

**IPPD 1**  
**EGN 4951** Section 25264  
**Class Periods:** T | Period 7 – 9 (1:55 PM – 4:55 PM)  
**Location:** Larsen 310  
**Academic Term:** Fall 2021

**Instructors:**

Dr. Edward Latorre-Navarro, IPPD Director

[director@ippd.ufl.edu](mailto:director@ippd.ufl.edu)

(352) 846-3354

Office Hours: Wed afternoons or with appointment, online through Teams or in person at 160 Engineering Bldg.

Faculty Coaches: Weekly meetings and office hours will vary for each coach.

IPPD Staff: Available in our administration office at 176 Engineering Building. The IPPD staff is available from 9 AM to 4 PM, except on class days (Tuesdays) when office hours will be from 9 AM to 12 PM. Appointments and walk-ins are welcomed. Appointments recommended for longer tasks.

*Course Assistant:* Please contact the Course Assistant through Teams, Canvas or at [course@ippd.ufl.edu](mailto:course@ippd.ufl.edu).

**Course Description**

*Credits:* 3 hours for Fall and 3 hours for Spring. A two-semester-course sequence in which multidisciplinary teams of engineering students, partner with industry sponsors to design and build authentic products and processes—on time and within budget. Working closely with industry liaison engineers and a faculty coach, students gain practical experience in teamwork and communication, problem solving and engineering design, and develop leadership, management and people skills. This course is project-based, and therefore has no traditional exams. Students are evaluated on the quality and progress of their project, both as a team and as an individual.

**Course Pre-Requisites / Co-Requisites**

Requisites are unique for each academic program. Consult your program documentation and academic advisor for more information.

<b>Agricultural and Biological Engineering</b> (any two of the following three courses) ABE 3000C ABE 3612C ABE 3652C	<b>Biomedical Engineering</b> BME 3012	<b>Chemical Engineering Co-requisite</b> ECH 4504 ECH 4604 ECH 4824
<b>Civil Engineering</b> CES 3102 CGN 3501 <b>Co-requisite</b> CEG 4011	<b>Computer &amp; Information Science &amp; Engineering</b> CEN 3031 <b>Co-requisite</b> COP 4600	<b>Computer Engineering</b> CEN 3101 EEL 3111C EEL 4744C

<b>Electrical Engineering</b> EEL 3112 EEE 3308C EEL 3744C one Breadth Elective course <b>Co-requisites</b> EEL 3923C	<b>Environmental Engineering</b> (two of the following four courses) ENV 4351 ENV 4121 ENV 4514C CWR 4202	<b>Mechanical and Aerospace Engineering</b> EML 3301C <b>Aerospace Engineering Degree</b> EGM 3520 EAS 4101 <b>Mechanical Engineering Degree</b> EGN 3353C EGM 3401 EML 3005
<b>Material Science &amp; Engineering</b> Maximum 30 semester hours remaining for graduation Expected graduating date by the spring or summer of the same academic year	<b>Industrial &amp; Systems Engineering</b> EIN 3354	

### Enrollment procedure for the IPPD program

- Students must apply to the program through the IPPD Student Application form available through our website <http://ippd.ufl.edu>.
- Each student application will be evaluated by the Undergraduate Academic Advisor from the students' department to verify student eligibility based on the academic standing and course requisites. This evaluation is followed with further evaluation by the Undergraduate Faculty Coordinator of the respective department. These two evaluations certify that the student is eligible to participate in IPPD to fulfill the design requirement courses of their respective academic program.
- From the pool of eligible students, IPPD will accept, waitlist or deny students based on the need of the available projects for the year. Accepted and waitlisted students are expected to attend the first day of class, during the drop-add period, to pre-select and rank interest in the projects. Finally, IPPD faculty will select students for each project based on project needs and student preferences. Waitlisted students are not guaranteed project placement but are still invited given the fluidity in this project placement process.
- Students who are not placed in a project or who reject participation need to enroll in the design course of their academic program.

