ENG 495: ST: EPICS Syllabus
https://goto.unm.edu/epics

COURSE TIME AND LOCATION: arranged.

OFFERED FALL/SPRING. THREE (3) CREDIT HOURS for 9 – 10 hours of total weekly engagement.

COURSE AIM: Engineering Projects In Community Service (EPICS) @ UNM is an academic program where either individual or teams of students partner with community organizations to solve real world problems; to implement service-learning design projects to help address human, community, and environmental needs.

Students will engage in projects from the inception of the idea, based on the needs of the community partner, all the way through the execution of the design.

INSTRUCTOR ON RECORD: Yadéeh Sawyer, PhD – EPICS @ UNM coordinator. Engineering Student Success Center. Phone: 505-277-9151. Email: epics@unm.edu

Note: Dr. Sawyer coordinates the program and provides programmatic support. The main engagement is between the student and their matched community partner, with an assigned faculty sponsor as their UNM based point of contact.

OFFICE HOURS: with Dr. Sawyer by appointment only. With the faculty sponsor or community partner as arranged.

ADDITIONAL INFORMATION: You will work either individually or in teams with community partners, depending on both the need of the community partner and the interest of the students. Although you may express preferences, Dr. Sawyer will assign you to a project and a project team (as applicable).

COURSE LOCATION: Arranged with faculty sponsor and community partner.

WEBSITE: learn.unm.edu
All deliverables (weekly check-ins, mid-semester progress report, and final report) and rubrics are found on learn.unm.edu. This will be your main mode of communication and grade check, but also keep communication open with your community partner and faculty sponsor.
COURSE COMMUNICATIONS: Arranged with faculty sponsor and community partner. But, will start off with emails send to your UNM account. If you want to forward to another email system, then you are responsible for making sure you receive and send emails.

COURSE MATERIALS: Arranged with faculty sponsor and community partner.

COURSE RESTRICTIONS: Engineering and Computing students already admitted into their major program or who are eligible for upper division courses (no pre-majors).

COURSE OBJECTIVES: Development and successful completion of a sponsored development project. Specific objectives include the development of effective project management, communication, and technical skills, experience with the implementation and testing phases of a realistic product design cycle, and an ordered transition from a classroom-oriented academic environment to a performance-oriented professional environment. You will have to learn to:
- Properly define and scope a problem;
- Identify and analyze relevant factors;
- Apply appropriate industrial engineering methodologies and computational tools;
- Generate and evaluate alternative solutions; and
- Improve your skills in
  - Technical writing,
  - Public speaking,
  - Working within a team (when applicable), and
  - Project and time management.

COURSE EXPECTATIONS
- Professional communication is required in all interactions
- Students are responsible for their own education and are accountable for all assignments that may be announced during a student’s absence
- You are expected to do your own assignments, see the following section on academic dishonesty and plagiarism.
- The instructor should be notified as early as possible regarding any special conditions or circumstances which may affect a student’s performance during the course timeframe (e.g., medical emergencies, family circumstances, etc).

DISHONESTY IN ACADEMIC MATTERS
Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary actions, including dismissal, against any student who is found responsible for academic dishonesty or who otherwise fails to meet the standards. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic dishonesty includes, but is not limited to, dishonesty in all work products or assignments; claiming credit for work not done or done by others; hindering the academic work
of other students; misrepresenting academic or professional qualifications within or outside the University; and nondisclosure or misrepresentation in filling out applications or other University records.

STATEMENT FOR INCLUSION AND SUPPORT
Dr. Sawyer is Dream and Green Zone certified. Within this course, and the Engineering Student Success Center/School of Engineering, all students are welcome regardless of citizenship, residency, or immigration status. Your faculty sponsor, community partner, and Dr. Sawyer will respect your privacy if you choose to disclose your status. Visit https://ess.unm.edu/resources/diversity.html for more information.

ADA STATEMENT
The University of New Mexico complies with the Americans with Disability Act. If you have any condition covered under the ADA, please contact Dr. Sawyer and she will coordinate with your faculty sponsor and community partner so that appropriate accommodations may be arranged.

