



**Course Syllabus: Senior Design I**  
 College of Science, Mathematics & Engineering  
 MENG 4143 Section 101  
 Fall 2026

Faculty Mentors: Salim Azzouz, Sheldon Wang, Yu Guo, Mahmoud Elsharafi, and Pranaya Pokharel.

Faculty mentors' offices No: MY 219G, MY 138, MY 219A, MY 219F, and MY 219C.

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Office Hours: See schedules displayed on D2L, other days and times by appointment.

Lecture Schedule & Location: Lecture W 1:00 - 1:50 PM, MY 136, Dr. Salim Azzouz.

Lab Sections Table Features: Sessions, faculty mentors, lab locations, and times for scheduled labs:

| Session | Faculty   | Room   | Time             | Session | Faculty      | Room   | Time             |
|---------|-----------|--------|------------------|---------|--------------|--------|------------------|
| 11A     | S. Azzouz | MY 136 | W 2:00 - 5:50 PM | 11F     | M. Elsharafi | MY 123 | W 2:00 - 5:50 PM |
| 11B     | S. Wang   | MY 131 | W 2:00 - 5:50 PM | 11G     | P. Pokharel  | MY 121 | W 2:00 - 5:50 PM |
| 11D     | Y. Guo    | MY 140 | W 2:00 - 5:50 PM |         |              |        |                  |

**Catalog Description**

Coursework emphasizes creative and critical thinking, planning, design, execution, and statistical evaluation of experiments, teamwork, and project management. This course integrates knowledge gained from most of the required courses in a major design project. Students will design, build, and formally present their completed projects to a panel of professional reviewers. Students will ideally work on projects from local industry. If not available, the students or faculty mentor may propose projects.

**Course Prerequisites**

Completion of all required MENG 3000 level courses or permission of faculty mentor.

**Other Prerequisites**

Basic computer skills, MATLAB, SolidWorks, SolidWorks Simulation, LabVIEW, Automation Studio, MS Word, MS Excel, hand calculator.

**Optional Textbooks**

Shigley's Mechanical Engineering Design. *Nisbett 99e: Loose-Leaf for Fall 24.*, McGraw Hill Education.  
 Engineering Design, By George E. Dieter, 6<sup>th</sup> edition, McGraw Hill Education.

**Topics Covered**

| Topics                         | Topics                  |
|--------------------------------|-------------------------|
| Teamwork                       | Machining Processes     |
| Brainstorming and Creativity   | Manufacturing Processes |
| Engineering Design & Standards | Project Management      |

### **Course Learning Objectives and Relationship to Program Educational Outcomes**

| <b>Outcome-Related Course Learning</b>                                          | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> |
|---------------------------------------------------------------------------------|----------|----------|----------|----------|----------|----------|----------|
| Demonstrate the ability to work effectively as a member of a team               |          |          | X        | X        | X        |          |          |
| Explain the four fundamental brainstorming principles                           | X        | X        |          |          | X        |          |          |
| Explain the five mental steps leading to creative processes                     | X        | X        |          | X        |          |          |          |
| Lay down the seven basic steps of the engineering design process                | X        | X        | X        | X        |          | X        | X        |
| Explain and demonstrate the machining operation performed on a lathe machine    |          | X        |          |          |          | X        |          |
| Explain and demonstrate the machining operations performed on a milling machine |          | X        |          |          |          | X        |          |
| Explain the investment casting process                                          |          | X        | X        | X        |          | X        |          |
| Lay down the detailed procedure to design a shaft                               | X        | X        |          |          |          |          |          |
| Understand and use the five processes involved in a project management          |          |          | X        | X        |          |          |          |
| Apply engineering and safety standards                                          |          | X        | X        | X        |          | X        |          |
| Write formal and informal engineering reports                                   | X        | X        | X        | X        | X        | X        | X        |

**1: an ability to identify, formulate, and solve complex engineering problems by applying the principles of engineering, science, and mathematics**

**2: an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety and welfare, as well as global, cultural, social, environmental, and economic factors**

**3: an ability to communicate effectively with a range of audiences**

**4: an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgements, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts**

**5: an ability function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives**

**6: an ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgement to draw conclusions**

**7: an ability to acquire and apply new knowledge as needed, using appropriate learning strategies**

#### **Contribution of Course to Professional Component**

This course contributes to the engineering science component of the mechanical engineering program.

