

Instructor: Jeff Wagner
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Office Hours: M/W 8:00am–9:00am
Tu/Th 8:00am–9:30am & 4:00pm–5:00pm

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Lecture: Q-206 / Lab: Q-306

TEXTBOOK: TBD.

COURSE OBJECTIVE: Upon completion of this course the student should have a fundamental understanding of basic DC and AC circuit theory and possess the skills needed to analyze simple DC, transient, and AC circuits. The student should also have a fundamental understanding of three phase AC systems, transformers, DC machines and AC machines including their uses and their operational characteristics. This goal will be achieved by utilizing both in-class lecture material and hands-on laboratory experiments that highlight several key concepts in these areas.

GRADING POLICY: The overall course grade will be based on the following:

Mid-Term Exams	30% of final grade
Laboratory Assignments	30% of final grade
Final Exam	40% of final grade

Note: *It is the policy of the ECET Department that students must pass both the laboratory and the lecture portions of the course separately to pass the overall course. Therefore, to successfully pass this course, students must maintain both an overall course grade average and a laboratory grade average of at least 65%.*

GRADE DISTRIBUTION: A 90+, B 80-89, C 70-79, D 65-69, F below 65

ATTENDANCE POLICY: Students ***are*** required to attend all of the scheduled lecture and laboratories sessions and to take all of the course exams during the times that they are scheduled.

In the case of a missed **lecture session**, the student is responsible for obtaining any information or assignments provided during the missed session.

In the case of an **in-class exam** that is missed due to unpreventable circumstances:

“Make-up exams” are only given at the instructor’s convenience♦ provided that the student has contacted the instructor directly♦♦, either in-person or by phone call, as soon as possible after missing the scheduled exam.

No “make-up exams” will be given after the (regularly-scheduled) exams have been graded/returned to the class. If a missed exam cannot be “made-up” before the graded exams have been returned to the class due to an extended illness or work-related travel, then the student’s final exam grade will be substituted in place of the missed in-class exam grade. Otherwise, a grade of zero will be assigned for the missed exam.

In the case of a **laboratory session** that is missed due to unpreventable circumstances:

Students have one week to “make-up” a missed laboratory session at the instructor’s convenience♦. Failure to make-up the missed session within the required timeframe will result in a grade of zero being assigned for all work associated with the missed session.

Note: *Attendance may be taken at the beginning and/or ending of each laboratory session. Arriving more than five minutes late or leaving early may result in the session being counted as a “missed laboratory session”.*

- ♦ – “at the instructor’s convenience” does **not** guarantee the instructor’s availability to allow for “make-up” material within the required timeframe; therefore every effort should be made to attend all scheduled exams and laboratory sessions.
- ♦♦ – sending an email/text or leaving a voice-message is **not** considered “adequate” in terms of contacting the instructor.

OFFICE HOURS: The instructor will try to be available during the regularly scheduled office hours. Appointments for office consultations during other-than-posted times may be scheduled by contacting the instructor directly.

LAB ASSIGNMENTS: The due-date for all (non-report based) lab assignments will be specified at the time that they are assigned. (Note – they will typically be due by the end of the next lecture/lab session.)

LAB REPORTS: All required lab reports are due one week after completion of the associated laboratory experiment.

All lab experiments must be completed individually with no collaboration between students. Note that referring to any reports/projects that were submitted by other students during previous semesters is considered collaboration.

All lab reports must be submitted electronically as an email-attachment, sent to the instructor's email address, in the form of a **single** Microsoft Word document (.doc, .docx) or Adobe Acrobat document (.pdf) that contains all of the report information including any required text, data tables, figures, plots, and/or sample calculations.

The “**Subject**” of the email **must** be “**REET 2020**” and the attached **file must be named** in the following format:

2020-LabXX-Lastname ←(No spaces in the file name)

where “XX” is the two-digit experiment number (i.e. – 01) and “Lastname” is the student's last name.

Note: *Email submissions that include multiple files/documents relating to a single experiment or non-.doc/.docx/.pdf documents will **not** be accepted.*

LATE SUBMISSIONS: Homework, Lab Assignments, and Lab Reports that are submitted after their assigned deadlines will be penalized on a 25% per *calendar* day basis for Hwk/Lab Assignments and a 10% per *calendar* day basis for Lab Reports, but with a one-lecture grace period allowed for Hwk/Lab Assignments and a one-week grace period allowed for Lab Reports before any penalties incur. After the grace period expires, the penalty will be applied to the assignment for each calendar day past the due-date including the days associated with the grace period.

EXAM CORRECTIONS: Students may submit “corrections” to their exams in order to have a percentage (typically 15%) of the points that they lost due to exam errors added back into their exam score.

Exam corrections should be submitted within one week after the graded exams were returned to the class.

Corrections must be completed in a neat and orderly manner and written single-sided on blank sheets of paper that are stapled to the back of the original exam booklet. Do **not** change or make any corrections on the original pages of the exam booklet.

REQUIRED EQUIPMENT: Students must have a calculator that is able to perform “complex number” calculations.

CONTACTING THE INSTRUCTOR: The instructor may be contacted by phone/email/text as needed.

Phone consultations are available on a 24/7 basis with the understanding that calls will only be answered when they will not interrupt the instructor's other activities. Although “voice-messages” can be left for the instructor if the instructor is not immediately available, a “written” form of communication (email/text) is preferred.

Notes: *Replies to “text-messages” will be in the form of traditional phone calls. “Anonymous” phone-calls will always be sent directly to voicemail. Additionally, there may be a notable delay in responses to emails sent on non-lecture days.*

ACADEMIC HONESTY: All institute policies will be strictly enforced. (See SPSU Undergraduate Catalog for details)

ADA/504: Students with disabilities that require accommodation in this course must first contact SPSU's Disability Services and have the required paperwork provided by Disability Services before contacting the instructor.