COURSE INFORMATION:
CE 4195
CRN: 13038
CLASS TIME: MONDAY 07:30 AM - 10:20 AM
CLASS MODE: IN CLASSROOM     Education Building 302

<table>
<thead>
<tr>
<th>INSTRUCTOR:</th>
<th>Dr. Henry Van</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE:</td>
<td>Civil Engineering A202</td>
</tr>
<tr>
<td>PHONE:</td>
<td>Office: (915) 747-6966 and Cell – (915) 255-9593 (preferred but text first and identify yourself this way I will know you are my student)</td>
</tr>
<tr>
<td>EMAIL:</td>
<td><a href="mailto:hvan2@utep.edu">hvan2@utep.edu</a></td>
</tr>
<tr>
<td>OFFICE HOURS:</td>
<td>MON 1:00 pm 5:00 pm</td>
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<tr>
<td></td>
<td>TUE 8:00 am-11:30 am,1:00 pm 4:00 pm</td>
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<tr>
<td></td>
<td>WED 8:00 am-10:00 am, 2:00 pm – 4:00 pm</td>
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<td>THU 1:00 pm-5:00 pm</td>
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<td></td>
<td>FRI 11:00 am – 12:00 pm,1:00 pm 3:00 pm</td>
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<tr>
<td>TA:</td>
<td>N/A</td>
</tr>
<tr>
<td>LIBRARIAN:</td>
<td>Debjani Mukhopadhyay 747-6715, Office: LIB 215 <a href="mailto:Email-dmukhopadhyay@utep.edu">Email-dmukhopadhyay@utep.edu</a></td>
</tr>
<tr>
<td>TEXTBOOK:</td>
<td>No Textbook. Dr. Van’s materials will be provided.</td>
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</tbody>
</table>

MATERIALS PROVIDED:
PowerPoint slides of professor’s lessons will be provided.
Links of Videos with Lectures and information about the FE Exam will be.
Links of Videos to explain engineering professional ethics and case histories.

COURSE DESCRIPTION:
This course will provide information about how to study for the FA Exam and the sources of information of materials to study. Also, discussion with students will be conducted about FE exam real cases and professional ethics to understand the value of obtaining the FE Certification and Professional Engineering License.
**SEMESTER PROJECT – “PREPARATION OF A FE EXAM STUDY PLAN”**

Because each student is unique in their study habits and style of doing their work the semester project will be done individually. This project will involve each student preparing their own plan for preparing to take the FE Exam.

The **FE Exam Study Plan** must be detailed about what you will study, the number of hours you plan to study per week and what subjects you will study first. Prepare a calendar of your study plan. Organization of the Plan should be as follows:

- **Introduction** – Explain what the FE Exam, why is required for your career as an engineer and who offers this exam. I this course I will provide you with all the information about how to prepare you to study for you FE Exam and will show you several videos you are required to view because these will provide you with information and testimonial about how is best to study.

- **Study Sources** – In you FE Study Plan you will list the sources you plan to use to prepare for the FE Exam (self-study, or purchase package) – Dr. Van will explain in detail what is available for you to choose.

- **Detail Weekly Study Schedule** – List the topics per week you plan to study and the number of hours you plan to study per day. This is very important because the way you organize your study plan is key for me to help you understand if you are on target for a successful preparation.

- **Format** – You may prepare your FE Exam Study Plan in PowerPoint or Word. Two page plans will not be accepted because you need to explain to me in detail.

**AT THE END OF THE SEMESTER, YOU WILL:**

- Understand why is important to take the FE Exam as soon as you graduate as an engineer or before.
- Understand the level of effort that it takes to study for the FE Exam.
- Understand the value of having the FE Certificate and then study to obtain the Professional Engineer License (PE) after you pass the FE Exam.

**The FE Exam Study Plan should be submitted via email to Dr. Van by Friday, November 17, ’23 end of day. No late plans will be accepted. Unless you provide me with a written valid justification. “Procrastination” is not a valid. You have plenty of time to prepare.**

**THE CENTER FOR ACCOMMODATIONS AND SUPPORT SERVICES (CASS):**

Students requiring unique accommodations must contact the CASS office and provide their instructor with the proper documentation at the beginning of the semester. CASS office may be contacted at 747-5148, cass@utep.edu or go to Room 106 Union East Building.
ACCOMMODATIONS POLICY:

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of university programs, services and activities with documented disabilities to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations

COVID-19 ACCOMMODATIONS – STUDENT HEALTH & WELLNESS CENTER
(https://www.utep.edu/chs/shc/)

Students are not permitted on campus when they have a positive COVID-19 test, exposure or symptoms. If you test positive you should contact me via email as soon as possible and follow your physician’s advice and UTEP procedure which is in the

COVID-19 UTEP PROCEDURE

You must STAY AT HOME and REPORT if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at screening.utep.edu. If you know of anyone who should report any of these three criteria, you should encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to COVIDaction@utep.edu.