## **Course Organization**

### **General Information**

This course provides students with the opportunity to work in an environment that closely simulates a real workplace. Students will collaborate in groups of two or three, bringing together diverse backgrounds, skills, and competencies. Each senior design group is required to elect a team leader, a treasurer, and a report coordinator. Projects are proposed by faculty or industry partners and assigned to students during the first week of the fall semester. Each faculty member will provide a project description outlining the main goals to be achieved. Over the course of the two Senior Design I and II classes, each group will complete a series of project phases, including brainstorming, product design, fabrication, and testing and measurements phase.

### **Brainstorming Phase**

Within the first few weeks of the fall semester, by a date specified by the faculty mentor (typically toward the end of September), each group must submit a proposal report on its assigned senior design project and deliver an internal oral presentation. The report and presentation should summarize the outcomes of the group's brainstorming sessions during this period and clearly present the adopted project design concepts.

### **Preliminary Design Calculations and Drawings for Parts and Assemblies**

Building on the design concept developed in the previous phase, each group is required to prepare a defined set of preliminary design calculations and drawings for the project's parts and assemblies. By a date specified by the faculty mentor (typically mid-October), each group must submit a draft of these calculations and drawings and deliver an oral presentation to the faculty mentor.

### **Final Draft Proposal Report with Budget, Quotes, and Timeline**

Toward the end of the semester, each group must submit a comprehensive draft proposal report that includes the choice and justification of the final design, reporting of multiple constraints and applicable engineering standards, supporting calculations, drawings of parts and assemblies, budget, list of ordered and pending parts with quotes, project timeline, references, and appendices. The faculty mentor will review the draft, provide final recommendations, and return it to the students for revision. Groups are required to revise their report in accordance with the faculty mentor's feedback. A general template for the proposal report will be made available on D2L and must be followed as the official report guideline.

## **Guidelines For the Students**

### **Faculty Mentor and Student Conduct**

The faculty mentor supervising the students and project progress is responsible for guidance, advice, and evaluation of student contributions. The mentor is not responsible for completing the students' work. Students are expected to behave professionally and ethically throughout the project. Once class begins, the use of cellphones, laptops, or any other electronic devices is strictly prohibited unless authorized by the faculty mentor. Misbehavior such as the use of foul language among team members, unethical or derogatory remarks about a team member, faculty, or staff, private or disruptive conversations during class, working on unrelated tasks, playing or watching games or movies, eating, drinking, sleeping, or leaving the classroom without permission will result in significant penalties to the attitude grade. Additional penalties apply if a student intentionally delays project progress, fails to submit weekly reports and logbooks, disrespects teammates by dismissing their ideas, refuses to communicate, or does not attend group meetings. Repeated violations may result in removal from the course and labs for the remainder of the semester. Absenteeism or habitual tardiness to lectures, labs, and meetings with the

group or faculty mentor may result in the loss of the entire attitude, attendance, contribution, and professional behavior grade, 20%.

#### **Project Deliverables**

Students are advised that deliverables announced at the beginning of the semester may be modified by the faculty mentor depending on project progress or unforeseen difficulties.

#### **Presentations**

All students are required to participate in every senior design presentation (internal, external, partial, and final).

#### **Design Changes**

Any changes to the project design or drawings discussed with faculty, industry engineers or technicians, the department machinist, or lab technicians must be reported immediately to the faculty mentor in charge, who will decide whether to approve the changes or not.

#### **Final Drawings and Manufacturing**

Every final drawing and manufacturing process for a machine part must be signed and approved by the faculty mentor.

#### **Purchases**

All part purchases must be approved and signed by the department chair, the faculty mentor, the machinist, and the purchaser. Purchase requests must include all required signatures as well as the current budget balance. All purchases must remain within the approved budget, \$2,000/group.

