EECS 496 - Winter 2020

Major Design Experience - Professionalism

Syllabus as of January 10, 2020

Course Information

Instructor: Kevin Fu
Credits: 2.
Prerequisites: Electoral Engineering and Computer Science Majors Senior and Above
Lectures: Fridays 2:30-4:30PM in STAMPS
Course Site: **www.eecs.umich.edu/courses/eecs496**

Course Summary:
Design principles for multidisciplinary team projects, team strategies, entrepreneurial skills, ethics, social and environmental awareness, and life-long learning.

GSI: Connor Bolton

	Office hours:	Tuesdays from 3:00 - 4:00pm
		Thursday from 3:00 - 4:00pm
	Room Number:	4918 in the BBB

IA: Yan Zhang

	Office hours:	Fridays 4:30-5:30pm
	Room Number:	4918 in the BBB

Course Sites and Materials

Contact

Please use Piazza for online discussion and announcements. For administrative issues and all other matters please message the course staff using Piazza's private messaging function.

Grades and Assignment Submission

Assignments, projects, and all other submissions will be done on Gradescope. Please make an account and sign up as soon as possible. The course entry code is 9V67WE.

Required Materials:

The only required item is an i>clicker. One may purchase these from computer showcase.
Please bring your i>clicker (charged) to each class or you may receive a zero for the quiz.
Ensure you have registered the i>clicker on *Canvas* as described in this link:

- Log into canvas
- Go to EECS 496 course page
- Click iClicker Registration in the left side menu
- Enter your remote ID (found on back of iClicker) and email address into the box

Lectures

We will make lecture videos available, if the speaker permits a recording, within a few days of
the lecture. Slides will not be provided, but slides will appear in the time-coded lecture capture
videos if the speakers allow.

Grades:

There will be no exams. Instead, your grade will be based on the following:

Attendance (30%): Each week we will check attendance using i>clickers. **A student may miss
two classes without penalty; however, we do not offer additional excused absences (see
below "missed classes" policy for exceptions).**

Quizzes (20%): Each week, a speaker will ask a number of multiple choice questions during the
lecture at unannounced times with the i>clickers. However, we will announce breaks where we
will not hold any quiz questions. Quiz questions may only be answered in real-time during class
with the iClicker. Responses will not be accepted later or by any other means; submissions by
email, piazza, etc. will not be accepted. **Missed quizzes will result in zeros, but we will drop
the lowest two quiz grades.**

Assignments (30%): During the semester, there will be three homework assignments that will
be done in groups of 3 to 5 students. Each assignment will count for 10% of your final grade.
For details on each assignment and on the group selection process, please see the
assignments page on the website.

Term Project (20%): Towards the end of the term, a team project will be assigned. More details
will be listed on the course website.

Scavenger Hunts: In replacement for two lectures (and their iClicker quizzes) students will participate in onsite visits to local startups and volunteer community service organizations over a certain period of time. We will announce the sign up process in Piazza.

Policies

Laptops, Phones, Tablets, etc. in Class

We all love our phones and other electronics. However, out of respect for the speakers, some of whom are flying from across the country, students are not allowed to use laptops, phones, or tablets during class. Distracting or otherwise disrespectful behaviour or lack of undivided attention to the speaker may result being escorted out of the classroom and losing the opportunity to receive that day's quiz grade. Instead of using an electronic device, please use pen and paper if you wish to take notes. In fact, Prof. Fu will be employing some of his handwritten notes from a professionalism class he took 23 years ago with a pencil instead of the brand new Palm Pilot. We will provide designated time during each lecture for students to catch up with online activities, get their Words with Friends fix, instagram selfies, and other electronic things. The electronic device policy is strict.

Missed Classes

A student may miss **two** classes without penalty. We do not provide additional excused absences, modulo the extreme circumstances further below. Please use these two freebies for extracurricular activities, sports travel, competitions, religious holidays, planned medical procedures, colds, the flu, headaches, minor doctor's visits, transportation malfunction, oversleeping at 2:30PM on a Friday, other equipment malfunction, etc.

Special Circumstances

We will not consider requests for additional excused absences beyond the two built-in absences except for extreme circumstances. Students are responsible for managing their own absences.

It's not necessary to seek permission from staff to miss a lecture as we will simply drop your two lowest in-class quiz scores.

We will consider requests via private Piazza messages for special accommodation made at least two weeks in advance, for example, for religious holidays or planned medical procedures or extracurricular competitions that **would require more than one missed Friday class**. Students will receive a special homework assignment to complete within 24 hours of the end of the necessary absence. Additionally, we will consider requests for accommodation due to documented, unanticipated medical or personal emergencies. If you can't see a staff member in advance due to the emergency, then reach out as soon as you possibly can via a private Piazza message. If you are in a hospital, please do not worry about missing a lecture. But do reach out privately on Piazza immediately after you are discharged from the hospital so we can arrange a makeup assignment in lieu of the in-class quiz. In all cases, we require written documentation of the emergency.

