MEMORANDUM

DATE: September 20, 2012

TO: Dr. Marshall Jones, Undergraduate Curriculum Committee

FROM: Dr. Edward Kalajian, Associate Dean, College of Engineering

RE: New Courses for Curriculum

The College of Engineering Council has approved the following courses and requests approval of the Undergraduate Curriculum Committee.

- EGN 1100 Machine Shop Certification I
- EGN 2100 Machine Shop Certification II

Both courses are being established to track and officially document the students that have been trained in the machine shop and are current with their certification. Prior to now, there have been no official university records dealing with this matter, which is an insurance and liability issue. EGN 1100 is the certification course, and must be taken first. EGN 2100 is renewal of the certification and involves reviewing safety and shop rules. This course must be taken each year after EGN 1100 to keep the certification current.
Florida Institute of Technology

ADDITION A NEW COURSE TO THE CURRICULUM

This course is available for student registration only after the approval process has been completed.

SUBJECT E N G (e.g., CSE) COURSE NO.* 1 1 0 0 CREDIT HOURS 0 TERM TO BE ADDED TO THE FILE Spring 2013 (e.g., Fall 2010)

*Justify level if 1000-level and no co- or prerequisites. Zero credit course.

CLASS HOURS 9 LECTURE HOURS 1 LAB HOURS 8 CONTACT HOURS (CEU ONLY) _______

DEPARTMENT College of Engineering ______________________ SCHEDULE TYPE: Lab (B) (e.g., Computer Sciences) (e.g., Lecture, Lab or Special Topics/Project)

☐ COLLEGE OF AERONAUTICS - 23 ☐ COLLEGE OF PSYCHOLOGY AND LIBERAL ARTS - 25
☐ NATHAN M. BISK COLLEGE OF BUSINESS - 24 ☐ COLLEGE OF SCIENCE - 26
☒ COLLEGE OF ENGINEERING - 1 ☐ EXTENDED STUDIES DIVISION / NATHAN M. BISK COLLEGE OF BUSINESS - 90

COMPUTER TITLE Restricted to 25 characters, including spaces Machine Shop Cert 1 Dual Prefix, B-Level, Full-Load? ☐ Yes ☒ No

CATALOG TITLE Restricted to 350 characters, including spaces Machine Shop Certification 1

CATALOG DESCRIPTION OF COURSE Restricted to 350 characters, including spaces

Introduces machine shop safety, using personal protective equipment, and reading and understanding material safety data sheets. Reviews machine shop rules. Provides training for use of machine shop equipment and machine parts needed to complete a simple project.

This description has been approved by the catalog office. Catalog Director 9/11/12

In addition, please attach a course syllabus and/or more detailed description.

RESTRICTIONS ☐ Prerequisite __________ Course Number ☐ Corequisite __________ Course Number ☐ and ☐ or ☐ A, B, C, D, F ☐ A, B, C, D, F, CEU/Audit

☐ Prerequisite __________ Course Number ☐ Corequisite __________ Course Number ☐ and ☐ or ☐ CEU ☐ S, U

☒ Prerequisite __________ Course Number ☐ Corequisite __________ Course Number ☐ and ☐ or ☒ P, F ☐ Other

ADDITIONAL RESTRICTION (e.g., Major, Class Level, Department Head Approval)

If this course replaces a course currently offered in BANNER, please indicate old course information and the date/term the course may be removed from the system.

SUBJECT Alpha Prefix (e.g., CSE) __________ COURSE NO. (e.g., 1301) __________ TERM TO INACTIVATE __________

APPROVALS: Upon completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee for approval below and forward to Catalog Director.

Original __________________ Date 9/12/12

Chair, Graduate Council Date 9/20/12

Dean or Associate Dean Date 9/20/12

Chair, Undergraduate Curriculum Committee Date

CATALOG DIRECTOR

These changes/additions have been made for the University Catalog and entered into the BANNER term named above.

Catalog Director __________ Date __________

REGISTRAR'S USE ONLY

SCACODE __________ SCADTL __________ SCAPREQ __________ SCABASE __________

SCabies __________ Operator Init. __________ Date __________
EGN 1100 Machine Shop Certification I

All Semesters; Machine Shop, Bldg 538 Time TBD; 9 hours (3 week class offered 5 times each semester); 0 credits, pass/fail
Professor: Dr. Ronnal P. Reichard
Office: F.W. Olin Engineering Bldg, Rm 356B
Phone: 321-674-7349
Email: reichardr@fit.edu
Office Hours: M-F 11:00 to 12:00 and open door policy outside posted hours
Class: Machine Shop, Bldg. 538
Phone: 321-674-7228
Prerequisites: currently registered student (except ESL students)

Required Textbook: none
Reference: shop safety, personal protective equipment, and MSDS DVDs.

Course Description: Machine Shop Certification. Introduces the student to machine shop safety, the use of personal protective equipment, how to read and understand material safety data sheets, and reviews the shop rules. The student is then trained to use the various pieces of equipment in the shop, and machines parts for a simple project.

