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2024

### BIOM 4410/MECH 4397: Engineering Practicum (Syllabus)

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# Course Syllabus

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## BIOM4410/MECH4397 Engineering Practicum: Syllabus

### Course Information

#### Course Objectives

An internship is an integral part of engineering education. It provides real world experience in the profession; enables correlation of classroom learning with its application in industry; broadens understanding of the types of employment available in the field; help students discover their individual interests; builds resume credentials for the students; and develops relationships between University of Memphis and Industrial Firms. The biomedical/mechanical engineering practicum requires the student to prepare for professional practice through experiential learning under the supervision of an experienced engineer, with oversight by a member of the department's faculty. Regular reporting which describes the student's experiences is required to document achievement of the course learning outcome(s). As a result of the internship, the student will 1) Develop practical engineering skills and judgment, 2) Communicate effectively, 3) Discover their own interests within the field of Biomedical or Mechanical Engineering, and 4) Build resume credentials to help them compete for full time positions upon graduation.

#### Variable Credit Expectations

If the student is working between 1-20 hours per week for the duration of the semester, the student can take the course for 1 credit (for parallel internships: student is full time taking classes and working part-time).

If the student is working between 21-34 hours per week for the duration of the semester, the student may take the course for 2 credits (for parallel internships: student is taking classes part time and working part-time)

If the student is working > 34 hours per week for the duration of the semester, the student can take course for 3 credits (reserved for full-time CO-OP Students)

#### Prerequisites and Co-requisites

None

#### Course Instructors

Mrs. Shelia Moses	<a href="mailto:srmoses@memphis.edu">srmoses@memphis.edu</a> ( <a href="mailto:srmoses@memphis.edu">mailto:srmoses@memphis.edu</a> )	EA 303C	678-4933
Dr. Jeff Marchetta	<a href="mailto:jmarchtt@memphis.edu">jmarchtt@memphis.edu</a> ( <a href="mailto:jmarchtt@memphis.edu">mailto:jmarchtt@memphis.edu</a> )	ES 310B	678-3141
Dr. Amy Curry	<a href="mailto:Amy.Curry@memphis.edu">Amy.Curry@memphis.edu</a> ( <a href="mailto:elindner@memphis.edu">mailto:elindner@memphis.edu</a> )	ET 328D	678-2017

#### Class Schedule

Wednesday 5:30PM-7:00PM  
The class will meet virtually over Zoom

#### Recommended Textbooks

None

#### Hardware and Software Requirements

Minimum Requirements:

[UM Global Technology Requirements](https://www.memphis.edu/uofmglobal/students/requirements.php)  (<https://www.memphis.edu/uofmglobal/students/requirements.php>)

## Assessment and Grading

### Grading Components and Weights

Grading Components and Weights

Assignments	Weight
First Class Attendance	5%
Employer CLO Form	5%
CLO Presentation	10%
Weekly Journal	20%
Employer Midterm Evaluation	20%
Employer Final Evaluation	20%
Final Presentation	20%
Total Possible	100%

### Grading Scale

Grading Scale

Letter Grade	Numerical Score Range
A.....	90-100
B.....	80-89
C.....	70-79
D.....	60-69
F.....	Below 60

## Class Schedule, Assignments, Participation, and Expectations

### Assignments

Students should regularly review the [Assignments \(https://memphis.instructure.com/courses/115214/assignments\)](https://memphis.instructure.com/courses/115214/assignments) for the course paying careful attention to the due dates. All assignments should be uploaded into the Assignment Drop Box by the deadlines indicated above. Late submissions will be assessed a 2-point penalty from the overall course grade.

Learning Outcome Presentation Time Limits:

- 1 credit hour: 3-4 minutes
- 2 credit hours: 4-5 minutes
- 3 credit hours: 5-6 minutes

Final Presentation Time Limits:

- 1 credit hour: 5-6 minutes
- 2 credit hours: 6-8 minutes
- 3 credit hours: 8-10 minutes

Weekly Journal Word Limits:

- 1 credit hour: minimum of 150 words per weekly entry
- 2 credit hours: minimum of 250 words per weekly entry
- 3 credit hours: minimum of 350 words per weekly entry

### Class Participation

Students are responsible for any material covered in class, for all assignments, and assessments. Students are required to attend each class and interact with the class during presentations. Students must be present from the beginning of the class to

the end of class to receive credit for the Assignment.

## Academic Integrity

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class in addition to other possible disciplinary sanctions which may be imposed through the regular institutional disciplinary procedures. Expectations for academic integrity and student conduct are described in detail on the website of the [Office of Student Accountability](https://www.memphis.edu/osa/). Please read in particular, the section about "[Academic Misconduct](https://www.memphis.edu/osa/students/academic-misconduct.php)".

