California Maritime Academy Engineering Technology Department
ENG 470 Engineering Management Fall 2015

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Office Hours: Tues. 1100-1230; other times by appointment
Class Days/Time: ENG 470-1 Tue and Thurs.: 1200-1315
ENG 470-2 Mon and Wed.: 1900-2015
Classroom: Section 1: Class 202, Section 2: Class 103
Prerequisite: ELEC-20 and Junior Class Standing

Moodle
Copies of the course materials such as the syllabus, major assignment handouts, etc. may be found on Moodle, which is the course management software used for Cal Maritime courses. You are responsible for regularly checking Moodle for course updates. To access Moodle, go the CMA homepage and sign in with your CMA user ID (all lowercase) and password. Click on the Moodle icon and you will see this course along with the other courses you are presently enrolled.

Course Description
An introduction to the engineering profession and a focus on personnel management and communications, project management and professional development. Topics such as professional liability and ethics will be reinforced with the students. In addition, several case studies will be used to enhance student understanding.

Course Goals
The student should leave the class with a “Tool Kit” of ideas and techniques they can apply to improve their performance as an Engineering Manager or Team Member. Students will also be able to know where to go for more information on specific topics and how to acquire additional skills as they progress in their multidisciplinary career paths.
Student Learning Outcomes (SLO)

The following basic elements of Engineering Management will be discussed plus two or more student selected topics:

SLO1: Students will be exposed to organizational structure, explore other managerial supportive roles and be able to describe the purpose of those organizational functions.

SLO2: Students will become familiar with various managerial and leadership skills and use these skills to research and assess applicable case studies.

SLO3: Students will be learn about project management, systems engineering, lean operations, and their respective professional organizations.

SLO4: Students will understand an example employer's annual review process, how to document recommendations for the next review cycle, and what it means to be a professional at Kaizen.

Required Text

I didn’t want you to spend $200 on a doorstop. Thank you to the CSU Chancellor’s Office for funding my Affordable Learning Solutions grant. We will be using FREE internet resources and other resources provided on Moodle. This was a lot of work on my part to save you money, so please use these resources that I’ve personally researched and save them for future reference.

Please feel free to bring a cellphone or laptop to class as I will be attempting to use Poll Everywhere to enhance classroom participation. If technology becomes a distraction, it will be removed from the learning environment.

References

If you are unsure about a subject matter, please feel free to use Google and look for credible resources, ask questions in class, or come see me during my office hours.

Classroom Protocol

1. Standards of Conduct for the Corps of Cadets will be enforced with special emphasis given towards adherence to our core values, academic dishonesty, and uniform/grooming requirements. Due to the cumulative nature of the subject matter, you are expected to attend each and every class. Role will be taken. Your will be excused from class if you are not adhering to these rules. For all academic integrity issues, the academic Integrity Board will decide the innocence or guilt. The case will also be given to the Commandant’s office for adjudication as a conduct issue. If found guilty by the academic integrity board for reasons involving any graded assessment, a zero on the assignment in question will be given. A second offense will result in being dropped from the class. If found guilty on integrity issues concerning quizzes, exams, or final presentations, you will be dropped from the class with a “WU” (F equivalent).

2. The types of assignments that collaborative effort is authorized for are homeworks, projects, and case studies unless otherwise noted on the assignment.

3. Academic honesty on quizzes and exams is paramount.
Dropping and Adding
Students are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. Information on add/drops are available on the campus website and at:
http://www.csum.edu/c/document_library/get_file?uuid=9ac74015-15c2-4840-8626-04098ba4fcc9&groupId=72269
Students should be aware of the current deadlines and penalties for adding and dropping classes.

Assignments and Grading Policy
Quizzes (6, lowest will be dropped)........ 50%
Case Study...........................................25%
Home Work..........................................10%
Final Exam/Project Presentations......... 15%

Grading Scale:  
100% - 90%  = A 
89% - 75%  = B 
74% - 60%  = C 
less than 60%  = F 

I reserve the right to award (+) and/or (-) final grades.

Late work will not be accepted unless otherwise arranged.

NO ONE will be excused from Quizzes or the Final.

Class attendance is in accordance with California Maritime Academy’s published academic policy, which states “Students are required to attend all classes unless an absence is properly authorized. Absences must be approved in advance of the classes being missed.”

Excused absences include the following activities:
1. As a team or support member in varsity athletics.
2. Employment interviews.
3. Medical appointments.
4. Field trips associated with an academic class.

Each unexcused absence = 5% penalty to final grade
Each Tardy = 3% penalty to final grade
More than 7 unexcused absences = drop from class

Any student who is acting in a disruptive manner will be asked to leave the classroom. This will be considered a unexcused absence and a grade reduction will be applied. You are responsible for any material presented during class. It is highly recommended that a student with an excused absence arrange with the instructor to cover missed class material. A grade of zero will be recorded for any missed exams. Students are not allowed make up exams, with the exception of a prior arranged excused absence.

Students must attend the lecture in the CMA approved khaki uniform. Students who are not wearing a uniform as dictated by CMA guidelines will be asked to leave the lab until the discrepancy has been corrected. The offending student will be marked as either absent or late to class as determined by the instructor.
University Policies

Academic integrity
Students should know that the University’s Academic Integrity Policy is available at https://www.csu.fullerton.edu/document_library/get_file?uuid=ae78af01-0291-4d0f-ad97-060861e51d2e&groupId=42499. Your own commitment to learning, as evidenced by your enrollment at Cal Maritime and the University’s integrity policy, require you to be honest in all your academic coursework. Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person’s ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified.

Campus Policy in Compliance with the American Disabilities Act
California Maritime Academy is committed to providing reasonable accommodations to students with documented disabilities. Students who believe they may need accommodations are encouraged to contact the Disability Services Office (DSO) by email at disabilityservices@csu.fullerton.edu or in person in the Student Engagement & Academic Success Center (Laboratory Building, First Floor) within the first two weeks of class. For more information, visit: http://www.csu.fullerton.edu/web/seas/disability-services. Services provided through the SEAS/DSO include:

- Extended time for tests
- Tutoring
- Assistive Technologies/Software
- Proctored tests
- Access to course notes (when available)
- Low-distraction test environment