

Nuclear and Radiological Engineering Design  
 ENU 4192, Section 3249, Spring 2017  
 W 1500-1800, UF “Periods” 8-10  
 Weimer Hall 1092  
 Final Exam: None

## 1 Instructor

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 352-294-7870

dlschubring@ufl.edu (This is the best way to reach me. The Canvas “conversations” feature *is not* e-mail. Messages sent via that system will not be acknowledged.)

Office hours: M 1415-1600, T 1315-1530, W 1245-1430, via e-mail, and by appointment. Beginning and end times of office hours will be enforced strictly. There is no open door policy.

## 2 Course Description

Continuation of ENU 4191. Nuclear reactor theory and engineering as applied to design synthesis of reactors. Nuclear, material, thermo-fluid and/or mechanical design considerations of nuclear reactors with particular emphasis on design characteristics. Analytical methods and application of computer codes for design analysis and evaluation. Individual and/or group design involving integration of reactor neutronics, dynamics and control, thermal hydraulics, transient analysis and safety, power production, instrumentation, control, radiation shielding and protection, fuel cycle, fuel behavior and/or cost.

## 3 Prerequisites

ENU 4134, ENU 4191 with a minimum grade of C, ENU 4612, and ENU 4630. Co-requisite: ENU 4641.

## 4 Course Objectives

This Senior Capstone course will train students in a large team-based project (design of a novel-fueled reactor, type and country selected in ENU 4191), including all technical areas within the NE undergraduate program. Written and oral communication through four reports will be emphasized, along with weekly progress updates through informal discussions.

## 5 Professional Component (ABET)

1. Provide students with the ability to apply advanced mathematics, computational skills, science and engineering science, including atomic and nuclear physics, to identify, formulate, analyze, and solve nuclear and radiological engineering problems.

4. Provide students with the skills needed to communicate effectively, work collaboratively, and understand their professional and ethical responsibilities and the impact of engineering solutions in a societal and economic context so they can pursue successful, productive careers in nuclear and radiological engineering.

## 6 Program Outcomes Supported by Course

Outcome a: an ability to apply knowledge of mathematics, science, and engineering

Outcome c: an ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability

Outcome d: an ability to function on multidisciplinary teams

Outcome e: an ability to identify, formulate, and solve engineering problems

Outcome f: an understanding of professional and ethical responsibility

Outcome g: an ability to communicate effectively

Outcome h: the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context

Outcome i: a recognition of the need for, and an ability to engage in, life-long learning

Outcome j: knowledge of contemporary issues

Outcome k: an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.

Outcome l: an ability to apply advanced mathematics, science, and engineering science, including atomic and nuclear physics, and the transport and interaction of radiation with matter, to nuclear and radiological systems and processes

Outcome n: an ability to work professionally in one or more of the areas of: nuclear power; nuclear instrumentation and measurements; nuclear materials; and radiation sources, shielding, and protection.

## 7 Textbook

None

## 8 Reference Materials

Useful references for ENU 419x include, but are not limited to:

1. FE Reference Handbook from NCEES:  
<http://ncees.org/exams/study-materials/download-fe-supplied-reference-handbook/>
2. Handbook of Nuclear Reactors Calculations, Vol. I, Ed. Y. Ronen, CRC Press, 1986.
3. A Guide to Nuclear Power Technology, F.J. Rahn, et al., J. Wiley & Sons, 1984.
4. Structural Materials in Nuclear Power Systems, J.T.A. Roberts, Plenum Press, 1981.
5. Principles of Design Improvement for Light Water Reactors, L.S. Tong, Hemisphere Publishing, 1988.
6. Thermal Design of Nuclear Reactors, R.H.S. Winterton, Pergamon Press, 1981.