For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website (screening.utep.edu) prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, and alternative instructions will be provided. Students are advised to minimize the number of encounters with others to avoid infection.

Wear face covers when in public areas of campus or when others are present. You must wear a face covering, covering over your nose and mouth in this class. If you choose not to wear a face covering, you may not enter the classroom. If you remove your face covering, you will be asked to put it on or leave the classroom. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines will be dismissed from the class and will be subject to disciplinary action according to Section 1.2.3 Health and Safety and Section 1.2.2.5 Disruptions in the UTEP Handbook of Operating Procedures.

Please note that if COVID-19 conditions deteriorate in the City of El Paso, all course and lab activities may be transitioned to remote delivery.
UNIVERSITY OF TEXAS AT EL PASO
CE 4195 JUNIOR PROFESSIONAL ORGANIZATION
(JPO)
SPRING 2023

GRADING:  
Quality of your Study Plan  40%
Detail of the Study Calendar & Strategy  30%
Attendance  10%
Participation  20%

100%

STUDY PLAN QUALITY:
Quality of your plan means that you show that you researched the resources to use to study for your FE Exam. You need to demonstrate that you understand why you use these resources and the advantages you see for your specific study needs.

DETAILED STUDY CALENDAR & STRATEGY:
You need to have a detailed study calendar showing the topics you will study and the hours you will dedicate per day to study these topics. Indicate if you plan to use free resources or purchase study packages. Indicate if you plan to study with a group and why.

CLASS PARTICIPATION AND ACTIVITIES:
There will be class group and individual discussion. When you ask questions and comment on an issue your name will be taken to give you credit for discussion effort. There will be no make up for any of the class activities. You will have videos from Dr. Van that you can view and use if you miss class.

SURVEY:
There will be an end-of-semester course survey. Your participation is important, and it will count as a participation class activity.

GRADING SCALE:

100%-90%.......... A
89%-80%.......... B
79%-70%.......... C
69%-60%.......... D
59%-0%.......... F

If you encounter information systems technical difficulties beyond your scope of troubleshooting, please contact the Help Desk https://www.utep.edu/technologysupport as they are trained specifically in assisting with technological needs of students.
HOW WE WILL COMMUNICATE:

Email: UTEP e-mail is the best way to contact me. If you have an emergency, you may call me at my cell phone (915) 255-9593. Before you call me, first text me informing me that you are my student in CE 4195 JPO course, so I know when you call you are not a “Scam Likely”. When you send me an email, please put in the Subject line CE 4195 for me to know what course you are in. I teach several courses and at times I do not remember all the names. But if I see the course number, I know what course you are in. Use my cell phone to call me, is faster.

ATTENDANCE:

You are required to come to class and be on time. Attendance is mandatory and you will be required to sign into class. Each class critical information will be explained to you and is recommended for you to attend to better understanding of the topic. Therefore, your participation is key, asking questions is the best way to learn in class and the answers to your questions will benefit to your peers.

BLACKBOARD

There will be no exams. However, I will count your Study Plan as the main grade. The Grading Section above provides you with how I plan to grade your Study Plan.

MENTORING (OPTIONAL):

It is recommended that you make an appointment with Dr. Van for a One-on-One either zoom or face to face meeting, at least once during the Semester to discuss questions about areas of civil/environmental practice and the workplace once you start looking for a job and how this will have a connection with the FE Certification.

MISSING THE FE STUDY PLAN DEADLINE:

If you do not submit your Study Plan on time you will lose 40% of your final grade. However, if you show Dr. Van a valid justification for not submitting your FE Study Plan on time you may be given a second opportunity.
UNIVERSITY OF TEXAS AT EL PASO
CE 4195 JUNIOR PROFESSIONAL ORGANIZATION
(JPO)
SPRING 2023

ACADEMIC CONDUCT

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as one’s own. Collusions involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at UTEP must be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for possible disciplinary action. To learn more, please visit HOOP: Student Conduct and Discipline.

