

# Miami University

## Department of Engineering Technology

### Course Coordinator Role

*Updated: September 24, 2007*

The purpose of this document is to maintain an updated list of course coordinator assignments and record the expectations for this role. The ENT department has course coordinators to help maintain consistency in course content, laboratories, and related classroom activities from one section to the next and from one teacher to the next. To achieve this consistency, we have agreed that the course coordinator will:

- share with all faculty currently teaching the course a copy of the current syllabus.
- share with all faculty currently teaching the course sample tests, quizzes, handouts, laboratory assignments, etc.;
- make certain that all faculty currently teaching the course have a current text book, updated software, and other required materials;
- work with all faculty currently teaching the course to help them get oriented to the lab equipment, procedures, and other necessary logistics;
- make certain that all lab supplies are in place and accessible by the faculty teaching the course;
- make certain that all required software is loaded and working;
- periodically touch bases with all faculty currently teaching the course to make sure the course is going as expected;
- discuss with all faculty currently teaching the course ideas for improvement and modifications;
- initiate and coordinate course assessment processes.

To facilitate this coordination role, and to avoid unnecessary confusion listed below are the de facto software coordinator roles for the department. This software coordination role is in conjunction with the role of course coordinator.

<u>Software System</u>	<u>Faculty Coordinator</u>	<u>Lab/Room#</u>	<u>License (# of copies)</u>
AutoCAD	G. Drigel	103PHE,106THH	40 (20/campus)
Solid Edge	G. Drigel	103PHE/106THH	Site
Working Model	R. Earley	103PHE,106THH	30
ANSYS	V. Ranatunga	106THH	30
MASM	D. Hergert		
LabView	D. Hergert	103PHE,106THH	Site
Wonderware	D. Hergert	100PHE/10THH	Site
MATLAB	M. Narayanan	100PHE/10THH	Site
Electronic Workbench	R. Seifried	Network both campuses	40 (20/campus)
TINA	R. Seifried	Network both campuses	40 (20/campus)
BobCAD-CAM	R. Speckert	103PHE/106THH	1 Copy/Site
PC-APT	R. Speckert	532AMOS,205ETHH	2
Link-UP/BCX	R. Speckert	Network both campuses	Site
Materials Selector	G. Drigel	103PHE/106THH	1 (on hold)
Neuralware	D. Hergert	103PHE	Site
Microsoft Project	G. Drigel	103PHE/106THH	Site

In this software coordination role, faculty are responsible for working with the computer centers to make sure current and complete versions of the software are loaded and working. To facilitate this role, each year the campus' computer centers distribute an e-mail or form asking faculty what software they want loaded for the next year. If this form is completed accurately, the software will be loaded and ready as required.

Campus-wide software such as Microsoft Office products, Visual C++, etc., will be maintained by the computer centers.

**MIAMI UNIVERSITY**  
**SCHOOL OF ENGINEERING and APPLIED SCIENCE**  
**DEPARTMENT OF ENGINEERING TECHNOLOGY**

Course Number	Course Title	Credit Hours	Course Coordinator*
100	Engineering Technology Advising	0	RSp
135	Computer-Aided Drafting	3	GD
137	Introduction to Engineering Technology	1	RSp
151	Engineering Materials	3	GD
152	Computer-Aided Manufacturing	3	RSp
177-477	Independent Studies	3	RSp
191	Introduction to Electrical Engineering Technology (in active)	3	RSp
192	Circuit Analysis I	3	RSe
193	Circuit Analysis II	3	RSe
196	Electronics	3	RSe
202	Special Problems	3	RSp
220	Professional Practice	3	RSp
221	Professional Development	2	RSp
235	Computer-Aided Design	3	RE
252	Computer-Aided Manufacturing II	3	RSp
262	Advanced Engineering Materials (inactive)	3	GD
271	Mechanics I: Statics	3	RE
272	Mechanics II: Strength of Materials	3	RE
278	Mechanics III: Analysis of Machine Components	3	VR
291	Industrial Electronics	3	RSe
292	Electric Machines (inactive)	3	RSe
293	Digital Switching	3	RSe
294	Local Area Networks	3	DH/RSp
295	Microprocessor Technology I	3	RSe
296	Programmable Controllers	3	RSe
297	Microprocessor Technology II	3	DH/RSe
298	Data Communications	3	DH/RSp
301	Dynamics	3	MN
310	Fluid Mechanics	3	RE
311	Process Control Interface Design	3	RE/DH
312	Thermodynamics and Heat Power	3	RE
314	Mechanisms for Machine Design	3	RE
316	Project Management	3	GD
333	Computational Methods for Engineering Technology	4	MN
355	Introduction to Finite Element Analysis	3	VR
401	Computerized Instrumentation & Feedback Control	3	DH
404	Experimentation Techniques for Engineering Technology	3	GD
407	Modern Manufacturing Systems	3	VR/DH
412	Industrial Applications of Neutral Networks & Fuzzy Log	3	DH
415	Heat Transfer	3	RE
416	Topics in Engineering Vibrations	3	VR
418	Electro-Mechanical Control Systems	3	DH
497/498	Senior Design	4	DH

GD—Gary Drigel; RE—Ron Earley; MN—Mysore Narayanan; DH—Dave Hergert; VR—Vipul Ranatunga; RSe—Roger Seifried; RSp—Rob Speckert

**\* Course Coordinator should work with part-time faculty to make sure they use correct textbooks, course syllabi, laboratories, and other course materials and resources.**

Revised: September 24, 2007