GRADING SYSTEM:
Note: the following are the required grade components, but the specifics to the grading scale are subject to change based on the desires of the faculty sponsor. They will communicate any changes to the criteria with the student directly.

You are expected to commit 9 – 10 hours a week to their EPICS @ UNM project through direct contact and engagement with their faculty sponsor or community partner, as well as independent work on your assigned project. The use of your time will be reported in the weekly and bi-weekly assignments (see below; deadlines will be posted in each assignment within LEARN. It is your responsibility to keep track of these).

100 total points (Grading scale: > 92.99 = A. 90-92.99 = A-. 87-89.99 = B+. 83-86.99 = B. 80-82.99 = B-. 77-79.99 = C+. 73-76.99 = C. < 73.00 = Doesn’t Earn Credit in SOE.)

- *Weekly check-in submitted via LEARN assignment (0.5 pt a week for 16 weeks = 8 pts)
  - 0.0 pts – no check-in submitted
  - 0.25 – minimal effort on the update/check-in, but provided
  - 0.5 pts – provided an thorough update on how you spend your time during the week on the project with both your faculty sponsor and your community partner. Does not have to be long, but complete.

- *Bi-weekly status report/presentation to your faculty sponsor (format as determined with your faculty sponsor; 4 pts per check-in for 8 updates = 24 pts)
  - 0.0 pts – no report/presentation provided
  - 1.0 pts – bare minimum, more similar to the weekly check-ins.
  - 2.0 pts – provides an update on the progress of the project, but does not include plans for the next 2 weeks, or state the challenges and barriers or areas for additional support.
  - 3.0 – provides an update on the progress of the project, as well as the plans for the next 2 week period OR the challenges and barriers or areas for additional support.
• 4.0 pts - provides an update on the progress of the project, as well as the plans for the next 2 week period, as well as the challenges and barriers or areas for additional support.

• **Final term paper/project report** (45 pts) *Submitted via a PDF in LEARN unless otherwise specified by your faculty sponsor. File name naming convention is name-lastname-finalreport.pdf.* Grading rubric as well as the format of the report (written, oral, both) is TBD by your faculty sponsor. They will let you know at the start of the semester. Your community partner may be consulted for review of this final report and their evaluation/feedback may influence the final points assigned in the project. This evaluation is typically confidential.

• **Final reflection write-up** (15 pts). *Submitted via a PDF in LEARN. File name naming convention is name-lastname-finalreflection.pdf.* This includes, but is not limited to, a reflection on your experience, as well as a statement on how you see the benefit of their project with the broader community, as well as commentary on the format, structure, and support within the EPICS @ UNM program.
  
  ▪ 5 pts for a thorough and thoughtful reflection on the experience. A quality response will include the challenges, the components that came easily, the areas for personal growth, and overall sentiment on the engagement/project/opportunity.
  
  ▪ 5 pts for a clear and strong statement on how both the EPCIS @ UNM and the specific project with the community partner benefit the broader community.
  
  ▪ 5 pts for a thoughtful and constructive reflection and suggestions that includes, but is not limited to the support from Dr. Sawyer, your faculty sponsor, and your community partner. What was most helpful, what are areas for improvement?

* *Your mandatory weekly or bi-weekly meetings with your faculty sponsor are built in to these grading criteria as determined by your faculty sponsor.*

**Important Grading Note:** If due to your non-performance your assigned community partner requests in writing that you be dropped from the project or team and it is too late to add assign you to a different project, you may be dropped from the course if in the judgment of the EPICS @ UNM program coordinator (Dr. Sawyer) and your faculty sponsor. Additionally, this class considers performance elements other than those listed above, and these cannot be easily quantified, but are incorporated in the above graded components. No A+ grades are awarded in this course. Judgment of the faculty sponsor is final. But, we encourage you to keep dialogue open with Dr. Sawyer, your faculty sponsor, and your community partner to avoid any misunderstanding or lack of clarity of expectations.

**Additional Grading Information:** NO late assignments will be accepted.