### Course Objectives

- **Employ effective product and process design elements on a real-life project:** Function & Producibility; Cost (within budget); Schedule; Reliability; Customer Preference; Product Life Cycle.
- **Execute successfully in multidisciplinary teams:** four to seven student members, faculty coach, and sponsor liaisons from multiple fields; Classroom & laboratory experiences; Practical project development experience; Professional team experience.
- **Demonstrate Professionalism:** Leadership, management and people skills; Multi-criterion decision-making techniques; Effective business meetings with remote clients; Professional presentation and writing skills; Professional communication
- **Demonstrate the following ABET outcomes:** An ability to communicate effectively with a range of audiences; An ability to function effectively on teams that establish goals, plan tasks, meet deadlines, and analyze risk and uncertainty.
- **Complete your academic program's Capstone Design Objectives:** This course is replacing your academic program's design course(s) requirement. During the Fall Semester each student will submit to their Undergraduate Faculty Coordinator a Design Expectations Form, to verify that completing student's proposed work will comply with the expectations.

## **Materials and Supply Fees**

None

## **Professional Component (ABET):**

An ability to function on multidisciplinary teams; An ability to communicate effectively.

## **Relation to Program Outcomes (ABET Engineering Criterion 3. Student Outcomes):**

<b>Outcome</b>	<b>Coverage*</b>
3. An ability to communicate effectively with a range of audiences	High
5. An ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives	High

\*Coverage is given as high, medium, or low. Outcomes not listed are not assessed in the course.

## **Required Textbooks and Software**

All required lecture materials are provided through Canvas (provided at no additional charge to IPPD students), including our IPPD developed manuals:

1. IPPD Engineering Design Handbook  
Our core manual details the deliverables for the IPPD course, expectations for assignments, and details on the IPPD course. It covers the entirety of the integrated design process, from concept evaluation to manufacturing plans and business cases.
2. IPPD Engineer's Professional Primer  
Serves as a reference for the soft skills necessary to be an effective engineer. This manual also contains information on mandatory training programs required for all IPPD students.
3. IPPD Administrative Manual  
Explains common administrative functions of the IPPD program, such as purchasing and travel procedures, laboratory safety policies, and other interactions between IPPD staff and students.

## **Recommended Materials**

The following textbook will be used for lectures, mostly during IPPD 1. All relevant materials will be provided. Students are encouraged to obtain this book or a similar reference. Previous versions are acceptable.

- Product Design and Development
- Ulrich, Karl T., Eppinger, Steve D., and Yang, Maria C.
- 7<sup>th</sup> Edition, 2020
- ISBN10: 1260043657

## **Software**

Students will be added to the course MS Teams channel and will be required for events, evaluations and storage.

## **Lab Work**

Some projects will require teams to work on hardware developments at locations inside or outside our UF campus. Inside locations include our IPPD laboratory located at 154 Engineering Building, our conference rooms at Reed Laboratory Building and associated UF research laboratories.

Outside locations include sponsor facilities and off-campus locations for project research and development. All required travel will be managed by IPPD personnel and UF travel policies.

## **Course Schedule**

Students must follow the detailed weekly schedule on Canvas. All course meetings will be through Microsoft Teams video calls. Link invitations will be shared through Canvas. UFL login is required to join the calls.

### **IPPD 1**

Week 1:	IPPD intro, IPPD Staff presentations, Project Pitch presentations, Door Code Assignments Team Building Workshop on first Saturday after first class meeting
Week 2:	Scope of Work, Deliverables, Team Name and Logos, Stakeholders
Week 3:	Concept Design, Generation, Selection and Scoring
Week 4:	Preliminary Design Review (PDR) intro, Concept Selection & Concept Testing, House of Quality
Week 5:	Career Fair & Interviews Workshop, HoQ presentations, Functional Architecture
Week 6:	Concept Scoring, Product Architecture, Project Management and Roadmap
Week 7:	Elevator Pitch, Prototyping intro, Project Business Case, PDR draft
Week 8:	Peer Review of the Preliminary Design Review (PR-PDR)
Week 9:	Professional Development Workshops (PDW)
Week 10:	PDR review, Advanced Project Management, Test Planning, Design Report
Week 11:	Prototyping, Design of Experiments, Preparing for Prototype Evaluation
Week 12:	Ethics, Development Plans, Preparing for PID
Week 13:	Prototype Inspection Day (PID)
Week 14:	Preparing for PR-SLDR & SLDR events
Week 15:	Peer Review of the System Level Design Review (PR-SLDR) & SLDR draft due
Week 16!:	System Level Design Review (SLDR)
Finals period:	Signed SLDR Report submission deadline one week after SLDR

