

ADMINISTRATIVE INFORMATION

Email

We all get more email than we can read every day. If you email the instructor concerning this course it is VITAL that you begin the subject line with "GEEN: "; otherwise your message may not get read as soon as you might hope.

Travel

While I am traveling, I will have varying access to Internet and may not be able to answer emails in a timely fashion.

Course Management & Collaborative Software

We will be using a Google group and docs for course management purposes. Google groups will provide wiki functionality for collaboration and file sharing. The Google group will be used for announcements, general communication, and special reading posting. Students should consult the course website, <http://www.cs.colorado.edu/~ksiek/Teaching/GEEN1400/S09/> for assignments and scheduling.

Expenses

Each student will be expected to pay up to a total of \$75 towards **supplies and expenses** for the projects.

Tools

Each team will be provided a **toolbox** containing many useful small hand tools, and a **lock** for your assigned locker in 160 (Contact Mike Elliott, ITLL 2B14, Tel: 5-0133; Email: Mike.Elliott@colorado.edu). You will need to return the toolbox with all the original tools at the end of the semester. Missing tools must be replaced in order to receive your final course grade for all team members. For details of the toolbox policy see: <http://itll.colorado.edu/geen1400/index.cfm?fuseaction=Toolboxes> .

COURSE ELEMENTS

Assignments & Quizzes

Students will be assigned relevant activities and readings during the semester. Understanding of these materials will be assessed with assignments and quizzes. See the course website for the schedule and links to readings.

Notebook

Students are expected to purchase their own **blank lab notebook** to use as a journal to record their class and project activities. The *recommended notebook is a Moleskine notebook* (http://www.moleskine.com/index_eng.php).

Introductory Project

Students will: research a problem facing a target population; identify barriers the target population encounters when addressing the problem; design a social networking page to help inform people about the problem; and evaluate the page with the target population.

Team Dynamics Exercises

Students will participate in fun, moderately physical activities and problem-solving games in which we work together to solve a variety of interesting challenges.

Design Project

Students will redefine the problem based on the introductory project and design, develop, and evaluate an interactive social networking application or mash-up.

Design Expo

Students must participate in a design expo on Saturday, April 25th. The expo provides students an opportunity to showcase their functioning prototype to the public. External judges will evaluate each project and provide written feedback. Student attendance at this event is *mandatory*.

Guest Lectures

Guest lecturers will visit throughout the semester. Students are expected to be prepared by reading provided materials prior to the lecture and actively participate during lectures.

Several **workshops** throughout the semester will introduce you to some of the hands-on skills you will need to work on your projects, such as CAD, basic electrical circuits and safety and use of tools.

Some resources that may be helpful in your projects:

| What | Who | Where |
|--|--------------|--|
| Manufacturing Center General machine tools | Mark Eaton | ITLL 2B50 303.492.6605 mark.eaton@colorado.edu |
| Proto Shack – ITLL 2B07 Laser cutters, 3D printer | Nick Stites | ITLL 2B60B 303.492.6779 nick.stites@colorado.edu |
| Electronics Center Simulate, build and test electronic circuits | Tim May | ECCE 167A 303.735.5035 timothy.may@colorado.edu |
| General Help Sensors, misc. parts, etc. | Mike Elliott | ITLL 2B14 303.735.0133 elliottm@colorado.edu |

Writing Resources

Written communication is an important skill for all engineers, and will be emphasized in this course in various ways, including individual writing assignments and team reports. There are resources available to help you with your writing skills:

- The Writing Center, located in Norlin Library, offers free counseling:
<http://www.colorado.edu/pwr/writingcenter.html>
- The On-line Writing Laboratory (OWL) will accept email writing assignments, provide critique and return them with comments:
<http://engineering.colorado.edu/HOMER/owl.htm>

CLASS ABSENTEE STATEMENTS

Illness

In the event you become ill and cannot attend class, I will need a health professional's note specifically saying that you could not attend class. It is not sufficient for the doctor to say that they saw you.

In the event a loved one becomes ill and you cannot attend class because you must care for your loved one, I will need a health professional's note saying that the loved one needed someone to care for them and the dates that the care will be needed.

Travel

In the event that you have to travel during the semester and miss class, I must be notified at least two weeks in advance (business travel will be given some leeway with the time frame) and you must present a plan on how you will complete your individual and team work.

Death

In the event that a loved one dies and you must miss class or your progress slows, you must present documentation of the death (e.g., funeral card or funeral program).

Law Incidents

In the event you or a loved one has an incident with the law, documentation will be needed to show that the incident happened during class and that is why you could not attend.

UNIVERSITY POLICIES AND STATEMENTS

Students with Disabilities

If you qualify for accommodations because of a disability, please submit to me a letter from Disability Services in a timely manner so that your needs may be addressed. Disability Services determines accommodations based on documented disabilities - (303-492-8671, Willard 322, www.Colorado.EDU/disabilityservices).

Religious Observation

I respect individuals' rights to follow their own religious expression. Please let me know if a religious observation conflicts with a due date. See full details of official campus religious policy at http://www.colorado.edu/policies/fac_relig.html

Sexual Harassment

The University of Colorado Policy on Sexual Harassment applies to all students, staff and faculty. Sexual harassment is unwelcome sexual attention. It can involve intimidation, threats, coercion, or promises or create an environment that is hostile or offensive. Harassment may

occur between members of the same or opposite gender and between any combination of members in the campus community: students, faculty, staff, and administrators. Harassment can occur anywhere on campus, including the classroom, the workplace, or a residence hall. Any student, staff or faculty member who believes s/he has been sexually harassed should contact the Office of Sexual Harassment (OSH) at 303-492-2127 or the Office of Judicial Affairs at 303-492-5550.

Information about the OSH and the campus resources available to assist individuals who believe they have been sexually harassed can be obtained at: <http://www.colorado.edu/odh/>