CELL PHONE
• All cell phones must be turned off before the beginning of the class. If a student forgets to turn it off, he/she will have to leave the classroom and may only return with the instructor’s permission.

HARASSMENT
• Please be aware that harassment is unacceptable in the classroom. Jokes, comments of sexual nature, as well as racist comments will not be tolerated. The student that violates this rule will be sent to the Dean of students for disciplinary action.

The professor reserves the right to make any changes to the syllabus during the term of the semester. Any changes made to the syllabus will be notified to the students by the professor prior to the lecture.

I welcome you to a new semester and hope that you will make the effort to learn as much as you can. I know each one of you has the potential to get an “A”.

PLAGIARISM DETECTING SOFTWARE

Some of your course work and assessments may be submitted to SafeAssign, a plagiarism detecting software. SafeAssign is used to review assignment submissions for originality and will help you learn how to properly attribute sources rather than paraphrase.

COPYRIGHT STATEMENTS FOR COURSE ASSIGNMENTS

All materials used in this course are protected by copyright law. The course materials are only for the use of students currently enrolled in this course and only for the purpose of this course. They may not be further disseminated.
UNIVERSITY OF TEXAS AT EL PASO  
CE 4195 JUNIOR PROFESSIONAL ORGANIZATION  
(JPO)  
SPRING 2023

ANNOUNCEMENTS:

Check the Blackboard email frequently for any updates, deadlines, or other important messages.

ACADEMIC CALENDAR FALL 2023 DATES:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Mar 27th</td>
<td>Fall Registration Begins</td>
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<tr>
<td>Aug 17th</td>
<td>Last Day to Clear Students on Suspension/Probation as well as those with Insufficient Prerequisites</td>
</tr>
<tr>
<td>Aug 18th</td>
<td>Drops for Students with Unsatisfactory Academic Standing, Insufficient Prerequisites, and Prior Grades of C in the Course</td>
</tr>
<tr>
<td>Aug 21st</td>
<td>Financial Aid is Disbursed</td>
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<tr>
<td>Aug 28</td>
<td>Fall classes begin</td>
</tr>
<tr>
<td>Aug 28th-Sept 1st</td>
<td>Late Registration (Fees are incurred)</td>
</tr>
<tr>
<td>Sept 4th</td>
<td>Labor Day Holiday – University Closed</td>
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<tr>
<td>Sept 13th</td>
<td>Fall Census Day</td>
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<td><strong>Note:</strong> This is the last day to register for classes. Payments are due by 5:00 pm.</td>
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<tr>
<td>Sept 25th</td>
<td>20th Class Day</td>
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<td><strong>Note:</strong> Students who were given a payment deadline extension will be dropped at 5:00 pm if payment arrangements have not been made.</td>
</tr>
<tr>
<td>Oct 6th</td>
<td>Graduation application deadline for degree conferral</td>
</tr>
<tr>
<td>Nov 3rd</td>
<td>Fall Drop/Withdrawal Deadline</td>
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<td><strong>Note:</strong> Student-initiated drops are permitted after this date, but the student is not guaranteed a grade of W. The faculty member of record will issue a grade of either W or F.</td>
</tr>
<tr>
<td>Nov 17th</td>
<td>Deadline to submit candidates’ names for commencement program</td>
</tr>
<tr>
<td>Nov 23rd-24th</td>
<td>Thanksgiving Holiday- University Closed</td>
</tr>
<tr>
<td>Dec 7th</td>
<td>Fall- Last day of classes</td>
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<tr>
<td>Dec 8th</td>
<td>Dead day</td>
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<tr>
<td>Date Range</td>
<td>Event</td>
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<tr>
<td>Dec 11th-15th</td>
<td>Fall Final Exams</td>
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<tr>
<td>Dec 16th-17th</td>
<td>Fall Commencement</td>
</tr>
<tr>
<td>Dec 19th</td>
<td>Grades are due</td>
</tr>
<tr>
<td>Dec 20th</td>
<td>Grades are posted to student records; students are notified of grades and academic standing</td>
</tr>
</tbody>
</table>

Payment Deadlines

For more information on payment deadlines, visit the [Student Business Services Website](#)