

Instructor: Jeff Wagner

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Office Hours: Tuesday/Thursday 8:30am–11:00am & 6:00pm–9:00pm

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Lecture: **Online** / Lab: **Online**

**ONLINE TRANSITION:** The primary goal during the online transition is to provide as close to a “normal” learning experience as possible while still achieving all of the course objectives. Thus, the plan is to continue providing regularly-scheduled lecture and lab sessions for the remainder of the semester, but in an online format.

Although there are some positive aspects to online learning, such as the scheduling flexibility of attending (viewing) the lectures 24 hours a day, the reality of the situation is that this unplanned transition will undoubtedly provide challenges and cause many problems for both the students and the instructor. Direct student-faculty interaction will become more difficult, especially during “office hours”. Furthermore, being forced to adhere solely to an online format of instruction can be very limiting, especially for a lab-based course that would otherwise provide the students with an additional hands-on learning experience in a laboratory setting. Yet, with this in mind, new course material is being developed for both the online lecture and lab sessions that will hopefully minimize the impact of the impending changes.

In terms of the online **lectures sessions**, new lectures are currently being recorded and will be posted online by no later than 8am on the day during which they’re scheduled. The lectures will appear as normal, with the instructor either discussing the information contained within the PowerPoint while the slides are projected onto a screen, or with the instructor utilizing the whiteboard to work example problems or to provide additional information.

It is recommended that students print-out the handout versions of the associated PowerPoint slides before viewing a lecture, and then to follow along and take notes while viewing the lecture, being sure to jot down any questions that arise regarding the lecture material. Although students can choose to pause the recording of a specific lecture and attempt to contact the instructor immediately (by phone) if a question arises, for efficiency reasons, it is also recommended that students wait until they have viewed the entire lecture, after which they can contact the instructor to address all of the questions at the same time.

This procedure may seem less-than-ideal compared to the real-time student-faculty interactions that would normally occur during a traditional lecture. But, despite this limitations, the online availability of the lectures then allow the students to go back and re-watch those portions of any lecture that contained difficult or confusing material.

On the other hand, it is the online **lab sessions** that require the biggest changes compared to the traditionally-offered sessions. Instead of completing each of the remaining experiments by utilizing the physical lab equipment, students will complete each experiment virtually by watching a video and following along as the instructor performs the physical experiment. Students are still required to “take measurements” at the appropriate times by reading the values displayed on the various meters that are shown in the video, and to record those values in a data table. And, after completing each virtual experiment, students are still required to individually complete a predefined analysis of the measured data, the results of which they will submit electronically to the instructor.

It is recommended that students print-out and read through the entire associated lab handout before attempting to complete a virtual experiment in order to better understand the procedure that will be shown in the associated video and the measurements they will be expected to take while watching that video. It is also recommended that students jot down any questions that arise during each virtual experiment and then contact the instructor after the experiment is complete to address those questions.

This method may also seem less-than-ideal compared to the hands-on experience that would normally occur during a traditional lab session but, overall, the end results should be the same. Although they will only watch as the instructor constructs and adjusts each circuit, the students have already had to construct and adjust multiple circuits during the previously-completed experiments, and this method is similar to that which often occurs during those experiments where one student actually wires each circuit and the others follow along. But, the students will still get to “see” (and “hear” in the case of the motors) the operation of the physical equipment. And, during the virtual experiments, each student must follow along and take the required measurements individually. This level of attention is not actually required during traditional experiments during which students often rely on and copy data values from other group members.

In addition to all of the changes in the structure of the lecture and lab sessions, some new policies and procedures must be implemented for the remainder of the semester due to both those changes and other aspects of the required transition.

