

1: Course Number and Name

- a. **ENGR 4201:** Professional Engineering Practice, Spring 2021
- b. Section 010, W 4:00 – 5:50 pm

2: Credits and Contact Hours

- a. **Credits:** 2
- b. **Contact Hours:** 2 hours/week (Classroom)

3: Instructor Information

- a. **Course Coordinator:** William Kitch
- b. **Instructors:**
 - i. William Kitch, 325-486-5501, william.kitch@angelo.edu. Office: VIN 268. For office hours see [faculty homepage](#).
 - ii. Carlos Rodriguez, Esq; 325-653-6866, crod@webbstokessparks.com. Office: Off Campus. Office hours by appointment
 - iii. Paul Stipanovic, Esq; 325-653-3291, PaulS@ghtxlaw.com. Office: Off Campus. Office hours by appointment

4: Required Course Materials

Readings will be posted on-line. You do not need to purchase a textbook.

5: Technology Requirements

This course requires internet access and the ability to use the following online tools: Blackboard, Gradescope, Blackboard Collaborate, Adobe Acrobat (or another pdf maker), YouTube.

6: Specific Course Information

- a. **Catalog Description:** The role of the engineer as a design professional. Professional responsibility and liability, contract law, risk management, contract formation, business practices, ethics and professional registration.
- c. **Prerequisites:** Senior Standing
- d. **Required or elective:** Required for the BSCE and BSME Majors.

7: Specific Goals for the Course

- a. Course Learning Outcomes:
 1. Describe attributes of a profession and a design professional and the legal environment in which design professionals work.
 2. Define torts and apply legal principles to simple cases to find legal fault
 3. Compare and contrast negligence, simple liability, and professional liability
 4. Negotiate contract terms, performance disputes, and liability disputes in the context of professional design practice
 5. Describe professional licensure process and ethical responsibilities of registered professionals
 6. Given fiscal data compute simple business performance data such as profit/loss, billing rates, and break even multiplier
- b. Course Learning Outcome Mapping to ABET Criterion 3 Student Outcomes:

Table 1: Course Learning Outcomes mapped to ABET Student Outcomes

ABET Student Outcomes	1	2	3	4	5	6
1. Solve Problems						
2. Design	X			X	X	X
3. Communication				X		
4. Ethics & Professionalism	X	X	X		X	
5. Teamwork						
6. Experimentation						
7. Acquire New Knowledge	X	X	X	X		

8: Topics Covered

1. Professions and professionalism
2. Project delivery methods
3. Tort, liability, and negligence
4. Contract formation, clauses, and negotiation
5. Professional licensure
6. Profit, loss and budget planning
7. Practicing professional perspectives

9: Course Delivery and Communications

9.1: Delivery Method

This is a face-to-face course with learning resources and supplemental materials posted in [Blackboard](#)¹. It is essential that you monitor Blackboard.

9.2: Communications

You may communicate with Dr. Kitch via Blackboard discussion board, email, phone, or via GroupMe text. See Figure 1 for QR code to join the course GroupMe. Messrs. Rodriquez and Stipanovic may be contacted via email or phone.

Instructors will respond to email or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.

Written communication via email: All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes. In your emails to faculty, include the course name and section number in your subject line.

Office hours or advising may be arranged with the assistance of Collaborate, MS-Teams, or another web meeting platform



Figure 1: Course GroupMe QR Code

10: Professionalism

Professional engineering standards apply in this class. You are expected to demonstrate a behavior consistent with the conduct of an individual practicing in the engineering profession. You are expected to: (1) come prepared for class; (2) respect faculty and peers; (3) demonstrate responsibility and accountability for your own actions; (4) demonstrate sensitivity and appreciation for diverse cultures, backgrounds, and life experiences; (5) offer and accept constructive criticism in a productive manner; (6) demonstrate an attitude that fosters professional behavior among peers and faculty; (7) be punctual to class meetings; (8) maintain a good work ethic and integrity; and (9) recognize the classroom as a professional workplace.

11: Graded Material

11.1: Class Attendance, Participation, Timeliness and Teamwork

The number one complaint of engineering clients is the timeliness of deliverables (reports, drawings, specifications, etc.). As a professional engineer you will be expected to arrive at scheduled meetings on time and prepared. Late proposals are not generally accepted. Late specifications or drawings may cost the engineer a monetary penalty. Professional engineering standards apply in this course.

You are expected to meet every class meeting on time and prepared. Attendance will be taken. Should you find it necessary to miss a class for any reason, you are expected to notify your instructor as early as

the absence is known—preferably before the absence. It’s important that you communicate clearly your instructors.

Your online assignments will be due at the time specified on Blackboard. Any assignments submitted in hard copy are due at the beginning of class on the due date. Your instructor may assess penalties for late work.

11.2: Reading Assignments and Homework

You will be given reading and homework assignments nearly every lesson. Reading assignments will come from the assigned textbooks or other materials provided or available via the web. The homework assignments will consist of questions to be answered during your reading in preparation for class. Reading and homework assignments will be distributed via the Blackboard and due before class.

