# **Spring 2024**

# **IET4475-01/W01**

# **IET Senior Project Syllabus**

**Instructor:** Dr. Gregory L. Wiles

**Office:**  M121

**Email:** Prefer you use the D2L email system, secondly use [gwiles1@kennesaw.edu](mailto:gwiles1@kennesaw.edu)

**Phone:** 678-915-7214

**Office Hours:** TBA

**Class meeting time and location:** M 9:30am -12:15am in M 135 and online

**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 Blackboard Collaborate 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 Campus 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.  The large-scale feasibility study is to be performed to emphasize the interrelated topics of logistics, marketing and production processes for a fictitious company. Students will be required to present their findings in a formal written report to Senior Management and in a formal PowerPoint presentation.

**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:

- Structure product and process design for a selected product.

- Devise the support systems for quality, distribution, inventory, and safety.

- Compile financial documents to support the project.

- Determine and formulate an implementation plan.

- Exhibit the findings in both written and oral formats.

**Prerequisites**

<!   - IET 2000 Introduction to Industrial Engineering Design

- IET 4422 Plant Layout and Materials Handling

       - IET 2449 Logistics and Supply Chain Management

       - IET 3356 Quality Concepts and Systems Design

       - IET 4135 IET Project Management (can be taken concurrently)

-     - 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.

       - Students are expected to work in teams.

**Textbook**

There is no textbook for this course. Students should refer to the textbooks they have used in previous IET classes to refresh their memory on the topics and procedures from those classes that will be used in Senior Project. The Instructor will not teach the topics from previous IET classes as part of the Senior Project class.

**Class Schedule/Attendance**

This is an Instructor Led course. Course section 01 (F2F) will meet on campus.  As this is a Hybrid 50% course, significant asynchronous outside work will be required to replace what would typically be the other 75 minute class period.  Course section W01 or Online Asynchronous means that you do not meet on campus and are expected to keep up with the material as if you attended class.

Even though W01 online students do not have to appear on campus, you are required to meet with your project group at agreed upon times. Note that the instructor does not schedule your outside meetings. Online students are still required to meet deadlines as noted in the Course Schedule since this is an Instructor Led course. Also, online students and F2F students will be required to give their Final Presentation online during the last week of the semester. A choice of time/day will be provided to you. So, please be flexible with your availability. Online students are always invited to meet live at the designated time (in MS Teams) or review lecture recordings later in MS Teams.  Attendance either way is strongly recommended for this course. Students who miss any material are NOT exempt from the material covered during the class period(s) the student misses.

**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://kennesaw.view.usg.edu.  Your User ID is the same as your email prefix, and initial password is your email password.  For online students, please use MS Teams.

**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 any additional video lectures and working on the progress reports.  For online students we will also meet once a week but virtually for you using MS Teams (you are also invited to meet during the live lectures if you can). 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.

**Senior Project Teams**

This Senior Project Course is designed to give students the opportunity to work together in an effective manner on a project team.  
  
Each project team will consist of three students, or two to four students if there are not enough students to make a three person team. Students are encouraged to form their own teams. Any student who is not on a team on the first day of class will be assigned to a team within a week by the computer.  
  
The grades on all the module assignments in this course will be a team grade for each assignment. Therefore it is important that each member on the team participate equally in all the work that will be necessary to complete each of the module assignments.  
  
Each student's contribution to each module assignment will be obvious to the other people on that student's team. If a student does not complete their tasks in a timely manner, and at a reasonable level of quality, then it will impact the grade the entire team receives on that assignment.  
  
This means that each person on a team is partially responsible for the success of their team. There may be times due to drops/withdrawals that project teams may be changed. Your team may be asked to take on a new member. All the work done by the team up until the time of the change in team membership must be shared with all the members of the team. If a time comes when a team member is completely unresponsive to their teammates and to the Professor, that individual will be placed on a team alone. That individual who is no longer working with others, must complete the remaining module assignments on their own but they may use all the information that was done by the entire team up until the time the team membership changed.

**Student Evaluations of the Members on Your Team**

When each Module Assignment is submitted in the D2L Assignment Folder, each student will need to **confidentially**evaluate the performance of all the members on your team, including yourself. A **Student Evaluation Form** is included in the Learning Modules page and it should be used for each Learning Module. This form is to be completed by each student and attached to an email sent to the instructor. This information on this form is to **only** be shared with the instructor and **not** with the members on your team. The instructor will use this information as the instructor believes appropriate, and the instructor will consider this information when evaluating students, but the instructor will also use a lot of other information to evaluate students, and the instructor will make the final decision on the grade of each student as the instructor believes appropriate for each student. In other words, even if all the students on a team give each other a grade of "A", the instructor still has the right to give each student a grade of A, B, C, D, or F based on the instructor's evaluation of each student.

**Learning Module Information**

**Module Information:** Detailed information about each Learning Module is contained inside each Learning Module.  
  
**Module Access:** Each new Learning Module (LM) will be posted on the course D2L page approximately one week before the date the Learning Module will be discussed in the classroom. Each student is expected to read all the material related to each Learning Module before the student attends the classroom during which the instructor will more fully explain the Learning Module. After the instructor has explained the Learning Module information to the entire class in the classroom, then the instructor will answer any questions the student may have about any of the content in that Learning Module. Students should not ask questions about the Learning Module until after the instructor has had an opportunity to explain the Learning Module in the classroom.  
  
