

EPICS@UNM

Engineering Projects in Community Service at UNM



ENG 495: ST: EPICS Syllabus

<https://goto.unm.edu/epics>

COURSE TIME AND LOCATION: arranged.

OFFERED FALL/SPRING. THREE (3) CREDIT HOURS.

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:

A copy of this syllabus and expectations from all involved parties can be found on the EPICS @ UNM website (<https://goto.unm.edu/epics>)

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

- This is a 3 credit-hour course. As such, you are expected to plan for 9 – 10 hours per week through direct, indirect, and independent work on your assigned project.
- 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).

RESPECTFUL AND RESPONSIBLE LEARNING

We all have shared responsibility for ensuring that learning occurs safely and equitably. UNM has important policies to preserve and protect the academic community, especially policies on student grievances (Faculty Handbook D175 and D176), academic dishonesty (FH D100), and respectful campus (FH CO9). These are in the Student Pathfinder (<https://pathfinder.unm.edu>) and the Faculty Handbook (<https://handbook.unm.edu>). Please ask for help in understanding and avoiding plagiarism or academic dishonesty, which can both have very serious consequences.

CITIZENSHIP AND/OR IMMIGRATION STATUS

All students are welcome in this class regardless of citizenship, residency, or immigration status. Your professor will respect your privacy if you choose to disclose your status. As for all students in the class, family emergency-related absences are normally excused with reasonable notice to the professor, as noted in the attendance guidelines above. UNM as an institution has made a core commitment to the success of all our students, including members of our undocumented community. The Administration’s welcome is found on our website: <http://undocumented.unm.edu/>.

STATEMENT FOR INCLUSION AND SUPPORT

Dr. Sawyer is Safe, 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.

This program and our university should always be spaces of mutual respect, kindness, and support, without fear of discrimination, harassment, or violence. Should you ever need assistance or have concerns about incidents that violate this principle, please access the resources available to you on campus. Please note that, because UNM faculty and staff are considered "responsible employees" by the Department of Education, any disclosure of gender discrimination (including sexual harassment, sexual misconduct, and sexual violence) made to a faculty member or staff must be reported by said persons to the university's Title IX coordinator. For more information on the campus policy regarding sexual misconduct, please see: <https://policy.unm.edu/university-policies/2000/2740.html>.

LAND ACKNOWLEDGEMENT

Founded in 1889, the University of New Mexico sits on the traditional homelands of the Pueblo of Sandia. The original peoples of New Mexico Pueblo, Navajo, and Apache since time immemorial, have deep connections to the land and have made significant contributions to the broader community statewide. We honor the land itself and those who remain stewards of this land throughout the generations and also acknowledge our committed relationship to Indigenous peoples. We gratefully recognize our history.

ACCOMMODATIONS

The University of New Mexico is committed to providing equitable access to learning opportunities for students with documented disabilities. As your EPICS@UNM coordinator, along with your faculty sponsor and community partner, it is our objective to facilitate an inclusive learning environment and opportunity, both within and outside of the classroom setting, in which students have full access and opportunity to participate. To engage in a confidential conversation about the process for requesting reasonable accommodations for this class and/or program, please contact Accessibility Resource Center at arcsrvs@unm.edu or by phone at 505-277-3506.

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.

*This is a three credit-hour course. 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.*

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 directly to your faculty sponsor and community partner in a single email with all parties in the "to" field (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 and community partner (format as determined with your faculty sponsor and community partner; 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.

- **Mid-Semester progress report** (10 pts) *Submitted via a PDF (unless otherwise specified by your faculty sponsor or community partner) in a single email to epcis@unm.edu, and cc your faculty sponsor and community partner. File name naming convention is name-lastname-progressreport.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. The purpose of this progress report is to ensure progress is being made and all parties have a chance to re-group. As well as to provide the student with feedback on their performance to date to allow for adjustments for the remainder of the semester.

- **Final term paper/project report** (40 pts) *Submitted via a PDF (unless otherwise specified by your faculty sponsor or community partner) in a single email to epcis@unm.edu, and cc your faculty sponsor and community partner. 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** (10 pts). *Submitted via a PDF (unless otherwise specified by your faculty sponsor or community partner) in a single email to epcis@unm.edu, and cc your faculty sponsor and community partner. This content can be included in the final term paper/project report, or submitted as a separate file. 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.

CONNECTING TO CAMPUS AND FINDING SUPPORT

UNM has many resources and centers to help you thrive, including [opportunities to get involved](#), [mental health resources](#), [academic support including tutoring](#), [resource centers](#) for people like you, free food at [Lobo Food Pantry](#), and [jobs on campus](#). Your advisor, staff at the [resource centers](#) and [Dean of Students](#), and I can help you find the right opportunities for you.

COVID-19 HEALTH AND AWARENESS

UNM is a mask friendly, but not a mask required, community. To be registered or employed at UNM, Students, faculty, and staff must all meet UNM's [Administrative Mandate on Required COVID-19 vaccination](#). If you are experiencing COVID-19 symptoms, please do not come to class. If you have a positive COVID-19 test, please stay home for five days and isolate yourself from others, per the [Centers for Disease Control \(CDC\) guidelines](#). If you do need to stay home, please communicate with both your community partner contact and faculty sponsor to arrange details surrounding your project assignments accordingly. UNM faculty and staff know that these are challenging times. Please let us know that you need support so that we can connect you to the right resources and please be aware that UNM will publish information on websites and email about any changes to our public health status and community response.

Support:

Student Health and Counseling (SHAC) at (505) 277-3136. If you are having active respiratory symptoms (e.g., fever, cough, sore throat, etc.) AND need testing for COVID-19; OR If you recently tested positive and may need oral treatment, call SHAC.

LoboRESPECT Advocacy Center (505) 277-2911 can offer help with contacting faculty and managing challenges that impact your UNM experience.