Collaboration on Assignments is prohibited unless otherwise noted in the assignment.

Students may only use authorized materials for all assignments.

## Guidelines for Communication

### EMAIL

- Always include a subject line.
- Remember without facial expressions some comments may be taken the wrong way.
- Be careful in wording your emails. Use of emoticons might be helpful in some cases.
- Use standard fonts.
- Do not send large attachments without permission.
- Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.
- Respect the privacy of other class members

## Resources

The myMemphis Portal system, eCampus Student tab provides access to the [University Library](https://www.memphis.edu/libraries/).

The tutoring link in the course navigation bar provides access to free online tutoring through UpSwing. The LinkedIn Learning link in the course navigation bar provides free access to thousands of video tutorials. Other support services are available through the Educational Support Program. Students who need additional resources can visit the [Dean of Students website](https://www.memphis.edu/deanofstudents/crisis/index.php).

## Student Accommodations

Students with accessibility issues or learning accommodation issues due to a disability should contact Disability Resources for Students (DRS) to submit an official request for course accommodations. Contact DRS at 901.678.2880 or at [drs@memphis.edu](mailto:drs@memphis.edu) (<mailto:drs@memphis.edu>).

## Student Health

For all student-related COVID-19 concerns and notifications, contact the Office of the Dean of Students at [deanofstudents@memphis.edu](mailto:deanofstudents@memphis.edu) (<mailto:deanofstudents@memphis.edu>) or 901.678.2187.

## Sexual Misconduct and Domestic Violence Policy

This policy specifically addresses sexual misconduct which includes dating violence, domestic violence, sexual assault, and stalking. The policy establishes procedures for responding to Title IX-related allegations of sexual misconduct. Complaints can be reported to the Office for Institutional Equity (OIE). The OIE office is located in the Administration Building, Room 156. You may contact the OIE by phone at 901.678.2713 or by email at [oie@memphis.edu](mailto:oie@memphis.edu) (<mailto:oie@memphis.edu>). Complaints can be submitted online at [File a Complaint](https://www.memphis.edu/oie/complaint.php).

## Non-Discrimination and Anti-Harassment Policy

University policy prohibiting discrimination and harassment based on protected characteristics and classes. Complaints of discrimination and harassment can be reported to the Office for Institutional Equity (OIE). You may contact OIE by phone at 901.678.2713 or by email at [oie@memphis.edu](mailto:oie@memphis.edu). The full text of the policy can be found at [GE2030 - NONDISCRIMINATION AND ANTI-HARASSMENT](https://memphis.policytech.com/dotNet/documents/?docid=430&public=true).

## Technology Requirements

The following is a list of the minimum requirements to use our learning management system. Some courses will have more advanced requirements.

Access to a reliable, high-speed Internet connection (DSL or Cable).

Test your device to ensure it is compatible with our LMS (Learning Management System) using the System Check Wizard.

Open PDF files using the free downloadable software at Adobe Acrobat Reader DC.

Use Microsoft Office Software for Faculty, Staff, and Students for document creation.

Play media content with [Real Player](https://www.real.com/) (free). [Quick Time](https://support.apple.com/kb/DL837?locale=en_US) (free), or [Windows Media Player](https://support.microsoft.com/en-us/help/18612/windows-media-player) (free). (available for students via <http://umapps.memphis.edu/>)

## Technical Support

Call the Helpdesk: (901) 678-8888

[Online Helpdesk](https://www.memphis.edu/umtech/service_desk/contact.php): To report an issue or request assistance, contact umTech - Information Technology Services.

## Syllabus Changes

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes by email communication and posting on the Course Home page



## Course Summary:

Date	Details	Due
Wed Jan 24, 2024	<a href="https://memphis.instructure.com/courses/115214/assignments/849638">First Class Attendance</a>	due by 6pm
Wed Jan 31, 2024	<a href="https://memphis.instructure.com/courses/115214/assignments/849633">Course Learning Outcome Presentation</a>	due by 5:30pm
	<a href="https://memphis.instructure.com/courses/115214/assignments/849634">Course Learning Outcomes</a>	due by 5:30pm
Wed Mar 13, 2024	<a href="https://memphis.instructure.com/courses/115214/assignments/849636">Employer Midterm Evaluation</a>	due by 11:59pm
	<a href="https://memphis.instructure.com/courses/115214/assignments/849637">Final Presentation</a>	due by 5:30pm
Wed Apr 24, 2024	<a href="https://memphis.instructure.com/courses/115214/assignments/849635">Employer Final Evaluation</a>	due by 11:59pm
	<a href="https://memphis.instructure.com/courses/115214/assignments/849639">Weekly Journal</a>	due by 11:59pm