### **Attendance Policy and Make-up Policy**

- Attendance in class and team-related activities is an element of professionalism. Attendance is expected for all lectures and events. Attendance will be taken on every occasion.
- Attendance may be taken in three forms:
  - Canvas Quiz
  - Sign-in sheet
  - Visual inspection
- Students may miss 1 class meeting without penalty. Each absence beyond 1 will reduce the overall grade by 1 percentage point.
- Absences will be excused under the following conditions if you have alerted [course@ippd.ufl.edu](mailto:course@ippd.ufl.edu) and your coach:
  - 24 hours ahead of time that you have a legitimate, unavoidable absence such as an exam conflict for a higher-numbered academic course, an interview, an official academic event or UF official sporting event (include the confirmation email of your participation in the event).
  - A verifiable medical or family emergency
  - Travel for a student conference—provided all excuse request forms are filled out and approved by your coach and the IPPD director 30 days prior to travel
  - Team has project team travel that has been pre-approved by the IPPD faculty
  - Need to come to class late or leave early for a reason stated above or reasonable emergency
  - Missed homework, quizzes or reports due to excused absences will be dealt on an individual basis.
- Institutional Policy: Excused absences must be consistent with university policies in the undergraduate catalog (<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>) and require appropriate documentation.

### ***Class Expectations***

- Follow the syllabus and weekly schedule.
- Check e-Learning for class updates, assignments, announcements, lessons, calendar, and resources.
- Use the Git as instructed (uploads, and naming of folders and/or files).
- Backup all materials related to your in-class and out-of-class activities on your team's SharePoint drive.
- Electronic devices may be used in class only for class-related activities. When an IPPD staff asks you to put your device away, please do so.
- Recording the lecture is not allowed using any type of media. If you need special accommodations, please contact your instructor.

### ***Canvas: Communications and File Management***

- Canvas is used extensively in the IPPD course. Be sure to subscribe to the course notifications. You are responsible for following the site updates and communications from the IPPD staff, coach, teammates, and liaison engineer(s).
- E-mails to IPPD staff, coach, and liaison engineers must be written both respectfully and professionally.
- Emails, announcements, feedback, and any type of communication may occur outside business hours. Due to the time constraints of the project, you are expected to respond within 24 hrs.
- Each student is responsible for reviewing the coach, instructor, and liaison feedback after grade submission for each assignment.
- All assignments and quizzes are posted to the Canvas E-learning platform. All graded items are open at the start of the semester and close 10-days after the assignment is due, each day costing a 10% penalty. New submissions will not be accepted after this 10-day period. See the Late Assignment Policy below for more details.
- Each assignment has specific instructions on what and how to upload assignments for grading. Check each assignment on canvas for any special instructions.
- Templates, logos and example documents are located on each assignment page.
- File should be named according to the instructions given in the Engineering Design Handbook or the assignment page when applicable.
- Platforms for file storage and sharing (Must use **ONLY** these options for any project-related file storage)
  - IPPD SharePoint
  - IPPD Git Hub
    - Mandatory for teams that have any software coding in their project
    - Optional for all other teams
  - All course related e-mail must be sent through the UF e-mail services only
  - Use SharePoint links to share documents with the liaison engineers.

### ***Evaluation of Grades***

Throughout the fall and spring terms, students are required to complete several course evaluations. The evaluations are distributed in the form of automated emails and completed on SharePoint. There are between 6 and 10 evaluations each term which cover peer feedback for teammates, coaches, the instructor, and IPPD staff.