#### **Student Performances Assessment**

##### **Lecture and Labs, Written Exam**

This course consists of one mandatory one-hour lecture and four mandatory laboratory design, manufacturing sessions per week. The lecture primarily consists of faculty mentor presentations, with occasional general discussions on project progression, weekly assignments, encountered challenges, and project needs. Laboratory sessions are dedicated to group project work, carried out independently and under the supervision of the faculty mentor, with assistance as needed from the machinist technician or external company engineers/technicians. During some lab sessions, the machinist will demonstrate key machining operations. Students are required to attend the full lab session every Wednesday from 2:00 p.m. to 5:50 p.m. and wait for their scheduled meeting with their faculty mentor. Students are reminded that the allotted lab time is not sufficient to complete all required weekly tasks; they must manage their schedules and arrange additional meetings to ensure timely completion of work.

The final written exam will be administered in person and will cover material studied in lectures as well as videos shown in class. The use of cell phones or other electronic devices such as laptops and AI glasses is strictly prohibited, except for a basic calculator. Only a one-page study formula sheet will be permitted. Each student must take the exam at the scheduled date and time; no make-up exam will be provided. The written exam counts for 15% of the total course grade.

#### **Weekly Progress Reports and Logbook**

##### **Requirements**

Each student must submit a weekly progress report along with a personal logbook (template available on D2L). The logbook must document all project-related activities and information received during the week. The weekly progress report should be based on the logbook and must be uploaded as one unique PDF file along with the logbook to both the designated D2L Dropbox set up by the group's faculty mentor, and the Dropbox set up by Dr. Azzouz. The weekly reports must be neatly written, organized, and clearly labeled

according to the posted template. Each report should include: Technical specification sheets, hand-drawn sketches, SolidWorks drawings (Pack & Go files must be saved on a memory key and submitted to Dr. Azzouz by the end of the Fall 2026 semester), simulation results and graphics, schematic experimental setups, computer-designed circuits (e.g., PLCs, pneumatics, electronics), programming algorithms (MATLAB or other languages), experimental procedures and results, theoretical hand calculations, draft technical papers or reports, 2D/3D component drawings, and a copy of the latest weekly logbook. All critical documents (drawings, simulations, reports, etc.) must be organized in folders and saved on the memory key for final submission at the end of the semester.

### Submission

Progress reports and logbooks are due at the beginning of each laboratory session. Late submissions will be accepted until the end of the semester but graded at a maximum of 50% of the total grade. Submitting identical material across two consecutive weeks will result in a zero grade (0%) for the second submission. It is strictly forbidden for students within the same group to submit identical reports or logbooks. Each group member is required to submit a unique, personal weekly progress report. Computers are available on campus in various areas of the buildings as well as the Academic Success Center. Your computer being down is not an excuse for missing an assignment or a weekly report deadline!! There are many places to access your class assignments! Contact your instructor immediately upon having computer trouble if you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into D2L.

### Grading

Weekly progress reports and logbooks are graded jointly by the faculty mentor (weekly progress report) and Dr. Azzouz (logbook). They account for 15% of the total course grade. The grading rubric is as follows:

**Excellent (100%):** Complete report and logbook with detailed documentation, sketches, SolidWorks drawings, simulation data, schematics, technical sheets, experimental procedures/results, and correct theoretical calculations. Demonstrates strong effort, clear explanations, and creativity in problem-solving.

**Good (90%):** Strong report and logbook with most required elements. Shows good effort, clear explanations, and sound problem-solving. May contain minor errors or omissions.

**Satisfactory (80%):** Report and logbook include some required elements but are missing key items. Demonstrates limited effort with occasional attempts at explanation and problem-solving. Contains noticeable errors and/or missing critical items.

**Needs Improvement (70%):** Weak report and logbook missing many elements. Minimal effort in documentation, explanation, or problem-solving. Contains numerous mistakes and omissions.

**Poor (60%):** Incomplete report and logbook missing most required elements. Little or no effort shown; major errors and omissions are present.

**Failing (0%):** No submission, or submission is plagiarized, identical to another student's work, or entirely irrelevant to the project.

### Peer Evaluation

The main course faculty mentor will conduct two peer evaluations during the semester: one at mid-semester and one at the end of the semester. Each group member will be required to honestly evaluate their peers based on performance, contribution, and commitment to group tasks and project goals. It is **MANDATORY** for students to provide a list of both **PROS AND CONS** for each group member as part of the evaluation, a penalty on the grade will be applied if this information is not provided. Peer evaluations will account for 10% of the total course grade and must be uploaded to the designated D2L Dropbox when requested by the faculty mentor. Failure to submit the peer evaluation on time will result in a grade of 0% for this component.

