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Office Hours: M/W 4:00pm–5:00pm (office hours held in room Q-141)

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Lecture: Q-206 / Lab: Q-215

**TEXTBOOK:** Electric Machines 2<sup>nd</sup> Ed. – Hubert.

**COURSE OBJECTIVE:** This course provides a detailed study of electric machines, including transformers, induction machines, DC machines and synchronous machines, with concentration on the fundamental principles, construction, operation, and practical applications of these devices.

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

In-Class Exams	45% of overall grade
Homework	5% of overall grade
Laboratory Assignments	25% of overall grade
Final Exam	30% of overall grade

**Note:** *As per departmental policy, students must pass both the lecture and the laboratory portions of the course independently (with a grade of at least 65%) in order to receive a passing grade (A → D) for the course.*

**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, work-related travel, or family emergency, then the 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.

**Note:** *At times, office hours may be held in the Q-215 lab. A sign will be posted on the Q-141 door if the instructor is available in Q-215, or if the instructor is temporarily unavailable during scheduled office hours due to attendance of a faculty meeting or other event.*

**HOMEWORK ASSIGNMENTS:** All homework assignments must be submitted by the end of the scheduled lecture session on the due-date that is posted for the assignment.

All lab assignments must be completed individually with no collaboration between students and submitted in the form of neat and orderly set of hand-written solutions that are written single-sided on blank sheets of paper.

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

All lab reports must be completed individually with no collaboration between students.

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 (.doc, .docx) or Adobe Acrobat (.pdf) document that contains all of the report information including any required text, data tables, figures, plots and/or sample calculations.

Submissions that include multiple files relating to a single experiment or non-WORD/PDF documents will **not** be accepted.

The "**Subject**" of the email **must** be "**ECET 3500**" and the attached **file must be named** in the following format:

The attached lab report **file must be named** in the following format:

**3500-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.

The Lab #02 handout provides further information regarding the format / submission requirements for all reports.

**LATE SUBMISSIONS:** Homework Assignments submitted after their due-date will be penalized on a 50% per *calendar* day basis, but with a one calendar-day grace period allowed before any penalties actually incur.

Lab Reports submitted after their due-date will be penalized on a 15% per *calendar* day basis, but with a one week grace period allowed before any penalties actually incur.

Note – whenever a grace period expires, any incurred penalty will be assigned to the late submission for each calendar day past the due-date including the days associated with the specific 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, written single-sided on blank sheets of paper, and stapled to the back of the original exam booklet. Do **not** make any corrections on the actual exam booklet itself.

**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.

**ELECTRONIC DEVICES:** Phones/computers must be set to silent-mode during all lecture and laboratory sessions.

Only "traditional" calculators are allowed on the desktops during the exams; other devices must remain out-of-sight.