- Students must complete each requested evaluation.
- The feedback given in these evaluations has no impact on a student's or team's grade and is used for process improvement and to identify teams which are struggling.
- Evaluations are graded as a single assignment on canvas. Each survey is equally weighed in the assignment.
- Evaluations which have not been completed within one week of the notification email being sent will be assigned a score of zero.
- Each missed evaluation or survey beyond 1 will result in a 1% reduction in the final grade.

### ***Grade Composition***

This course is project-based, and therefore has no traditional exams. Students are evaluated on the quality and progress of their project, both as a team and as an individual. The total makeup of a student's grade is reflected in the assignment categories and weights on the Canvas e-learning site. IPPD faculty and the faculty coach are responsible for the grade a student receives in the class:

- IPPD Instructor: IPPD faculty track all items submitted to the Canvas e-learning platform, including but not limited to attendance, quizzes, response memos, status reports, group assignments, completion of evaluations and forms, posters, videos, reports, presentations, end-of-term final checklists. IPPD faculty also assesses all major deliverable reports for quality of the content and presentation. IPPD faculty may meet with students at set and unannounced points throughout the fall and spring semester to provide performance feedback as needed. Grades are posted within two weeks of the assignment.
- Faculty Team Coach: The project coach assigns the team and individuals a grade at one or more points during the semester based on the quality of the project as well as input from the liaison engineer and team performance peer reviews. The individual and team grades are rarely the same, and no individual's grade may be higher than the coach's overall team grade for that term. The coach may elect to hold individual performance discussions at the end of each semester or other times as they see fit.
- Door Code Assignments are named by the fact that students will not gain access to the IPPD lab door code and course development software suite until these assignments are completed. Completion by all students is required by the second week of class. These assignments include signing the IPPD Legal Agreement on sponsor intellectual property, laboratory safety guidelines, UF Training Programs on harassment and safety, the UF-At-Risk training for students and other quizzes on IPPD program procedures.

The following table breaks down each component on the student's final grade, which can also be found on Canvas.

<b>Evaluator</b>	<b>Category</b>	<b>Percent of Final Grade</b>
<i>Instructor</i>	Door Code Assignments*	0%*
	Class Participation (individual grade)	5%
	Weekly Status Memos (team grade)	5%
	Quizzes and Individual Assignments	5%
	Class Notebook (individual grade)	5%
	Group Assignments and Response Memos	10%
	Preliminary Design Review (team grade)	5%
	Prototype Inspection Review (team grade)	5%
	System Level Design Review (team grade)	5%
<i>Coach</i>	Coach Individual Assessment includes participation, reports & presentations	30%
	Coach Team Assessment includes deliverables and project assessment	25%
<b>Total</b>		<b>100%</b>

\*Door code assignments include the IPPD Non-Disclosure Agreement, teamwork trainings and safety trainings, which are mandatory for all students during the first week of the semester. Students who fail to complete these assignments by the first week must be removed from the course.

## Grading Policy

The following grading scale is applied, generally, to all graded work for IPPD.

Grade	Criteria
A	outstanding grade—must demonstrate initiative, be self-motivated, and go beyond what is asked for in the program. Your performance in a real-world job would exceed standards and warrant raise in pay, or advancement, and/or awards. You exhibit strong developmental growth with mentorship and teamwork.
B	above-average grade—requires that all assignments are completed on time, done with care, and done correctly. Your performance in a real-world job would achieve performance standards of your job but not exceed. You are responding to mentorship and teamwork to meet requirements.
C	average grade—awarded for work that is on time but demonstrates a lack of initiative. Your performance in a real-world job lacks timeliness, following guidelines to meet deadlines, and would require constant instructions, job performance evaluation, and possible job probation. You are having difficulty responding to mentorship and teamwork to meet requirements.
D	below-average grade—awarded for work that is late, only partly fulfills the requirements, and demonstrates no initiative. Your performance in a real-world job has unacceptable performance, does not meet deadlines, unprofessional practices, unwilling to work with others, and lacks effort for improvement and would result in demotion, job probation, suspension from projects, and possible termination of job. You do not involve yourself with the provided mentorship and teamwork to meet requirements.
E	failing grade—given for work that is missed and does not fulfill the requirements of the assignment. Your performance in a real-world job would achieve termination of job due to extreme unprofessionalism and performance insufficiencies. You are not interested in provided mentorship and teamwork.