### **Attitude & Absenteeism & Project Contribution & Sharing Knowledge with Teammates and Faculty Mentor & Attending Group Meetings & Ethical Behavior**

This course component will be continuously assessed by the main senior design instructor and the group's faculty mentor for each student throughout the fall semester. The final grade will be based primarily on peer evaluations, class behavior, attendance and punctuality, number of absences, time spent achieving weekly and project goals, use of appropriate or inappropriate language, willingness to collaborate and share knowledge with team members, evaluations of lab work by the faculty mentor and machinist technician, adherence to ethical standards, and other relevant criteria (as listed above under student guidelines) deemed appropriate by the main instructor and faculty mentor. This component accounts for 20% of the total course grade.

### **Public Presentations & Paper Publication & Poster**

Students are expressly informed that each one of them is explicitly required to participate in the three following university activities over the course of the two senior design semesters: the University Undergraduate Research and Creative Activity Forum (fall 2026 and spring 2027) and the North Texas Area Students Conference (NTASC, spring 2027). Additional activities and contributions may also be required at the discretion of the group faculty mentor, including: the participation in the Council on Undergraduate Research Conference ([CUR](#), spring 2027), the [IdeaMSU](#) contest (spring 2027), writing journal or conference papers, preparing posters, and similar tasks. Students are expected to begin preparing for these activities during the fall semester (e.g., drafting posters, oral presentations, or journal/conference papers drafts). Participation in these activities will account for 10% of the student's final grade.

### **Final Oral Exam**

The group is required to deliver a ten-minute collective oral presentation before a panel consisting of the department faculty overseeing the senior design course and labs and invited guests. Following the presentation, the group members will have ten minutes to answer a series of questions prepared by the panel regarding the project's materials and outcomes. The total duration of the presentation and Q&A session is strictly limited to twenty minutes. The oral presentation and exam are scheduled for Wednesday, December 2, 2026, at 1:00 PM in MY 136. It is MANDATORY that all final presentations be prepared in Microsoft PowerPoint and saved to a memory key provided by the department lab technician, Mr. Jay Barnett.

### **Final Project Proposal Report**

Toward the end of the semester, on Wednesday, November 24, 2026, each group must submit a final major draft proposal report containing the following mandatory components:

- Detailed introduction and motivation for the project
- Complete description of SolidWorks 2-D and 3-D drawings for parts and assemblies
- Theoretical calculations and/or computer-based simulations of a machine or physical process
- Schematic drawing of the measurement setup and experimental testing procedure
- Preliminary results, graphs, and analysis
- Current budget with attached quotes and purchase records
- Gantt chart timeline
- References for consulted technical papers, books, engineering & safety standards, and websites
- Acknowledgements of internal or external advisors and all helpers during the fall semester
- Appendices for all drawings, extended results, technical specification sheets, use of specific engineering and safety standards, quotes and purchase requests, etc.

The faculty mentor will review the draft proposal report, provide written recommendations, and return it to the students. Students are required to revise the draft according to the mentor's recommendations. The final written proposal report, incorporating all the above requirements, must be submitted no later than Friday, December 4, 2026. It is MANDATORY that all final reports be prepared in Microsoft Word and saved to a memory key provided by the department lab technician, Mr. Jay Barnett.

While a working prototype of the design is due by the end of the academic year in May 2027, each group is required this fall semester to produce and present a computer-based animated design (2-D and 3-D drawings) and simulations addressing various aspects of the assigned project tasks (e.g., stress analysis, flow velocity field, hydraulic circuits animation, PLC, Arduino, Raspberry Pi programming, etc.). Note: Although multiple software tools may be used for simulations, the preferred ones are SolidWorks Simulation and ANSYS, as these are available on nearly every computer in the McCoy School of Engineering. Additionally, the final proposal report must meet all requirements specified in the individualized contract sheet distributed by the faculty mentor at the beginning of the semester. The proposal report counts for 15% of the total final grade.

