CEE 404 Course Concepts

This document describes what I expect from you, the student; what you should expect from me; the basic homework format; team concepts; examination philosophy; and grading procedures.

Expectations

**Expectations of the Student**

Conduct yourself as a responsible member of the academic community. This basically means honesty, integrity, respecting the rights of others, etc. All of this is outlined in 478-120 WAC as described at: [http://www.washington.edu/students/handbook/conduct.html#020](http://www.washington.edu/students/handbook/conduct.html#020).

- **Adhere to deadlines.** Turn in homework assignments on time: the schedule is set to give you adequate time to complete them and the instructor adequate time to grade and return them.
- **Respect other students’ time.** Everyone is paying for their education in one way or another. Class time and time spent working on assignments should be productive and meaningful; respect this by contributing you fair share on team assignments and minimizing class disruptions (e.g., talking in the background, sleeping in class, etc.)
- **Respect the instructor’s time.** The instructor has put forth substantial effort to make this class as productive and insightful as possible. Respect this effort by paying attention if you choose to attend class and putting forth appropriate effort on the homework and exams.

**Expectations of the Instructor**

- **Clear communication.** I should clearly communicate what is expected of you and how you will be evaluated. If you are at any time unclear on this, let me know.
- **Availability.** I will make myself available to you for discussion and consultation including but not limited to class readings, homework assignments, future courses and career stuff.
- **Big picture.** I will try and contextualize topics so that you are aware of their significance, why they are being covered, and how they translate to industry use.
- **Timeliness.** I will keep my posted office hours and be accountable for getting your homework assignments and exam graded and returned in a timely manner. Just as you are responsible for deadlines, so am I.
- **Fairness and Reasonableness.** Assignments and exams will be fair and reasonable. It is my intention to achieve a fair workload that allows you time to play as well.
- **Respect your time.** As you are putting forth substantial effort and paying good money for this course and others, I will make our class time productive and insightful and hopefully somewhat entertaining. I will not waste your time.

Homework Assignments

Homework will consist of five assignments carrying equal weight. All homework assignments are due at the beginning of class on the day it is listed as due. I do not accept e-mailed assignments unless there are special circumstances which you have worked out with me in advance. Seriously.
Late Homework
Late homework will be discounted at 10% per day it is late (counting Saturdays and Sundays too). For example, if homework is due on a Tuesday, and you or your group turns it in on Thursday, it would amount to a deduction of 20% for homework turned in two days late. No credit will be given for homework turned in over one week late.

Homework Description
Each homework assignment will be given equal weight and will involve exercising a skill needed to successfully complete the final project. I recommend you complete these assignments on time and take the time to learn their intricacies since you will have to use the skill again in the completion of your final project.

Homework Grading
I will grade each assignment and endeavor to return it in a timely manner. In general, there will be no one correct answer. However, there are correct approaches and considerations. These will be discussed in class upon return of a graded assignment.

Movies
I will show at least 4 shows from the Discovery Channel’s “Extreme Engineering” series in class. I may choose to have one make-up session (you cannot check the movies out and watch them at home). You are asked to attend 4 movies. Attendance will be taken. The idea is to get further exposure to some of the great transportation infrastructure projects in the world today.

Movie Grading
Grade is a credit/no credit based on your attendance.

Final Project
This class is designed around a final project that is to be complete by teams of students. Concepts are introduced, homework is assigned and guest speakers are arranged all to allow a steady progression of work on the final project. The final project embodies all the major class learning objectives including estimating, scheduling, productivity, software proficiency, life-cycle costing and communication.

Teams
The final project is designed to be completed by teams of students. Teams will consist of 3 to 4 members. At the end of the quarter each team member will fill out a peer evaluation on all team members including himself/herself. In this evaluation you will be asked to divide up 100 points amongst your team members according to their contributions to the team. The results of this peer evaluation may be used to adjust final project scores based on individual contribution to the team. An individual’s grade for the final project will be the team’s overall grade weighted by the individual’s contribution to the team. Therefore, it is possible to score more than or less than your team’s final project grade.

Presentation
Your team will present your final project report to the class and other guests invited by the instructor during the final week of class. All aspects of your presentation will be graded as they represent your team’s ability to effectively communicate findings.
Report
Your team will submit a written final project report to me on the last day of class. All aspects of your report will be graded as they represent your team’s ability to work through the project and effectively communicate findings.

Examinations
There will be one final exam in the class; no midterm. The exam will be open-book and open-notes. Everyone should respect each other’s space and keep their books and notes within their own space. All material covered in the class lectures and the readings is testable. Note that the final exam is BEFORE finals week.

Quizzes
I may elect to administer several short quizzes without prior notification. The purpose of these quizzes is to (1) entice you to be current on your reading and (2) try and identify conceptual issues before the final exam and final project. They will generally be 1 to 5 questions asked in class and you should be able to complete them in about 10 minutes or less. These quizzes cannot be made up.

Final Grade Determination
Your final grade will be determined by a two-step process. First, I will combine your homework and exam grades using the following weights to determine a raw score:

- Homework: 30%
- Quizzes/Movies: 5%
- Final Project: 35%
- Final: 30%

On average, I believe that this scheme may count homework and the final project a bit more than some classes, but I think the type of work represented by these items is much more reflective of actual practice. Because homework is so heavily weighted, it will be strictly graded. I believe examinations are necessary to check individuals’ comprehension of material and to assess teaching effectiveness. Want to know how I calculate your grade? Here’s how (along with my logic for doing so):

- You can basically sleepwalk through an assignment and get a 60 – 70% while learning absolutely nothing. Therefore, a 65% in this class represents about a 2.0 give or take a bit. A 100% is still a 4.0 and an 83% is a 3.0 more or less. May adjust this a bit. In general, if the class scores are somewhat low, I may adjust the 2.0 grade down to a lower total percentage.
- The final exam is actually a good gauge of how you learned and retained the general concepts in the class.
- **It kills you to not turn in an assignment. Turn in all assignments. If you are late, work something out with me.**
- I expect the class mean to be something in the lower 3’s. This is VERY typical in our department.