The following scale is used for assigning letter grades at the end of the semester.

Percent	Grade	Grade Points	Percent	Grade	Grade Points
91.9 - 100	A	4.00	70- 74.2	C	2.00
88.5 - 91.8	A-	3.67	66.7- 69.9	C-	1.67
85.2 - 88.4	B+	3.33	63.3- 66.6	D+	1.33
81.8 - 85.1	B	3.00	60- 63.2	D	1.00
78.7 - 81.7	B-	2.67	56.7- 59.9	D-	0.67
74.3 - 78.6	C+	2.33	< 56.7	E	0.00

### General Grading Notes

- Grades will not be curved; however, grades across teams will be compared and monitored for consistency. “-” and “+” grades will be assigned
- If the project is not complete at the end of the term, responsible team members, up to and including the entire team, are subject to incomplete/failing grades; examples of incomplete projects include unfinished or unprofessional final documentation, partially completed, untested or non-functional final prototypes, project data files that have not been organized for proper archiving, and incomplete final project checklists. Incomplete grades will be corrected as soon as the work is finalized.

- Students participating on project teams that fail to produce an acceptable prototype in the Fall semester cannot earn an A for the semester.
- A C- will not be a qualifying grade for critical tracking courses. In order to graduate, students must have an overall GPA and an upper-division GPA of 2.0 or better (C or better). Note: The C- average is equivalent to a GPA of 1.67, and therefore, it does not satisfy this graduation requirement.

More information on UF grading policy may be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

### ***Design Reports***

- The final reports will be written throughout the semester through a series of short submissions that also include the Minor Reports. Students will receive feedback from the IPPD faculty and the coaches, and are responsible for composing the final reports from these segments. A draft of the final report is due by week 14 of each semester. The final version of the report is due on the UF Registrar's assigned day of the final exam. **Failure to obtain a minimum grade of 85% on the final report will result in an Incomplete (I\*) grade for the whole team.** (<https://registrar.ufl.edu/catalog1011/policies/regulationgrades.html#incomplete>)
- Revisions and iterations of the final report are highly encouraged at least three business days before the due date, in order to guarantee the 85% grade. Be sure to allow enough time for the revision cycles before this due date.
- All written reports MUST be completed using the template(s) provided on Canvas. Reports have unique templates, so check the assignment on Canvas for the template specific to that report.
- Any reports submitted not using the specified template will not be graded and the standard late assignment penalty will apply until an appropriate copy is submitted to canvas.
- Feedback for all design reports is provided by IPPD staff and coaches.
- For deliverables which are given to the sponsor, you may be required to address comments and resubmit a copy of the deliverable for further review by IPPD staff.

### ***Late Assignment Policy***

- Penalties are given for all unexcused late submissions.
- Time Penalties for assignments submitted past the due date and time.

<b>Time after due time</b>	<b>Penalty</b>
First 24 hours after due time	10%
Every 24 hours thereafter	10%
Maximum Penalty	100%

- A Late Assignment Submission Request form is available on Canvas. This form is to be used in the event that a team knows of extenuating circumstance that will prevent them from submitting an assignment on-time. The following examples are justification for the acceptance of a late submission request:
  - The sponsor company has delayed a meeting or review of a major deliverable
  - A significant change in scope which requires a major rework of a previously completed project deliverable
  - Unavoidable delays in project work, such as lack of laboratory space, instrumentation availability, or other material needs which are not controlled by the team
  - An illness of a team member, coach, or liaison which delays a major milestone or meeting
  - Late Assignment Requests may be made for both group and individual assignments.
  - Information needed on the request includes: (1) Current assignment information, (2) Explanation on why extension is needed, (3) Proposed new due date.
  - Forms MUST be submitted at least 2 business days prior to the assignment due date/time. Forms submitted within 48 hours of the due date will not be considered. University of Florida policy for excused absences will still apply after this point.
  - The instructor will decide if a circumstance warrants the late submission request and notify the team if an adjusted due date was set for that team or individual on canvas, or if the request was denied.