### Course Grades

Students are informed that each one of them will be graded individually. There is strictly no collective grade for any of the items listed in the table below. Course grades are based on the following items and their assigned weights, summarized in the grading table below:

| Graded Items                                                                                                                                      | Percentage Assigned to Items |
|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Senior Design Written Exam                                                                                                                        | 15                           |
| Weekly Progress Report & Logbook                                                                                                                  | 15                           |
| Peer Evaluation                                                                                                                                   | 10                           |
| Attitude & Absenteeism & Project Contribution & Sharing Knowledge with Teammates and Faculty Mentor & Attending Group Meetings & Ethical Behavior | 20                           |
| Public Presentations & Paper Publication & Poster                                                                                                 | 10                           |
| Final Proposal Presentation & Oral Exam                                                                                                           | 15                           |
| Final Proposal Report                                                                                                                             | 15                           |
| <b>Total maximum Grade</b>                                                                                                                        | <b>100</b>                   |

The below grade range scale will be used to assign the final course grade:

| Grade | Percentage   |
|-------|--------------|
| A     | 90 to 100    |
| B     | 80 to 89     |
| C     | 70 to 79     |
| D     | 60 to 69     |
| F     | Less than 60 |

### Use of Industrial Standards

Mechanical engineering senior design projects requires careful integration of industrial standards to guarantee components safety, physical compatibility of mating parts, and proper material behavior. Utilizing standard regulatory codes ensures that engineering designs translate accurately from drawings and simulation software to physical manufactured functional machines and processes. **ANSI/ISO** standards provide the fundamental standardization framework for dimensioning and technical drawing interpretations in the United States and around the world, keeping manufacturing plans and blueprints precise, readable, and purposely useful for the engineering profession. To prevent mechanical failures,

**SAE** thread and aerospace standards define exact dimensions for fasteners, while **ASTM** dictates critical material properties and stress testing parameters to handle expected loading and environmental working conditions. Finally, integrating workplace and equipment protocols derived from **CSP (Certified Safety Professional)** frameworks and federal safety agencies ensures that student-built prototypes mitigate operator risks and fully comply with legal safety standards, see the following summary table for useful standards for senior design projects.

| Category                   | American Standard                  | International Standard | Key Engineering Application                                                                                     |
|----------------------------|------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------|
| Fits & Clearances          | ANSI B4.1                          | ISO 286-1<br>ISO 286-2 | Defines limits, tolerances, and allowances for mating holes and shafts (e.g., clearance vs. interference fits). |
| Dimensioning & Tolerancing | ASME Y14.5                         | ISO 1101               | Standardizes Geometric Dimensioning and Tolerancing (GD&T) symbols, rules, and drawing practices.               |
| Surface Finish             | ASME B46.1                         | ISO 21920              | Controls surface texture, roughness parameters (Ra, Rz), and waviness limits for parts.                         |
| Screw Threads              | ASME B1.1 (Unified Inch)           | ISO 68-1 / ISO 965     | Establishes thread profiles, pitches, and thread class tolerances for fasteners.                                |
| Fastener Strength          | SAE J429<br>ASTM A324              | ISO 898-1              | Dictates mechanical properties and material strength grades (e.g., Grade 8 vs. Property Class 10.9).            |
| Material Verification      | ASTM E8 / E8M                      | ISO 6892-1             | Outlines standard testing methods for tension and destructive mechanical testing of metals.                     |
| Safety System Design       | ANSI / ASSE Z590.3 (CSP Framework) | ISO 12100              | Provides guidelines for risk assessments, hazard identification, and prevention-through-design.                 |
| Regulatory Safety          | OSHA 1910                          | Specific by country    | Mandates federal machine guarding, lock-out/tag-out, and physical workshop compliance.                          |

### **Machine Shop, Lab Rooms & Tools Availability**

Students are not allowed in the machine shop or laboratories without the presence of the machinist, the lab technician, a staff member, or the group's faculty mentor. The machine shop is closed to students during weekends and evenings. If tools are required during these times, please contact our lab technician to obtain them. Students are not allowed in the machine shop while wearing open-toe shoes.

### **Student/Faculty Contract**

A Student/Faculty Contract will be proposed by the group's faculty mentor and signed by all parties participating in the senior design laboratory. The contract covers the following items:

- Contracting parties
- Assigned faculty mentor
- Project goals and expected outcomes
- Team member responsibilities
- Meeting policies
- Deadline policies
- Ethical rules within the group
- Archiving and documentation procedures
- Decision-making procedures
- Dispute resolution procedures

Each group must upload its finalized contract to a designated D2L Dropbox.

