MEMORANDUM FOR STUDENTS ENROLLED IN CENG 5350

SUBJECT: Advanced Topics in Civil Engineering Administrative Instructions, AY101S

1. Welcome to a three hour graduate Advanced Topics in Civil Engineering, a course that allows you to explore topics that are not in the curriculum as a course listing. Leaders are required to be creative, life-long learners who understand contemporary issues and how they influence engineering projects. An advanced topics course in civil engineering course will require students (you!) to tackle a real problem, while studying and considering the current contemporary issues influencing possible solutions. During the upcoming course, I believe you will find your in-depth study to be interesting, challenging, rewarding, and fun! We will meet once a week for three hours (Encl 1). My bio and contact information is attached (Encl 2). The bio for the professor teaching the content will be provided once assigned.

2. Advanced Topics in Civil Engineering provides the opportunity to study topics in depth which has not been covered in previous course material since they are not part of courses in the curriculum, but the topics are relevant to future employment opportunities. The three hour Advanced Topics in Civil Engineering is run like another graduate course with content provided three hours per week with normal course requirements (projects, homework, exams, and a final exam) and at least one submission with the student doing an independent study of some course material.

3. Your professor will teach based on the schedule in Enclosure 1. If you will miss a scheduled class, you are still responsible for the material and will not get the participation points available for each lesson unless an authorized absence.

4. You are encouraged to seek additional instruction (AI, office hours?) during the following general times ….M-F 1-3 PM or after class or by simply arrange a mutually agreeable time. Take advantage of AI, it’s FREE and really will help! Use e-mail (ronald_welch@uttyler.edu) to coordinate a time outside of office hours.

5. Class Room Procedures:
   a. We will take daily time survey data – please ensure the Time Survey Sheets are circulated.
   b. Bring study notes, textbook, note-taking material, and calculator to every class. Class preparation is your individual responsibility.
   c. Textbook: Based on the topics being studied.
   d. We will have announced and unannounced reading quizzes as well as participation points. Class preparation is your individual responsibility. Students are expected to attend class, participate in discussions, answer questions presented in class and be responsible for all material and announcements discussed in class.
   e. **ACADEMIC DISHONESTY**: Representation of other’s work as your own will not be tolerated. Cheating on examinations, quizzes, and homework and the false representation of work will be
interpreted as academic dishonesty. Academic dishonesty will be subject to disciplinary action as outlined by the UT Tyler Student Guide on Conduct and Discipline.

6. Exams and Grading:

a. Grade Breakout and Cutoffs:

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<th>Course Points</th>
<th>Minimum</th>
<th>Grade Scale</th>
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<tr>
<td>Problem Sets</td>
<td>700 (35%)</td>
<td>A+ 96.67%.1933</td>
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<td>Exams (3 each, 200 pt each)</td>
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<td>Final</td>
<td>500 (25%)</td>
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<td>Professional Grade</td>
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If you get less than 65% on all individual events you may fail the course, regardless of your course grade. Of course, final grades are only A, B, C, D, F. Therefore, a C- is a C for a final grade. This distribution is to graphically remind you of how well you are doing.

7. How You Should Prepare for Lessons

1. **Study:** Introduction to Construction Structural Systems is as challenging as any course you will have at The University of Texas at Tyler. President’s policy states that you are expected to spend 120-180 minutes on average outside of class for each hour that you spend in class. Make sure that you completely and thoroughly understand the lesson that was just covered in class before moving on to the next lesson. Familiarize yourself with the upcoming lesson so that you get the most learning possible out of the time that you spend in class. A “rule” for time allocation is 85% on the lesson just covered, 15% on the upcoming lesson. When studying you should focus on accomplishment of the individual learning objectives listed for each lesson. This will normally include development of an understanding of the definitions of new words for each lesson as well as the assumptions, principles, and procedures used in solving the example problems.