### ***Legal Policies: Seeking Outside Help on Projects***

- You must contact your coach before seeking help from non-UF personnel. Examples include (but are not limited to): a professional expert in the topic field, off-campus fabrication businesses, off-the-shelf manufacturers or technical support agents, friends, family members, professional acquaintances, or internet message boards (even anonymous ones).
- Violations of the Non-Disclosure Agreement you signed at the beginning of Fall Semester (or as required by your sponsor company) may be punishable under University, local, state, federal, or international law. Potential punishment may include:
  - Basic Academic Penalties:
    - Terminated from IPPD class
    - Office of Student Conduct and Conflict Resolution hearing
    - Registration holds
  - Suspension from the University:
    - Prohibition from enrolling during suspension
    - Ineligibility to take classes or transfer credits to or from any public university.
    - Forced University re-enrollment
  - Law Enforcement:
    - Arrest, imprisonment, or investigation by local, state, or federal police.
    - Community service or fines

### ***Professional Responsibilities Expected of You:***

- Attend any extracurricular scheduled team meetings and contribute to team activities outside of normal class time.
- Respect the requests of IPPD staff at all times, especially in the IPPD labs and around tools and equipment.
- Unprofessional behavior is unacceptable during any IPPD activities. You may be able to solve some problems at the team level. However, you can report unresolved unprofessional behavior of a team member, liaison, IPPD staff, vendor, and people you come in contact with during IPPD activities to your coach prior to engaging the IPPD Director. If you are having problems with your coach, contact the IPPD Director.
- Report cases of unprofessional behavior of IPPD peers outside your team to IPPD staff or the Director.
- Speak professionally to IPPD staff, instructors, team members, coaches, and liaisons.
- Obey administrative guidance on travel, purchasing, safety, or other topics covered in the New Engineer's Professional Primer or Administration Manual at all times.
  - All team travel costs are managed by IPPD; understand your budget for your prototype does not include travel costs.
  - Keep tabs on your team prototype budget as you go. An Excel sheet will be posted on your team SharePoint site.

### ***IPPD Professionalism Committee***

Teams or team members that underperform or whose negative behaviors impact the success of the team or IPPD program will be contacted initially by their Coach for an in-person meeting to attempt to resolve any issues. In some cases, the IPPD director or staff may intervene if they observe troubling behavior or a lack of progress by a team or individual and hold an aside to try and address the issue. Teams or students who do not respond appropriately to the Coach and/or the IPPD Director will be referred to the IPPD Professionalism Committee. The IPPD Professionalism Committee may be comprised of IPPD faculty members, the team member's Coach, the IPPD Director, and a Counseling and Wellness Center member who will meet and formalize a plan for behavioral and professional improvement for the student or team. If the improvement plan goals are not met, then the Termination Policy will be put into effect.

#### **Termination Policy:**

- The Termination Committee is comprised of the same people as the Professionalism Committee. IPPD has a detailed procedure for terminating students whose participation or lack of participation on the project team jeopardizes the ability of the project team to successfully meet the academic goals of the IPPD program and/or the sponsored project goals.

- Detrimental team member behaviors include, but are not limited to, lack of participation in team activities, refusal to complete required deliverables on time, insubordination toward the current team leader, project coach, project sponsor, liaison engineer, IPPD Director or an IPPD staff member, unprofessional conduct during project travel, extremely poor team member evaluations, and poor attendance.
- Students who exhibit these behaviors or embody these characteristics will meet with their project coach and be provided with a written description of the unacceptable actions/behaviors and an action plan for correcting the unacceptable behavior. Progress on the action plan will be monitored and if satisfactory progress is made, then the student may continue with IPPD. Otherwise, the coach will collect peer feedback and consult with the IPPD Director to determine a course of action. The offending student will meet with the coach and IPPD Director to determine if the student can continue with IPPD. Fall semester: If the student is terminated, then the student will receive an appropriate grade, up to and including a failing grade, and will not be allowed to register for the following IPPD semester, nor have access to any of the IPPD facilities or project team resources. Spring semester: If a student is terminated, then the student will receive a failing grade and will have access to IPPD facilities and project team resources revoked.
- The complete termination policy will be available in the IPPD Professional Manual available on the IPPD e-Learning site.