### **General Education Statement**

Students in this course must demonstrate their competency in oral and written communication through written weekly lab reports assignments, exams, presentations, and final project reports. They must also demonstrate their ability to use the English language.

### **Course Etiquette & Expectations**

To maintain a productive, respectful, and engaging learning environment, all students are expected to follow these basic community standards:

#### **Device & Distraction Management**

Silence your phone, keep your phone in your bag. Do not text, scroll, or take calls during class. Use laptops for classwork labs only, open tabs related to the current lecture. Avoid social media, messaging, or unrelated browsing, as it distracts students sitting behind you. Minimize noise, avoid side conversations while the instructor or a classmate is speaking.

#### **Attendance & Participation**

Be punctual, arrive and sit down before class begins. Entering late disrupts the entire lecture room. Stay until the end, do not pack up your bags, zip your backpacks, or rustle papers before the instructor officially dismisses class. Engage respectfully, raise your hand to contribute. Keep your comments on-topic, professional, and respectful of diverse perspectives.

#### **Professional Communication**

Treat emails to the instructor as formal correspondence. Always include your Course/Section Number in the subject line, use a professional greeting (e.g., Dear Professor [Name]), and check your spelling.

### **Midterm Progress Report**

In order to help students, keep track of their progress toward course objectives, the main instructor and the faculty mentors for this class will provide a Midterm Progress Report through WebWorld for at-risk students. Midterm grades will not be reported on the students' transcript; nor will they be calculated in the cumulative GPA. They simply give students an idea of where they stand at the midpoint of the semester. Students earning below a C at the midway point should have a meeting with the professor and seek out tutoring. Please visit: <https://msutexas.edu/academics/tasp/>.

### **Recording Classes**

Recording classes is generally prohibited without the professor's explicit permission. Such recordings, when permitted, are for personal use only and may not be uploaded to the internet or otherwise shared, transmitted, or published without the professor's prior consent. Some faculty may not permit recordings of their classes. When it is feasible and appropriate, students may record classes to accommodate disabilities under the Americans with Disabilities Act, with prior approval of Disability Support Services. Such recordings may not be uploaded to the internet or otherwise shared, transmitted, or published.

### **Undergraduate General Research Information**

#### **EURECA**

Enhancing Undergraduate Research Endeavors and Creative Activities (EURECA) is a program that provides opportunities for undergraduates to engage in high-quality research and creative activities with faculty. EURECA provides incentives and funding through a system that supports faculty and students in a

cooperative research process. For more information contact the Office of Undergraduate Research, (940) 397-6275 or by sending a message to [eureca@msutexas.edu](mailto:eureca@msutexas.edu) or better yet, stop by the Undergraduate Research office located in the atrium of the Clark Student Center, room 161. Information and resources are available at [www.msutexas.edu/eureca](http://www.msutexas.edu/eureca).

### **UGROW**

Like EURECA, the Undergraduate Research Opportunities and Summer Workshop, UGROW provides opportunities for students to conduct research with faculty. However, the research occurs in the summer. For five weeks, UGROW students experience the authenticity of scientific research in faculty's laboratories, in a highly interdisciplinary environment. Students work on projects of their choice and present their findings at the end of program and the MSU Undergraduate Research Forum. Faculty members publicize research projects in the spring. The application deadline for UGROW 2027 has not been established yet; however, it will be announced in the upcoming spring semester. Information and resources are available at [www.msutexas.edu/ugrow](http://www.msutexas.edu/ugrow).

### **Council on Undergraduate Research (Cur)**

To support undergraduate research and creative activities, Midwestern State University holds an enhanced institutional membership with the Council on Undergraduate Research ([CUR](http://www.cur.org)). This institutional membership includes unlimited memberships for any interested faculty, staff, and students. Students may find information on benefits and resources at:

<https://www.cur.org/engage/undergraduate/>.

The CUR Undergraduate Resources Webpage contains:

- Research Opportunities
- Presentation Opportunities
- Undergraduate Research Journals
- CUR-Sponsored Student Events
- and more!

### **Moffett Library**

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

### **Refund and Repayment Policy**

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. Two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

### **Change of Schedule**

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100 % refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

### **Grade Appeal Process**

Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#).

