

**CTC/MTC 101**  
**Intro to Engineering Technology**  
**Coordinator: Jayne Baran**

**Time: TR 9:00-9:50 am**  
**Classroom: Donovan 1159**  
**Fall 2021**

### Course Description:

Required for all freshmen in Civil and Mechanical Engineering Technology. Topics include academic requirements, advisement, software packages, career opportunities, and project management. Additional topics include professional, ethical and social responsibilities; respect for diversity and a knowledge of contemporary professional, societal and global issues; and a commitment to quality, timeliness and continuous improvement. Cross listed with MTC 101.

Credit Hours: 2

### Learning Outcomes:

1. To learn the academic requirements and career opportunities.
2. To learn the services SUNY Poly provides to students
3. To learn the basics of engineering/science applications using EXCEL
4. To participate in team activities/assignments
5. To participate in some professional organization activities with ASME/ASCE/SME/ASQ.

### Required Text:

“Engineering with Excel”, 5<sup>th</sup> ed., by Larsen (Pearson)

### Office Hours and Contact Info:

See <https://people.sunypoly.edu/~barans/> (Or by appointment)  
Email: Jayne.Baran@sunypoly.edu

Donovan Hall 1197  
Phone: (315) 792-7542

### Topics and Projects:

Topics:	Description	Hrs	Assignments/Projects
1	Intro to Engr. Technology	2.0	None
2	Academic Requirements	2.0	Homework (Plan of Study)
3	Ethics in the Classroom/Careers	2.0	Submittal of Resume
4	Social Implications of ET	4.0	Paper
5	Problem Solving Skills	2.0	Homework
6	Using Excel to Solve ET Problems	6.0	Homework
7	Guest Speakers/Tours	4.0	
	Project Presentations	2.0	
	Mid-Term/Final	4.0	

### Methods of Evaluation:

#### **Homework:**

Homework shall be typed or neatly handwritten in pencil on engineering graph paper. There is no provision for make-up of homework assignments. A missed homework assignment is a zero and will be factored into the final grade.

**Examinations or Project:**

There will be one midterm and one final exam or project scheduled during the semester. Students are expected to take the exams at the scheduled times. Generally, no make-up test will be given except for medical emergencies or other valid reasons for which prior approval has been obtained.

**Projects:**

Applied design projects and reports emphasize teamwork and communication, as well as the application of industry-standard hydraulic, word-processing, spreadsheet, and presentation software. The need for professionalism and excellence is reinforced through the requirement for assignments to be completed on time and in a neat and well-organized manner

**Attendance/Participation:**

Students are expected to attend every class period and have homework and project assignments completed and ready to present. A missed class does not excuse responsibility for the work covered in class and the homework assignments. Students will be held to the standards set forth in the Student Handbook, stated as the College’s “Code of Academic Conduct.”

Homework	50%
Midterm	20%
Final	20%
Attendance	10%

**Accommodations for Students with Disabilities:**

Your access in this course is important to me. In compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act, SUNY Polytechnic Institute is committed to ensuring comprehensive educational access and accommodations for all registered students seeking access to meet course requirements and fully participate in programs and activities. Students with documented disabilities or medical conditions are encouraged to request these services by registering with the Office of Disability Services. Please request accommodations early in the semester, or as soon as you become registered with Disability Services, so that we have adequate time to arrange your approved academic accommodation/s. Once Disability Services creates your accommodation plan, it is your responsibility to provide me a copy of the accommodation plan.

If you experience any access barriers in this course, such as with printed content, graphics, online materials, etc., reach out to me or Disability Services right away. For information related to these services or to schedule an appointment, please contact the Office of Disability Services using the information provided below.

Leslie K. Reid, Director (she/her/hers)  
Office of Disability Services  
reidl@sunypoly.edu  
(315) 792-7170

Utica Campus  
Peter J. Cayan Library, L145