11.3: Quizzes

Instructors may give in-class quizzes. The quizzes will be unannounced and unscheduled. The quizzes are intended to determine whether or not you have completed the pre-class work and are prepared for class.

11.4: Course Exercises

There will be two in-class exercises in this course. Participation in both exercises is expected from all students. Zero points will be awarded for missed exercises. These exercises cannot be made up.

11.5: Exams

This course will have two exams, a mid-term and a final. Both exams will be in a take-home exam format.

11.6: Grades: Weighting and Letter Grades

The weighting system shown in Table 2 will be used in determining final grade for the course

Table 2: Grade Weighting

Item	Percent
Homework	12%
Attendance & participation	4%
Quizzes	4%
In-class exercises	20%
Midterm exam	30%
Final Exam	30%
Total	100%

The instructor will determine letter grades for the course using his professional judgment, and the following standards as described in the University Catalog:

A = excellent work B = good work C = average work D = poor work F = failing work

11.7: Incomplete Grade Policy

It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 [Grading Procedures](#)² for more information.

12: Classroom and University Policies and Student Support

12.1: General Policies

All students are required to follow the policies and procedures presented in the [Angelo State University Student Handbook](#)³ and [Angelo State University Catalog](#)⁴.

12.2: Student Disability Services

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student's responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the [Student Disability Services website](#)⁵. The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford
Director of Student Disability Services
Office of Student Affairs
325-942-2047
dallas.swafford@angelo.edu
Houston Harte University Center, Room 112

12.3: Title IX at Angelo State University

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Miller, J.D. You may submit reports in the following manner:

Online: [Incident Reporting Form](#)⁶

Face to Face: Mayer Administration Building, Room 210

Phone: 325-942-2022

Email: michelle.miller@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State's policy please visit the [Title IX website](#).⁷

12.4: Student Absence for Observance of Religious Holy Days

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for [Observance of Religious Holy Day](#)⁸ for more information.

12.5: Information About COVID-19

Please refer to ASU's [COVID-19 \(Coronavirus\) Updates](#)⁹ web page for current information about campus guidelines and safety standards as they relate to the COVID-19 pandemic.

12.6: Student Conduct Policies

12.6.1: Academic Integrity

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

12.6.2: Plagiarism

Plagiarism is a serious topic covered in ASU's [Academic Integrity policy](#)¹⁰ in the Student Handbook. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality via Turnitin or SafeAssign. Resources to help you understand this policy better are available at the [ASU Writing Center](#)¹¹.

12.6.3: Copyright Policy

Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

13: Course Outline

The course outline is presented in the table next page. Detailed reading and homework assignments along with updates to this schedule will be provided via Bb. The following schedule may be modified as the semester progresses.

Table 3: Course Lesson Outline

Week	Date	Topic	Instructor	Assignment Due
Block I: The Profession, Project Delivery and Selection				
1	Jan 19	Course introduction: Professional Expectations	Kitch	Homework
2	Jan 26	Professional Engagement: Project delivery	Kitch	Homework
3	Feb 02	Professional Engagement: the selection process	Kitch	Homework
Block II: Negligence, Standard of Care, and Risk Management				
4	Feb 09	Risk analysis and risk management	Kitch	Homework
5	Feb 16	Law, legal analysis and liability	Rodriguez	Homework
6	Feb 23	Negligence, strict liability, and Professional liability	Rodriguez	Homework
7	Mar 02	Product Liability	Kitch	Homework
8	Mar 09	Class exercise #1: Professional negligence	Rodriguez	Homework
Block III: The Contract				
	Mar 16	Spring Break		
9	Mar 23	Contract formation: elements of law	Stipanovic	Homework
10	Mar 30	Contract formation: the engineer's perspective	Kitch	Homework
11	Apr 06	Contract documents and clauses	Stipanovic	Homework
12	Apr 13	Class exercise #2: Contract negotiation and documentation	Stipanovic	Homework
Block IV: Licensure & business operations				
13	Apr 20	Professional licensing and ethics	Kitch	Homework
14	Apr 27	Business planning and marketing	Kitch	Homework
15	May 04	Budget planning & labor utilization	Kitch	Homework
16	May 13	Final exam, take home due by 8:00 pm		

14: End Notes

¹ angelo.blackboard.com

² <https://www.angelo.edu/content/files/14197-op-1011-grading-procedures>

³ <http://www.angelo.edu/student-handbook/>

⁴ <http://www.angelo.edu/catalogs/>

⁵ <http://www.angelo.edu/services/disability-services/>

⁶ <https://www.angelo.edu/incident-form>

⁷ <https://www.angelo.edu/title-ix>

⁸ <http://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of>

⁹ <https://www.angelo.edu/covid-19/>

¹⁰ <http://www.angelo.edu/student-handbook/community-policies/academic-integrity.php>

¹¹ http://www.angelo.edu/dept/writing_center/academic_honesty.php