Grading: pass/fail

Topics: 50 minute sessions
Introductory Lecture 1
Shop Sessions 8
Total: 9 hours

Learning Outcomes:
On completion of this unit, you should be able to:
- Explain the basics of shop safety
- Explain the use of personal protective equipment
- Discuss the information presented in an MSDS
- Demonstrate an understanding of the shop rules
- Set up and operate all major pieces of equipment in the shop

Prior Knowledge and Skills:
None required

ANGEL
Shop safety, personal protective equipment, and MSDS DVDs and shop rules are posted on ANGEL.
Florida Institute of Technology

ADDING A NEW COURSE TO THE CURRICULUM

This course is available for student registration only after the approval process has been completed.

SUBJECT EGN
COURSE NO.* 2100
(eg, CSE) (eg, 1301)

*Justify level if 1000 level and no co- or prerequisites.

CREDIT HOURS 0
TERM TO BE ADDED TO THE FILE
Spring 2013
(eg, Fall 2010)

CLASS HOURS 1
LECTURE HOURS 1
LAB HOURS 0
CONTACT HOURS (CEU ONLY)

DEPARTMENT College of Engineering
(e.g., Computer Sciences)

SCHEDULE TYPE Lab (B)
(e.g., Lecture, Lab or Special Topics/Project)

☐ COLLEGE OF AERONAUTICS – 23
☐ COLLEGE OF PSYCHOLOGY AND LIBERAL ARTS – 25
☐ NATHAN M. BISK COLLEGE OF BUSINESS – 24
☐ COLLEGE OF SCIENCE – 26
☒ COLLEGE OF ENGINEERING – 1
☐ EXTENDED STUDIES DIVISION / NATHAN M. BISK COLLEGE OF BUSINESS – 90

COMPUTER TITLE Restricted to 25 characters, including spaces
Machine Shop Cert 2
Dual-Prefix, Bi-Level, Full-Load? ☐ Yes ☒ No

CATALOG TITLE Machine Shop Certification 2

CATALOG DESCRIPTION OF COURSE Restricted to 350 characters, including spaces
Reviews machine shop safety, using personal protective equipment, and reading and understanding material safety data sheets. Also reviews machine shop rules.

This description has been approved by the catalog office

Emjoy 9/11/12
Catalog Director

In addition, please attach a course syllabus and/or more detailed description.

RESTRICTIONS ☒ Prerequisite: EGN 1100
☐ Corequisite: 
Course Number
☐ and ☐ or

GRADUES TO BE ISSUED
☐ A, B, C, D, F
☐ A, B, C, D, F, CEU/Audit
☐ CEU
☐ S, U
☒ P, F
☐ Other

ADDITIONAL RESTRICTION
(e.g., Major, Class Level, Department Head Approval)

If this course replaces a course currently offered in BANNER, please indicate old course information and the date/term the course may be removed from the system.

SUBJECT Alpha Prefix (e.g., CSE) 
COURSE NO. (eg, 1301)
TERM TO INACTIVATE

APPROVALS: Upon completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee for approval below and forward to Catalog Director.

 Originator
Date 10-6-2012

Chair, Graduate Council
Date

Department Head/Program Chair
Date 9-20-12

Chair, Undergraduate Curriculum Committee
Date

Dean or Associate Dean
Date 9-20-12

CATALOG DIRECTOR

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Catalog Director
Date

REGISTRAR’S USE ONLY

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SCABRES Operator Init. Date

Florida Institute of Technology • Office of the Registrar
150 West University Boulevard, Melbourne, FL 32901-6975 • (321) 674-8114 • Fax (321) 674-7827
RGR 150-412
EGN 2100  Machine Shop Certification II

All Semesters; Machine Shop, Bldg 538 Time TBD; 1 hour (offered weekly each semester);
0 credits, pass/fail
Office Hours: M-F 08:00 to 17:00
Professor: Dr. Ronnal P. Reichard
Office: F.W. Olin Engineering Bldg, Rm 356B
Phone: 321-674-7349
Email: reichardr@fit.edu
Office Hours: M-F 11:00 to 12:00 and open door policy outside posted hours
Class: Machine Shop, Bldg. 538
Phone: 321-674-7228
Prerequisites: currently registered student (except ESL students) and EGN1100 Machine Shop
Certification I

Required Textbook: none
Reference: shop safety, personal protective equipment, and MSDS DVDs.

Course Description: Machine Shop Certification. Reviews machine shop safety, the use of
personal protective equipment, how to read and understand material safety data sheets, and
the shop rules.

Grading: pass/fail

Topics:
Review Lecture

50 minute sessions
1
Total: 1 hours

Learning Outcomes:
On completion of this unit, you should be able to:
Explain the basics of shop safety
Explain the use of personal protective equipment
Discuss the information presented in an MSDS
Demonstrate an understanding of the shop rules

Prior Knowledge and Skills:
Set up and operate all major pieces of equipment in the shop

ANGEL
Shop safety, personal protective equipment, and MSDS DVDs and shop rules are posted on ANGEL