7. Nuclear Power Plant Design Analysis, Alexander Sesonske, NTIS TID 26241, 1973.
8. Nuclear Reactor Analysis, J.J. Duderstadt & L.J. Hamilton, J. Wiley & Sons, 1976.
9. Nuclear Systems I & II, N.E. Todreas & M.S. Kazimi, HPC, 1990.
10. Heat Transfer and Fluid Flow in Nuclear Systems, Henri Fenech, Pergamon Press Inc, 1981, ISBN 0-08-027 181-2.
11. Nuclear Power Plant Engineering, James H. Rust, Haralson Publishing Company, 1979, ISBN 0-934534-00-4.
12. Nuclear Heat Transport, M.M. El-Wakil, Intl Textbook Co (and ANS), 1971, ISBN 0-7002-2309-6.
13. Nuclear Power Plant's FSARs
14. Nuclear Fuel Cycle: Analysis and Management, Robert Cochran and N. Tsoufanadis, 1993.
15. Nuclear Power Reactor Instrumentation Systems Handbook, Vol. I & II, J. M. Harrer and G.Beckerely, USAEC, 1973.
16. PE Review Manual
17. Nuclear Reactor Kinetics, 2nd Edition, M.S. Ash, 1979.
18. Radiation Detection and Measurement, 2nd Edition, G. F. Knoll, 1979.
19. Radiation Shielding, J. K. Shultis and R. E. Faw, 2000.
20. Nuclear Reactor Theory, Bell and Glasstone, VanNostrand Reinhold Company, New York, 1970.

+ any other textbooks you've accumulated along the way.

## 9 Course Schedule

Reports:

- Reports 1 and 3: 55 minute presentations for each group (1500, 1555, 1705 start times – 15-minute break planned for 1650-1705)
- Reports 2 and 4 (details tentative): 75 minute presentations for each group (1500, 1615, 1745 start times – 15-minute break planned for 1730-1745).

Informal Discussion

- No other activities: 50 minutes per group informal discussions (1500, 1550, 1650 start times – 10 minute break planned for 1640-1650)
- With other topic listed: class session (1500-1535), followed by 50 minutes per group informal discussions (1540, 1625, 1715 start times – 5 minute break planned for 1710-1715)

Report 4 will be due at the same time as the final presentation, due to UF final exam policies and the schedule for other ENU courses of higher number.

Week	Day	Date	Due	Material
1	W	10 Jan		Syllabus, Eng. Economy, HW 1 Assign.
2	W	17 Jan	HW 1	Informal Discussions (A,B,C)
3	W	24 Jan		Informal Discussions (A,B,C)
4	W	31 Jan	Report 1	Report 1 (A,B,C)
5	W	7 Feb		Informal Discussions (A,B,C)
6	W	14 Feb		Rep. 2 Assign., Inf. Discussions (A,B,C)
7	W	21 Feb		Informal Discussions (A,B,C)
8	W	28 Feb	Report 2	Report 2 (C,B,A)
9	W	7 Mar		NO CLASS (UF HOLIDAY)
10	W	14 Mar		Informal Discussions (A,B,C)
11	W	21 Mar	HW 2	Informal Discussions (A,B,C)
12	W	28 Mar	Report 3	Report 3 (A,B,C)
13	W	4 Apr		Informal Discussions (A,B,C)
14	W	11 Apr		Rep. 4 Assign., Inf. Discussions (A,B,C)
15	W	18 Apr		Informal Discussions (A,B,C)
16	W	25 Apr	HW 3, HW 4, Report 4	Report 4 (C,B,A)

## 10 Evaluation of Grades

### 10.1 Grading Items

- 10% – homework (4 assignments, including 2 at 25 points each and 2 at 50 points each)
- 20% – informal discussions (10, 30 points each – see Section ?? “Mercy Rule”)
- 10% – Report 1 (150 points)
- 20% – Report 2 (300 points)
- 10% – Report 3 (150 points)
- 30% – Report 4 (450 points)

Report grades will be based on 50% individual and 50% group scores and will be shown as 2 grading items on Canvas.

Excluding cases in which informal discussions are missed, this means that there are 1500 equally-valuable points in the course. Each score – all 5 reports, all 4 homework assignments, all 10 informal discussions – will be independently rounded to a whole number of points. Report scores include the corresponding presentation.

### 10.2 Instant Fail Rules

- If your score on Report 4 is 299 points or fewer (less than two-thirds of possible), you will receive a grade of E in the class regardless of your scores on other items.
- If your individual scores on the 4 reports sum to 314 points or fewer (less than 60% of possible), you will receive a grade of E in the class regardless of your scores on other items.