### **Academic Integrity Policy and Ethics**

Scholastic dishonesty will not be tolerated and will be prosecuted to the fullest extent. You are expected to have read and understood the current issue of the [student handbook](#), regarding student responsibilities & rights, and the intellectual property policy information about procedures and what constitutes acceptable on-campus behavior. Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Any form of plagiarism will not be accepted, and will be heavily reprimanded. Additional guidelines on procedures in these matters may be found in the Office of [Student Rights and Responsibilities](#) and the [MCOSME student resources website](#).

### **Course AI Policy & Academic Integrity**

Since writing, analytical, and critical thinking skills are core learning outcomes of this course, you must prepare all assignments solely by yourself. Developing strong competencies in these areas will prepare you for a competitive workplace.

#### **Prohibited AI Uses**

Fully AI-generated content is strictly prohibited and will be treated as plagiarism. If this happens, you will receive a grade of zero. Prohibited content includes, but is not limited to:

Written Text: Complete draft reports, presentations, analysis paragraphs, and process or machine descriptions.

Technical Work: Theoretical calculations, step-by-step procedures, data sets, and graphic results.

#### **Allowed AI Uses**

You may use AI tools solely for basic editing, language polishing, and sourcing assistance. Allowed tools include:

Grammar & Spell Checkers: Tools like Grammarly or Microsoft Editor for fixing punctuation, typos, and basic syntax.

Translation Assistants: Services like DeepL or Google Translate to help clarify your own original phrasing.

Citation Software: Tools like Zotero or EndNote to format references and bibliographies.

### **Services For Students with Disabilities**

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to Disability Support Services. Students registered with Disability Support Services should have a letter verifying their disability and the appropriate accommodations.

### **Conflict Resolution**

If a misunderstanding or a conflict arises between the student and the faculty mentor. Please follow this conflict resolution procedure:

The student should contact the faculty mentor face to face or via e-mail if there is an issue with the course or the faculty mentor. The faculty and the student will discuss this face to face or via email. Hopefully a resolution is reached on the issue.

The student should notify the faculty via email again if the issue still did not get resolved after the first encounter or communication.

The student can then contact the Chair of the McCoy School of Engineering, Dr. Raj Desai, face to face or via email, ([raj.desai@msutexas.edu](mailto:raj.desai@msutexas.edu)), and discuss this issue. Dr. Desai will discuss the issue at hand with the faculty member. Dr. Desai will discuss the result of this discussion with the student. Hopefully a resolution is reached on the issue after this.

The student should notify the Chair via email if the issue still did not get resolved.

The Chair will contact the Dean and try to resolve the conflict. In case the conflict deals with the student grade, the Dean will forward the case to the Grade Appeals Committee if necessary.

#### **Emergency Aid Resources for Basic Needs**

Unexpected life circumstances can affect anyone. If you are experiencing challenges meeting basic needs, such as housing, utilities, food, transportation, healthcare, technology, textbooks or other life necessities, resources may be available to help. Visit the [Student Emergency Support and Resources](#) webpage to learn more, and explore emergency support opportunities through MSU and how to access them. For additional information, please contact the [Office of Student Affairs](#): Clark Student Center #108, (940) 397-7500, [student.affairs@mstutexas.edu](mailto:student.affairs@mstutexas.edu).

#### **Smoking/Tobacco Policy**

Midwestern State University seeks to provide a safe, healthy, pleasant environment for its faculty, staff, and students. To this end, the use of tobacco products, including smoke and smokeless tobacco, and the advertising, sale, free distribution, and discarding of tobacco products shall be prohibited in all indoor and outdoor facilities and in all university vehicles. The policy extends to faculty, staff, students, vendors, guests, and visitors.

#### **Alcohol and Drug Policy**

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on university property or at university sponsored activities.

#### **Campus Carry Statement**

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry,

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college

campuses. For more information, visit please the University's webpage at <http://msutexas.edu/campus-carry/rules-policies>.

#### **Active Shooter**

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit:

[MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled " [Run . Hide. Fight.](#) " which may be electronically accessed via the University police department's webpage.

#### **Disclaimer Statement**

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

*Prepared by: Dr. Salim Azzouz, Dr. Sheldon Wang, Dr. Yu Guo, Dr. Mahmoud Elsharafi, and Dr. Pranaya Pokharel.*

*08/18/2026.*