***Thus, the following policies and procedures supersede those provided in the original “Course Information” handout.***

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

In-Class Exams	40% of final grade
Homework	5% of final grade (a grade of 100 will be assigned for all online homework assignments)
Laboratory Assignments	25% of final grade
Final Exam	30% of final grade

**ATTENDANCE POLICY:** The following “attendance” policy will apply for the remainder of the semester:

**Online Lectures** – Students are expected to attend (view) each of the scheduled online lecture sessions on the day that they are scheduled in order to remain up-to-date with the lecture material and to be prepared for the online laboratory assignments. In the case of a missed online lecture, students will have up to one week beyond the scheduled date to attend that lecture, after which that lecture may no longer be available for online viewing.

**Online Labs** – Students are expected to attend (view), complete, and submit the required “report” for each of the scheduled online lab experiments within one week of the date that the experiments are scheduled. As per the policy stated in the original course information handout, students may still submit the required “report” up to one week late before any penalties are applied.

**Online Exams** – The only remaining exam, Exam II, will be conducted entirely online as a “take-home” exam, similar in format to Part B of Exam I. Exam II will be emailed to the entire class on the scheduled date (April 7<sup>th</sup>), and the students are expected to individually complete and submit their exams within two days (by midnight, April 9<sup>th</sup>).

**OFFICE HOURS:** The instructor will try to be available during the regularly scheduled office hours, either by phone or text message. Due to the possibility that multiple people may be simultaneously seeking assistance, it is recommended that students attempt to contact the instructor initially by “text-message” and, once available, the instructor will most-likely reply by phone-call, in the order that the requests were received.

**HOMEWORK ASSIGNMENTS:** Due to the added effort of having to grade and return online assignments, all remaining homework assignments will be “optional” such that students are not required to submit the completed assignments for credit. Instead, a grade of 100% will be assigned for all online homework assignments.

**LAB REPORTS:** All required lab reports are due one week after the schedule dates for their associated experiments.

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

All lab submissions 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 “**ECET 3000**” and the attached **file must be named** in the following format:

**3000-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:** Lab Reports that are submitted after their assigned deadlines will be penalized on a 10% per *calendar* day basis, but with a one-week grace period allowed before any penalties incur. After the grace period expires, the penalty will be applied each calendar day past the due-date including the days associated with the grace period.

**EXAM CORRECTIONS:** Due to the added effort of having to grade and return online assignments, exam corrects will not be accepted to Exam II; instead, the exam will initially be graded, after which the grades will be readjusted as if corrections had already been submitted.

**CONTACTING THE INSTRUCTOR:** Email should ONLY be used to submit assignments. If you need to contact the instructor for any reason, the preferred method of contact is text-message. If attempting to contact the instructor directly by phone, do NOT leave a voice message; instead send a text-message if the phone attempt was not successful.

**NOTES FOR SUBMITTING LAB REPORTS AND EXAMS:** When scanning any assignment for submission, make sure that all of the scanned pages are all combined into a single document that you attach to a single email message. An email submission of an assignment that is split into multiple pages or parts, each of which is individually attached to one (or more) email message(s), will not be accepted.

Note that, if you don't have access to a "scanner" and the only way that you convert a document to an electronic form is to take pictures of the individual pages with your cellphone:

1. **Preview each of the pictures**, either by viewing them on a laptop/desktop computer screen or by zooming into them on your cellphone. It is your responsibility to make sure that they are in focus and clearly readable before you attempt to submit them. (Assume that I am getting old and that my eyesight is not as good as it used to be.) Too often people send pictures of documents that are blurry/unreadable. If I can't read the information contained in the photos, I will simply grade that information as incorrect.
2. Be sure that you **combine or embed all of the pictures into a single document**, such as a PDF or a Word document, and submit that single document as an email attachment (as discussed above).
3. **Do not simply compress the pictures into a .ZIP file** since, when opened, will still appear as multiple pictures/files.

Btw - in these trying times, I will be "somewhat flexible" regarding the submission deadlines for any past and present assignments. But, if you need more than one or two extra days in order to complete an assignment, **you must contact me by text/phone to request a longer extension.**