### ***Students Requiring Accommodations***

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting <https://disability.ufl.edu/students/get-started/>. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

### ***Course Evaluation***

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

### ***In-Class Recording***

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by

a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

### **Online Course Recording**

Our online class sessions may be audio visually recorded for students in the class to refer and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat and recordings cannot be shared outside the class Teams channel.

### **University Honesty Policy**

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (<https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

### **Commitment to a Safe and Inclusive Learning Environment**

The Herbert Wertheim College of Engineering values broad diversity within our community and is committed to individual and group empowerment, inclusion, and the elimination of discrimination. It is expected that every person in this class will treat one another with dignity and respect regardless of gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture.

If you feel like your performance in class is being impacted by discrimination or harassment of any kind, please contact your instructor or any of the following:

- Your academic advisor or Graduate Program Coordinator
- Robin Bielling, Director of Human Resources, 352-392-0903, [rbielling@eng.ufl.edu](mailto:rbielling@eng.ufl.edu)
- Curtis Taylor, Associate Dean of Student Affairs, 352-392-2177, [taylor@eng.ufl.edu](mailto:taylor@eng.ufl.edu)
- Toshikazu Nishida, Associate Dean of Academic Affairs, 352-392-0943, [nishida@eng.ufl.edu](mailto:nishida@eng.ufl.edu)

### **Software Use**

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

### **Student Privacy**

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: <https://registrar.ufl.edu/ferpa.html>

### **Campus Resources:**

#### Health and Wellness

You are expected to wear approved face coverings at all times during class and within buildings even if you are vaccinated. Please continue to follow healthy habits, including best practices like frequent hand washing. Following these practices is our responsibility as Gators.

If you are sick, stay home and self-quarantine. Please visit the UF Health Screen, Test & Protect website about next steps, retake the questionnaire and schedule your test for no sooner than 24 hours after your symptoms began. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 (or email [covid@shcc.ufl.edu](mailto:covid@shcc.ufl.edu)) to be evaluated for testing and to receive further instructions about returning to campus. UF Health Screen, Test & Protect offers guidance when you are sick, have been exposed to someone who has tested positive or have tested positive yourself. Visit the [UF Health Screen, Test & Protect website](#) for more information.

### **U Matter, We Care:**

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

**Counseling and Wellness Center:** <http://www.counseling.ufl.edu/cwc>, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

### **Sexual Discrimination, Harassment, Assault, or Violence**

If you or a friend has been subjected to sexual discrimination, sexual harassment, sexual assault, or violence contact the [Office of Title IX Compliance](#), located at Yon Hall Room 427, 1908 Stadium Road, (352) 273-1094, [title-ix@ufl.edu](mailto:title-ix@ufl.edu)

### **Sexual Assault Recovery Services (SARS)**

Student Health Care Center, 392-1161.

**University Police Department** at 392-1111 (or 9-1-1 for emergencies), or <http://www.police.ufl.edu/>.

### *Academic Resources*

**E-learning technical support**, 352-392-4357 (select option 2) or e-mail to [Learning-support@ufl.edu](mailto:Learning-support@ufl.edu).  
<https://lss.at.ufl.edu/help.shtml>.

**Career Resource Center**, Reitz Union, 392-1601. Career assistance and counseling. <https://www.crc.ufl.edu/>.

**Library Support**, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.

**Teaching Center**, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.  
<https://teachingcenter.ufl.edu/>.

**Writing Studio, 302 Tigert Hall**, 846-1138. Help brainstorming, formatting, and writing papers.  
<https://writing.ufl.edu/writing-studio/>.

**Student Complaints Campus:** <https://care.dso.ufl.edu>.

**On-Line Students Complaints:** <http://www.distance.ufl.edu/student-complaint-process>.