



## Syllabus for SIE 410 introduction to Human Factors and Ergonomics Spring 2022

This class is scheduled to be taught in the flex in-person modality. This class can be completed remotely.

- **Class meetings**
  - In-person meeting times and locations: M/W 4:30 pm to 5:45 pm in Pacheco ILC 141
  - Classes will be recorded on zoom and posted on D2L.
  - You may attend in person or virtually. You do not need permission to attend virtually. You can change your attendance method (mostly attending in person and occasionally attending remotely as needed). In person attendance is recommended.
- **Classroom attendance:**
  - If you feel sick or may have been in contact with someone who is infectious, stay home. Except for seeking medical care, avoid contact with others and do not travel.
  - Notify your instructor if you will miss an assignment deadline.
  - Non-attendance for any reason does **not** guarantee an automatic extension of due date or rescheduling of examinations/quizzes/assessments.
    - Please communicate and coordinate any request directly with your instructor.
  - If you must miss the equivalent of more than one week of class, you should contact the Dean of Students Office [DOS-deanofstudents@email.arizona.edu](mailto:DOS-deanofstudents@email.arizona.edu) to share documentation about the challenges you are facing.
  - Voluntary, free, and convenient [COVID-19 testing](#) is available for students on Main Campus.
  - COVID-19 vaccine is available for all students at [Campus Health](#).
  - Visit the [UArizona COVID-19](#) page for regular updates.
- **Academic advising:** If you have questions about your academic progress this semester, please reach out to your academic advisor (<https://advising.arizona.edu/advisors/major>). Contact the Advising Resource Center (<https://advising.arizona.edu/>) for all general advising questions and referral assistance. Call 520-626-8667 or email to [advising@arizona.edu](mailto:advising@arizona.edu)
- **Life challenges:** If you are experiencing unexpected barriers to your success in your courses, please note the Dean of Students Office is a central support resource for all students and may be helpful. The [Dean of Students Office](#) can be reached at (520) 621-2057.
- **Proven stress busters** (ways to increase your resiliency):
  - **Sleep** 7 to 9 hours each night
  - **Eat healthy** less processed foods, limiting sugar, fat and alcohol
  - **Stay active** target moderate activity 30 min fives a week
  - **Stay connected** with family and friends for support, do fun activities together
  - **Engage in relaxation response inducing activities** such as:
    - Meditation, prayer, guided imagery, focused breathing
    - Yoga, Tai Chi other Eastern exercise methods
- **Physical and mental-health challenges:** If you are facing physical or mental health challenges this semester, please note that Campus Health provides quality medical and mental health care. For medical appointments, call (520) 621-9202. For After Hours care, call (520) 570-7898. For the Counseling & Psych Services (CAPS) 24/7 hotline, call (520) 621-3334.
- **Exams and quizzes:** All quizzes and exams will be on D2L. Mid term (Chapters 1 to 9) planned for Monday March 14<sup>th</sup> (3/14/22). Final exam (on chapters 10 to 18 plus UD) planned for Friday May 6<sup>th</sup> (5/6/22), 3:30 pm to 5:30 pm (need to confirm this). All quizzes and all exams are open note and open book, Your lowest quiz grade will be dropped.



- **Group project reports:** You are required to complete at least 3 group projects on your own time to gain practice and experience using evaluation methods presented in class. The class will be randomly divided into 4 or 5 person teams for group projects which will be completed outside of class time. Use provided format (we will review this before you start). Late reports will be penalized one letter grade per day (e.g. report submitted one day late that would have scored “A” will be given a “B”). Only one person in the group needs to upload the report in D2L.
- **Flash cards:** 5% of your grade comes from turning in (uploading photos of both sides onto D2L) 5 sets of flash cards by midnight the day before each quiz (which will cover the previous 3 chapters). Late submissions will not be accepted. For each chapter identify at least 5 terms or concepts that you want to remember better. Write the term on one side of a 3x5 inch card and write the definition on the back. For best results, periodically review the cards **before** each quiz and exam.
- **Participation:** 5% of your grade comes from class participation. We have more than 15 planned activities. You need to attend at least 10 activities to get full credit. On a participation day, I will ask you to take out a piece of paper, to do a practice analysis or activity. There will be no penalty for incorrect answers or errors in calculations. After we complete the activity, take a photo and upload to D2L before midnight on the day of the activity. Late submissions will not be accepted. If 80% of the class completes the course evaluation, students might earn up to 1% bonus for attending 12 participation activities.
- **Equipment and software requirements:** For this class you will need daily access to the following hardware: laptop or web-enabled device with webcam and microphone; reliable internet signal.
- **Class Recordings:** These will be available on D2L. You are encouraged to attend each class and participate. If you can't attend, then watching the recorded class is the next best option.
- **Staying current:** You are strongly encouraged to buy and read our textbook. We will cover all 18 chapters sequentially. Hopefully there will be a guest speaker on Universal Design.

#### Course grading matrix

Type	Number	Best	Value
Quiz's	6	5	25
Reports	4	3	21
Exams	2	2	44
Participation	15	10	5
Flash cards	6	5	5
			100 Total

Extra credit for more than 10 participations (up to 1%) might be given.

- Office hours and contact info:
  - David D Wood, MS, MSIE, CPE, CSP, Lecturer.
    - Email: [ergodave@email.arizona.edu](mailto:ergodave@email.arizona.edu)
    - Office hours: immediately after every class and on Fridays by appointment
  - James Wilson, Undergraduate Grader
    - Email: [jameswilson14@email.arizona.edu](mailto:jameswilson14@email.arizona.edu)
    - Office hours: TBD
- Please see our detailed class schedule which describes what we will do on each assigned class session attached separately (\* ***Subject to changes and adjustments***).