ET 241  Manufacturing Processes  Spring 2017

Catalog Description: An introduction to production processes in manufacturing industries. 2 hrs lec, 2 hrs lab

Class/Lab Time and Place
Sec 001  8:00 - 9:50 MW KH  B36

Instructor: Dr. Brent Payne  
Office: B38 Knoblauch Hall  
Office Phone: 298-2385  
e-mail: mfbap@wiu.edu  

Office Hours:  
Mon 10-11 & 2-3  
Tues 2-3  
Wed 2-3  
(or by appointment – call or email)

Prerequisites:  
None

Text:  
Manufacturing Engineering and Technology, Serope Kalpakjian, 6th Edition

Objectives (the student will be able to):

1. Identify and explain fundamental manufacturing practices
2. Explain fundamental principles and concepts related to manufacturing organizations
3. Identify and explain the areas of activity in manufacturing
4. Participate in lab exercises that relate to selected manufacturing processes
5. Learn and demonstrate safe practices while working in various laboratories

Attendance Policy:
Class and Lab attendance is required. If a student is tardy or absent for any reason, it is his/her responsibility to gain an understanding of the missed information or experience. It is the student’s responsibility to contact the instructor upon their first return to class after an absence. Scheduled lab activities CANNOT be made up at alternate times. The following attendance policy begins with the second week of classes and continues through finals week,

Students who are tardy (arriving after your name is called on the roll) will be penalized by a 2% reduction in their final grade for each occurrence.

Example: Three days unexcused tardy = 6% reduction in your final grade.

If a student is tardy, it is the student’s responsibility to see the instructor after class on the day of their tardy to have their absent mark changed to a tardy.

Students who are absent will be penalized by a 3% reduction in their final grade for each occurrence.

Example: Three days unexcused absent = 9% reduction in your final grade.

This policy applies to students who do not provide at least a 1 hour prior notification of an upcoming absence or tardy situation through the OARS System or direct email. These policies apply to both classroom and lab activities.
Exam/Quiz Policy:
Exams and Quizzes will be administered during the semester. Exam times will be announced in advance. Scheduled Quizzes and Unannounced (Pop) quizzes will also be administered as the instructor determines the need. No make-up exams or quizzes of any kind will be given unless written notification of an absence is given to the instructor prior to the exam or quiz and documentation is provided by your doctor or University Health Services upon return to class. A grade of "0" will be recorded for a missed exam or quiz.

Late Assignment Policy:
Assignments are considered late if they are not turned in when requested by the instructor. Unless a student notifies the instructor (in writing) of his/her intent to be absent prior to the due date of an assignment, the assignment will be considered late. For each school day (not class period), an assignment is turned in late it will be penalized by the loss of 20% (plus errors or mistakes). Assignments more than 3 school days late will NOT be graded.

Lab Cleanup Policy:
Each student is responsible for keeping the laboratories clean. This includes but is not limited to returning tools and machining supplies to their proper locations after use, cleaning chips from the machines, and sweeping the floor. Any student who does not assist in keeping the lab clean and organized will be penalized up to 25% on lab assignment grades.

Grading:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92-100</td>
<td>100%</td>
</tr>
<tr>
<td>A-</td>
<td>90-91</td>
<td>95%</td>
</tr>
<tr>
<td>B+</td>
<td>88-89</td>
<td>90%</td>
</tr>
<tr>
<td>B</td>
<td>82-87</td>
<td>85%</td>
</tr>
<tr>
<td>B-</td>
<td>80-81</td>
<td>80%</td>
</tr>
<tr>
<td>C+</td>
<td>78-79</td>
<td>75%</td>
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<tr>
<td>C</td>
<td>72-77</td>
<td>70%</td>
</tr>
<tr>
<td>C-</td>
<td>70-71</td>
<td>65%</td>
</tr>
<tr>
<td>D+</td>
<td>68-69</td>
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<tr>
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<td>62-67</td>
<td>55%</td>
</tr>
<tr>
<td>D-</td>
<td>60-61</td>
<td>50%</td>
</tr>
<tr>
<td>F</td>
<td>59.9 and below</td>
<td>0%</td>
</tr>
</tbody>
</table>

Special Course Costs:
To help cover the costs of this course, special costs of $25.00 will be charged to each student. This is payable to the department office in Knoblauch 135. Failure to pay this will result in consequences imposed by the Engineering Technology Department as well as Western Illinois University. If you have questions or concerns, please direct them to the staff in Knoblauch Hall room 135 or call 309/298-1091.

Safety Glasses:
Each student will be required to obtain and wear approved safety glasses at all times while in the laboratories. Students will not be permitted in the labs without approved safety glasses.

Students with disabilities:
In accordance with University values and disability law, students with disabilities may request academic accommodations where there are aspects of a course that result in barriers to inclusion or accurate assessment of achievement. To file an official request for disability-related accommodations, please contact the Disability Resource Center at 309-298-2512, disability@wiu.edu or in 143 Memorial Hall. Please notify the instructor as soon as possible to ensure that this course is accessible to you in a timely manner.

Title IX:
University values, Title IX, and other federal and state laws prohibit sex discrimination, including sexual assault/misconduct, dating/domestic violence, and stalking. If you, or someone you know, has been the victim of any of these offenses, we encourage you to report this to the Title IX Coordinator at 309-298-977 or anonymously online at: http://www.wiu.edu/equal_opportunity_and_access/request_form/index.php
If you disclose an incident to a faculty member, the faculty member must notify the Title IX Coordinator. The complete Title IX policy is available at: http://www.wiu.edu/vpas/policies/titleIX.php.
Web address for student rights and responsibilities: [http://www.wiu.edu/provost/students.php](http://www.wiu.edu/provost/students.php)

Web address for Academic Integrity Policy: [http://www.wiu.edu/policies/acintegrity.php](http://www.wiu.edu/policies/acintegrity.php)

**Rules for Giving an Incomplete**

WIU policy – A temporary symbol of I (Incomplete) for a course may be given only when a student, due to circumstances beyond his or her control, has been unable to complete the course requirements within the official limits of the term. The circumstances must be documented to the instructor’s satisfaction.

**Resolution of Problems**

Should a problem occur, students should speak to their instructor first. If the problem is not resolved, meet with the chair of the department. If the problem continues to be unresolved, go to the College of Business and Technology’s Dean.

Students should observe the following sequence for the resolution of problems:

- **Student --- Instructor --- Chairperson --- Dean**

**NOTE:** This syllabus is subject to change with verbal notification.