University of Maryland
Department of Civil & Environmental Engineering
ENCE 100
Introduction to Civil & Environmental Engineering
Spring 2004

Instructor
Dr. Kaye L. Brubaker
Room 1159 Glenn L. Martin Hall (EGR)
Phone: (301) 405-1965
Email: klbrubak@eng.umd.edu
Office Hours: Monday, Thursday 12:30-2:30

Class Meeting Time & Place
Friday 1:00-1:50 p.m.
0135 Glenn L. Martin Hall (EGR)

Web Pages
http://www.ence.umd.edu/~klbrubak/ence100/index.html (Public)
http://www.ajconline.umd.edu/ (Password-protected)

Texts
There is no textbook for this class. Required readings will be distributed in class and/or disseminated using the web pages.

Goal
The goal of this class is to acquaint you with the Civil and Environmental Engineering profession, the Department’s curriculum, and the many resources available in the Department, College, and University for career exploration and building a successful career.

Tentative Class Schedule
Jan. 30 Introduction to Class; What is CEE? Student Organizations
Feb. 6 The CEE Profession; Academic and Career Resources
Feb. 13 Meet the Department Chairman; The CEE Curriculum
Visits/Workshops Proposals Due
Feb. 20 The CEE Curriculum: Overview of Career Opportunities and Coursework
in the Three Tracks: Infrastructure (Geotechnical and Structures),
Mar. 5 Water Resources and Environmental; Transportation and Project Management -- order to be determined
Mar. 12 Chesapeake Bay Bridge-Tunnel: A Civil Engineering Landmark
Mar. 19 Mini Field Trip #1
Mar. 26   Spring Break
Apr. 2   Mini Field Trip #2
Apr. 9  `   Mini Field Trip #3
Apr. 16   Panel: Meet the Seniors
          *Visits/Workshops Assignment Due*
Apr. 23   Panel: Meet the Young Engineers
Apr. 30   Panel: Meet the Established Engineers
May 7     Guest Lecture
May 14   Final Exam (1:30-3:30 p.m.)

**Grading Method and Policies**

The grade for this class will be computed as follows (see explanations below):

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>30%</td>
</tr>
<tr>
<td>Assignments</td>
<td>50%</td>
</tr>
<tr>
<td>Class Contribution</td>
<td>5%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15%</td>
</tr>
</tbody>
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Attendance is required. Each student will be permitted one unexcused absence. Please read the University policy for excused absences at [http://www.testudo.umd.edu/soc/atedasse.html](http://www.testudo.umd.edu/soc/atedasse.html).

Homework will be collected at the beginning of class on the due date. Some assignments will require electronic submission, with due dates as specified. Homework turned in late will be marked as “submitted,” but not graded; completion of late homework may make a difference in borderline grade decisions.

Some weekly homework assignments will consist of reflections and responses; the instructor will compile Course Topic Summaries, which will include both the instructor’s and students’ reflections on the course presentations and assignments. Late submissions of a particular assignment will no longer be accepted after the corresponding Course Topic Summary is posted.

Homework Grace Policy: Each student will be permitted one unexcused missed weekly assignment.

There will be a number of longer-term assignments, worth more than the weekly assignments. These are not included in the “Homework Grace Policy.”

*Note: As a rule of thumb, in college classes, you should expect to spend 3 hours outside of class for every hour in class. Because this is a 1-credit-hour class that meets one hour a week, I will try to design assignments that guide you in mastering the material and take an average of 3 hours per week over the semester. (Some assignments may be shorter or longer.)*

The class contribution score will be based on spoken contributions and questions in class. I will expect each student to contribute at least two comments or questions at some point during the semester. I reserve the right to document contributions and to judge their appropriateness. “Extra credit” cannot be earned with an excess of contributions!

The brief, qualitative Final Exam will be based on required readings and information provided via the web pages (including the Course Topic Summaries).
Academic Integrity
A scholarly community built on individual responsibility and mutual trust is the foundation for learning. The University of Maryland has approved a Code of Academic Integrity. This code applies to this class; please read it (http://www.jpo.umd.edu/conduct/conduct.html).

This class’s policy on collaboration: Many students find that working with others is an aid to their learning. In addition, the ability to communicate and work with others is highly valued in professional practice. Therefore, this class will include both individual and group assignments. Each assignment will be clearly identified as group or individual homework. For individual assignments, you are encouraged to discuss the assignments together if you wish. However, I expect you to take responsibility for your learning and submit your own work. I do not condone copying others’ work or otherwise claiming someone else’s work as your own. Identical or nearly identical (Instructor’s judgment) submissions will not be accepted. For group assignments, each student is expected to contribute his/her proportionate share to the group assignment and understand all parts of the project, not just his/her own.

Religious Observances
In accordance with University policy, students shall be given an opportunity, whenever feasible, to make up in a reasonable time any academic assignment that is missed due to individual participation in religious observances. It is the student’s responsibility to inform the instructors in advance (one week) of any intended absences or due date adjustments for religious observances.

Disabilities and Special Needs
The University has a legal obligation to provide appropriate accommodations for students with disabilities. If you have special needs related to a learning disability or physical disability, please inform the instructors as soon as possible so that I can arrange accommodations. If problems or particular needs arise during the semester, please make me aware of them as soon as possible so I can work with you to address them.

My Role as a Teacher
I will try to organize and lead clear, informative, and interesting presentations and discussions on the class topic. I will treat everyone fairly and with respect. I will assign homework and a final exam that exercise concepts discussed in class and essential skills for academic and professional success. I will grade and return all materials promptly. I will make every effort to be available to you outside of class during my office hours and by e-mail; however, please try to avoid unscheduled visits during non-office-hours times.

Your Role as a Student
You are expected to attend class, read any assigned materials before class, and turn in completed assignments on the due date. Come to class ready to think and participate, not just take notes. If something is unclear, please ask questions (in class, by e-mail, or during office hours).

If you are experiencing any difficulties in keeping up with the academic demands of your course schedule (or if you would like to learn to study more efficiently and effectively), contact the Learning Assistance Service, 2201 Shoemaker Building, 301-314-7693 (http://www.inform.umd.edu/CampusInfo/Departments/LASRV/). Their educational counselors and workshops can help with time management, study skills, reading, note-taking, and exam preparation.