**Module Due Dates:** Module solutions are due on the date and at the time indicated on the Course Schedule.  
  
**Module Submissions:** Hybrid and online students should submit their modules solutions using the Assignment Folder on the Menu Bar on the top of the D2L screen. If the assignment consists of two or more files then you should submit them both at the same time in the Assignment Folder.  
  
**Module Corrections:** If you discover an error in your module solution after you have submitted it in the Assignment Folder, and the deadline for submission has not yet passed, then you can resubmit the corrected solution in the same Assignment Folder. Only the most recent submission of a file will be graded.  
  
**Module Verification:** After you have submitted your Module Assignment in the correct Assignment Folder then you should open the assignment inside the Assignment Folder and make sure that it is the assignment that you want graded.  
  
**Assignment Folder Information:** The Assignment Folder for each Module Assignment will appear on the D2L page on the day each Module Assignment is discussed in class. The Assignment Folder will show the due date and time for the module to be submitted on time. If you submit your module assignment in the correct Assignment Folder on or before the due date and time for that assignment then it will be on time.  
  
**Module Late Penalty:** If a module assignment is not submitted on time for any reason then it will receive a minimum late penalty of 25 points for each week, or partial week, the assignment is submitted late.  
  
**Module Submission Problems and Late Submissions:** If you encounter a problem when you attempt to submit your assignment using the Assignment Folder and you are unable to successfully submit your file using D2L, or if the Assignment Folder is closed because the due date and time for submitting the assignment has passed, then you should attach your file to an email addressed to your instructor.  
If your email is time dated before the original due date and time for submitting the assignment then your assignment will be on time. But if your email is transmitted after the due date and time then your assignment will not be graded and you will receive a late penalty on the assignment.  
If you have a problem with the Assignment Folder and you are not able to resolve your problem within a reasonable period of time then you will receive a grade penalty for submitting assignments by email instead of using the Assignment Folder the way the other students in class are using the Assignment Folder.  
  
**Missed Modules:** If a student does not complete a Learning Module Assignment then the student will receive a grade of zero on each Learning Module Assignment the student fails to complete.  
  
**Make-Up Learning Modules:** There are no make-up Learning Modules in this course.  
  
**Module Grade Feedback:** Module Assignments will be normally graded within one week after the Module Assignment was submitted. Grade feedback for each module will appear in the same Assignment Folder in which the module was originally submitted. A summary of all the student's grades will appear under the Grades tab on the top right of the D2L course page.  
  
**Module Feedback Before Submitting It for a Grade:**Modules are graded assignments. Do not ask me to review your work and provide feedback before you submit the module assignment for grading. Do not ask me to just check over your work to make sure you did everything okay, or to verify that you followed the instructions correctly. This would be the same as asking a teacher to look over your exam answers and let you know if you have any mistakes before you submit your exam for grading. I will not be your team partner and I will not help you do the module assignment. I will, however, provide feedback on a module assignment after you have submitted it for grading.  
  
**Module Questions:** I will answer questions about any documentation that is included with a learning module. I will answer clarification type questions about the instructions for a module assignment. However, I will not tell you how to do the module assignment. I suggest you review the recorded lecture for any clues that you may previously have missed.

**Grade Evaluation**

 Your final grade in this course will be determined using the following weights for each component of this course:

| Component | Percent of Grade |
| --- | --- |
| Module One | 5% |
| Module Two | 5% |
| Module Three | 5% |
| Module Four | 5% |
| Module Five | 5% |
| Module Six | 5% |
| Module Seven | 40%\*   |  |  |  |  | | --- | --- | --- | --- | | Team Oral | Indiv Oral | Category | Final Report | | 25% | 40% | 25% | 10% | |
| Peer Evals | 30% |
| Total ........... | 100% |

**Grade Feedback:**  
All assignments will be graded within one week after the assignment is due and after it has been submitted in the correct Assignment Folder.  
  
Grade feedback will be posted in the same Assignment Folder where you submit an assignment. Grades will also appear in the grade book. The grade book may be accessed using the "Grades" tab on the top right side of the D2L home page for this course. However, the grade book only shows the grades on the assignments and the grade book does not show detailed feedback on each of those assignments. Detailed feedback will be attached to the graded item, so please open any attachments.

Module 7 is a combination of the Team Oral presentation, Individual Oral presentation, Category presentation, and the written Final Report.  Peer Evaluation grades and also factored in at 30% of your grade.  You have access to the Rubric that the Review Panel ("Scotsman") will have to grade you.  
  
**Letter Grades:**  
Letter grades are based on the following numerical grades:  
A = 90 to 100  
B = 80 to 89  
C = 70 to 79  
D = 60 to 69  
F = 59 and Below

# Other Policies and Resources

"Federal, BOR, & KSU Course Syllabus Policies” go to <https://cia.kennesaw.edu/instructional-resources/syllabus-policy.php>

"Student Resources" go to

<https://cia.kennesaw.edu/instructional-resources/syllabus-resources.php>