2. **Use the Text:** Our text was carefully selected from many available texts because the author does such a fine job explaining difficult concepts. You will find the illustrations in the text to be very informative and the numerous examples very practical and straightforward. Read and study the assignment in the text, paying particularly close attention to principles, assumptions, and examples.

3. **Solve Problems:** This is the absolute key to success in this course! No scientific or mathematical subject can be mastered without working problems. The more problems you work yourself, the better you will understand the principles involved. Problem sets are assigned throughout the course and must be completed and turned in for grade. In addition, it will help if you work additional problems. I will provide some in the study notes. They are selected to cover the scope of the lesson. You may help each other in working these problems,
but it will be much better for you to try to do them yourself before asking for help. Do not be satisfied with just getting the answers. Always try to understand the principles and process you used to solve each problem. The problems complement the lessons and should be worked and reviewed.

4. **Prepare Your Notebook**: The record shows that the best students keep the best notebooks. You should organize your notebook so that all material for each lesson can be easily referenced.

5. **Build a Strong Team**: Working in teams on assigned work and in preparation for graded events such as Exams is not only allowed, but encouraged. Building a strong team will assist with peer-to-peer learning and will save you time. However…bottom line: document assistance from your buddies as you all move toward success!

8. **Graded Events**: All Graded Events are mandatory and becomes part of your grade, failure to submit any required work will result in an incomplete. As a leader your goal is to make a clear, logical, and professional presentation of your work, which is both accurate and correct. As such both your presentation and the accuracy of your work are important, and both will be graded. All submissions are due in class or by 5 PM. Additional guidance:
   
a. **PROBLEM SETS**: Homework should be submitted individually, but you can collaborate on it. **Collaboration is not copying from another**, it is asking a classmate what is the answer and comparing solution techniques to determine who is more correct.

b. **ASSIGNED READING**: Doing the assigned reading prior to class will help you to understand the material presented during the instruction and will fill in gaps for things we do not cover (We will not cover everything since independent learning is a desired result, you will learn some topics on your own from the textbook). It will also make you more familiar with terms and concepts to be covered. To help motivate you to do the reading there may be quizzes that you are required to complete prior to class on most readings.

9. **Late Submissions**. It is a basic principle of professionalism that “Professionals are not Late.” A “COORDINATED LATE” submission occurs when you will miss the suspense for a graded homework assignment and you contact me in advance. Notification immediately before the submission will not suffice. Point cuts up to the amounts below may be assessed for a “COORDINATED LATE” submission:
   1. 0-24 hours late a deduction of 25% of the earned grade
   2. 24-48 hours late a deduction of 50% of the earned grade
   3. More than 48 hours late No credit. **Assignments must still be submitted**.

Obviously there are circumstances that will occur and make a timely submission impossible and I will work with you when and if they occur.

All work in this course must be properly documented. As you are having your work reviewed it is likely that you might receive help from your classmates, just simply document it. Information from the course textbooks (equations and outlines of procedures), class notes, or me is considered immediately available to all students and need not be acknowledged or documented (unless you directly copy or paraphrased content). **YOU ARE REQUIRED TO ACKNOWLEDGE AND DOCUMENT ALL OTHER ASSISTANCE AND REFERENCES USED**. Documentation will be accomplished in accordance with any manual for writing, footnote or endnote, for papers, but for written homework, just place the documentation right at the point you received help using Who and What assistance.

10. There will be several opportunities to earn bonus points for outstanding work on problem sets and for completion of other optional assignments. Opportunities for bonus points will be clearly identified by the instructor and announced in class (another reason to attend class). Make use of these opportunities to extend your learning!
11. Students Rights and Responsibilities. To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:
http://www.uttyler.edu/wellness/StudentRightsandResponsibilities.html

12. Grade Replacement/Forgiveness. If you are repeating this course for a grade replacement, you must file an intent to receive grade forgiveness with the registrar by the 12th day of class. Failure to do so will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates will receive grade forgiveness (grade replacement) for only three course repeats; graduates, for two course repeats during his/her career at UT Tyler.