Late Submissions

We will not grant deadline extensions for the assignments or term project. For each day the term project or assignment is late, it will lose 30% of its possible value. Thus, the assignment or project is an automatic zero on the 4th late day. We do not offer extensions due to crowded computing sites, long queue times, slow response times on last-day Piazza questions, internet access problems, a sick teammate, accidental erasure or loss of files, or outside conflicting commitments. We recommend asking questions early in Piazza and office hours to avoid the last-minute rush.

Teams and Partnerships

By this time in your academic career, you have experienced working in teams on projects. Teamwork comes with opportunities and challenges. The staff will not intervene in team conflicts nor will we change the membership of team due to team disagreements. All team members will receive the same grade regardless of conflicts, modulo honor council reports. However, we are available to provide guidance during office hours on how to cope with conflict in teams such that you learn techniques to avoid and manage conflicts in the workplace. In the future, you will probably work for a bad boss at some time in your career. We certainly

hope you do not experience team conflicts, but it is unfortunately quite common in the real world.

You may choose different team members for different assignments. You may **not** change team members during a single assignment after registering/submitting your team in the form.

If you are aware that a teammate has engaged in an honor code violation while contributing to your team's assignment solution (e.g., copying work), you must report it. If you suspect this and are concerned, please reach out to course instructors immediately via a private Piazza message.

Academic Integrity

Honor Code Violations

The following are considered honor code violations:

- Submitting others' work as your own.
- Copying or deriving portions of your work from others' work.
- Identifying as someone else if they are absent.
- Collaborating with others outside your group for assignments or the term project, to the extent that your papers are identifiably similar.
- Sharing your assignments or project materials with others outside your group to use as a resource.
- Receiving help from others outside your group on your assignments or term project
- Asking or assisting someone to impersonate use of an iClicker in lecture
- Not contributing written materials to a team project (e.g., contributing materials only on the last day of a deadline)

You are still responsible for following these rules even after finishing the course.

Students may be nervous about being reported for coincidental similarities between their work and others, but we only report clear cases of academic misconduct. You will not be reported for:

- Having the same idea as someone else.
- Receiving similar help/guidance from the same course staff member in office hours.

If you have any questions as to what is allowed, please ask instructors instructors right away on Piazza or come to office hours.

The Honor Council Process

We report suspected violations to the Engineering Honor Council. To identify violations, we use both manual inspection and automated software to compare present solutions with each other,

with solutions, and with materials found online. The Honor Council determines whether a violation of academic standards has occurred, as well as any sanctions. Read the Honor Code for detailed definitions of cheating, plagiarism, and other forms of academic misconduct.

Here's what you can expect if you are reported for an honor council violation:

- The EECS 496 instructors submit an official report to the honor council.
- The honor council notifies you of the report, and explains the next steps of the process. You receive a copy of the report, including the evidence of the suspected violation.
- The course instructors play no role in adjudicating reported cases.
- The honor council notifies course instructors when your case is resolved. Any penalties they prescribe are applied to your grade. If you are found not responsible, your grade is unaffected.
- If you have a pending honor council case at the end of the term:
  - You receive an "I" (incomplete) grade until the case is resolved.
  - You may request a grade projection via Piazza at the end of the semester to help with planning.
  - Your grade is updated once the case is resolved. The "I" should not remain on your transcript.

Accommodations for Students with Disabilities

If you think you need an accommodation for a disability, please let your instructor know during the first three weeks of the semester. Some aspects of this course may be modified to facilitate your participation and progress. As soon as you make us aware of your needs, we can work with the Services for Students with Disabilities (SSD) office to help us determine appropriate academic accommodations. SSD (734-763-3000; http://ssd.umich.edu) typically recommends accommodations through a Verified Individualized Services and Accommodations (VISA) form. Any information you provide is private and confidential and will be treated as such.

Commitment to Equal Opportunity

As indicated in the General Standards of Conduct for Engineering Students, we are committed to a policy of equal opportunity for all persons and do not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status. Please feel free to contact us with any problem, concern, or suggestion. We ask that all students treat each other with respect.

Student Mental Health and Well-being

University of Michigan is committed to advancing the mental health and well-being of its students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of support, services are available. For help, contact Counseling and Psychological Services (CAPS) at (734) 764-8312 and https://caps.umich.edu during and after hours, on weekends and holidays, or through its counselors physically located in schools on both North and Central Campus. You may also consult University Health Service (UHS) at (734) 764-8320 and https://www.uhs.umich.edu/mentalhealthsvcs, or for alcohol or drug concerns, see www.uhs.umich.edu/aodresources. For a listing of other mental health resources available on and off campus, visit: http://umich.edu/~mhealth.