<td>Participation</td>
<td>30%</td>
<td>80 – 89</td>
</tr>
<tr>
<td>Assignments</td>
<td>30%</td>
<td>70 – 79</td>
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<tr>
<td>Notebook</td>
<td>30%</td>
<td>60 – 69</td>
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<td></td>
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<td>Below 60</td>
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General Information

Use of electronic devices during class is a distraction to you and your classmates. Be considerate. Please turn off all electronic devices during all classes. ALL ELECTRONIC DEVICES MUST BE TURNED OFF AND PUT AWAY DURING ALL CLASSES.

Neatness on submitted work is important. Work that is sloppy and/or contains spelling and grammatical errors will be penalized.

You may appeal any grade received. If you choose to appeal a grade, the instructor reserves the right to re-grade the entire test or assignment. ALL APPEALS FOR RE-EVALUATION OF A GRADE MUST BE MADE WITHIN ONE WEEK OF THE ASSIGNMENT BEING RETURNED TO YOU.

You are responsible for being academically honest as defined by the academic dishonesty rules in the general catalog. CHEATING WILL NOT BE TOLERATED.

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the counselor working with disabilities at (678) 915-7244 as soon as possible to better ensure that such accommodations are implemented in a timely fashion.