13. State-Mandated Course Drop Policy. Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the 12th day of class (See Schedule of Classes for the specific date). Exceptions to the 6-drop rule include, but are not limited to, the following: totally withdrawing from the university; being administratively dropped from a course; dropping a course for a personal emergency; dropping a course for documented change of work schedule; or dropping a course for active duty service with the U.S. armed forces or Texas National Guard. Petitions for exemptions must be submitted to the Registrar's Office and must be accompanied by documentation of the extenuating circumstance. Please contact the Registrar's Office if you have any questions.

14. Disability Services. In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Support Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact Ida MacDonald in the Disability Support Services office in UC 282, or call (903) 566-7079.

15. Student Absence due to Religious Observance. Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

16. Student Absence for University-Sponsored Events and Activities. If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

17. Social Security and FERPA Statement. It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

18. Emergency Exits and Evacuation. Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do Not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.
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Dr. Ronald W. Welch  

**Duty Position:** Chair, Dept Civil Engineering  
**Office Building/Room:** RBS 1005 (Ratliff Building South)  
**Office Hours:** M-F 1 - 3 PM  
**e-mail:** Ronald_Welch@uttyler.edu  
**Office:** RBS 1005 (Ratliff Building South)  
**Phone:** 903-566-7002

**Civilian Education:**
Ph.D. Civil Engineering, University of Illinois, 1999  
MS, Structural Engineering, University of Illinois, 1991  
Bachelor of Science, USMA, 1982

**Military Education:**
Command and General Staff College, 1995  
Engineer Officers’ Advanced Course, 1986  
Junior Officer Maintenance Course, 1983  
Engineer Officers’ Basic Course, 1982  
Airborne School, 1980

**Key Military Assignments:**
Associate Professor, United States Military Academy (USMA)  
S3, 536th Engineer BN (CBT HVY), Ft. Kobbe, Panama  
EOBC Platoon Trainer, EOAC Small Group Instructor  
Commander, HHC, 554th Engineer Battalion, Ft. Belvoir, VA  
PL, SPT PL, XO, S-3 8th Engineer BN (CBT), Ft Hood, TX.

**Courses Taught at USMA:**
CE404 Design of Steel Structures  
EM 302 Statics and Dynamics  
CE 483 Reinforced Concrete Design  
CE491 Advanced Structural Analysis  
CE300 Fundamentals of Mechanics and Design  
CE 489 Independent Study  
CE 364 Strength of Materials  
CE492 Design of Structural Systems  
CE371 Soil Mech and Foundation Design  

**Courses Taught at UT-Tyler:**
CENG 3325 Structural Analysis  
CENG 4341 Ldrship, Business, Public Pol, Asset Mgt  
CENG 3306 Mechanics of Materials  
CENG 2301 Statics  
CENG 1035 Freshman Experience  
CMGT 3315 Construction design Theory  

**Personal Information:**
Wife, Laura  
Daughter, Ashley, Age 25 years, Son-in Law Chuck, 26 years  
Daughter, Samantha, Age 23 years, Son-in-Law Chris, 27 Years

**Professional Registration:**
Civil Engineer, Virginia, 1987

**Professional Organizations:**
Society of American Military Engineers  
American Society of Civil Engineers  
Structural Engineering Institute  
Amer. Society for Engineering Education  
Construction Institute  
Phi Kappa Phi

**Favorite Movie:** Lord of the Rings (All three)  
**Hero:** George Washington Roebling; **Super Hero:** Batman

Enclosure 2, Instructor Biography
CENG 5350 Course Objectives:

- Apply the STEM thought process to develop creative solutions for open-ended problems.
- Demonstrate understanding of course material through homework, projects, exams and a final exam.
- Present a high-quality oral presentation.
- Prepare for life-long intellectual growth, through self-directed learning
- Any established at the beginning of the semester by the assigned professor based on the advanced topics in the course