Both rules will exclude points lost due to missed peer review penalties (see report assignments).

### 10.3 Grading Scale

Otherwise, final grades will be assigned based on percentages as follows:

- A: 85%
- A-: 83.5-84.99%
- B+: 82-83.49%
- B: 75-81.99%
- C: 67-74.99%
- E: < 67%

I reserve the right to grant higher grades at the end of the course at my sole discretion, including plus or minus grades, and to round assignment grades to full points. Under no circumstances will grades of C- or any flavor of D be used (they are insufficient for the major, besides).

### 10.4 Miscellaneous Grading Notes

The gradebook on Canvas is used to enable you to look up grades quickly. Note that this gradebook is *not* official. I reserve the right to correct errors, including transcription errors, from the official (spreadsheet) gradebook, to which I alone have access, until finalization of grades with the registrar.

More information on UF grading policy may be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

## 11 Attendance Policy, Class Expectations, and Make-Up Policy

By this point in your college career, it is assumed that you have developed communication and team skills, assimilated a large volume of technical information, and begun to develop engineering judgment. As a capstone course, ENU 4192 will test the degree to which you have achieved these goals. It is a *sink or swim* experience – if you complete this course, you’ll likely get your degree and be allowed to do engineering out in the real world. Passing grades will not be granted to those unable to do so safely and effectively.

This course is meant as a transition to employment from the typical ENU course. Throughout your college experience (and before), instructors expended considerable effort to organize the material for your rapid consumption, but in ENU 4192 *you will not be led step-by-step* through the design project. It is *your job* to formulate design questions, *your job* to break them into manageable chunks, *your job* to acquire and use the tools needed to do the analysis, and *your job* to communicate the results and/or ask for assistance when necessary.

### 11.1 Interaction with Instructor, Other Faculty

Please review my office hours in Section ???. *There is no open door policy for this course.* Barring genuinely exceptionally circumstances, appointments are not available on Thursday (all day) or Friday morning.

A list of other faculty, their areas of expertise, and office hours will be made available on the course website. Please note that all faculty have significant other responsibilities and most frequently travel. Further, with the exclusion of the lead instructor, assisting ENU 4192 students

is not a particularly high priority for the faculty, who must focus on their own teaching, research, chasing money, mentoring graduate students, committee work, etc. before helping you all on this course.

In short: poor planning on your part does not constitute an emergency on our part.

## 11.2 Recording Lectures, etc.

UF grants each student the right to record classes for which they enroll, on the condition that no disruptions are presented to other students or faculty. For the purposes of ENU 4192, this includes any activities, such as informal discussions, between 3-6 pm Wednesdays as well as Reports 2 and 4, which may run beyond the scheduled time.

You are not required to inform me that you are recording these class sessions.

Failures of your recording equipment are *not my problem* – requests to delay the meeting or to repeat myself for the convenience of your recording will not be honored.

Further, you are permitted to record office hour or appointment conversation on ENU 4192 questions. If you wish to record office hours or appointments, you must inform (not “ask”) me that you will be recording. In this case, note that our conversation must be restricted to the content of this course. If you wish to ask more general questions, such as those relating to academic planning or your future career goals, I will insist that you turn the recording off before I discuss those subjects.

## 11.3 Collaboration

The project will be done in groups. I will assign the groups. A peer review system is in place to assure equitable workload. In the event the workload is not equitable, I reserve the right to adjust individual grades to accurately reflect contributions to the work.

The ground rules for collaboration should be decided by each group through compromise and consensus. However, regardless of the preferences of the group as a whole, each student retains the individual right to privacy and to maintain good mental and physical health. To this end, no student shall be compelled:

- To join a real-name social networking site or modify their existing use of such a site, or
- To accept a 24/7 or other onerous on-call policy.

That is: each member holds a unilateral veto on using Facebook (or some such) for your group’s work or for being contacted at all hours of the day and night.

Inter-personal issues within your group stemming from deciding group rules must be brought to me *promptly* for arbitration. This arbitration will focus on the guidelines above and in forming an equitable compromise (essentially, equal marginal/new inconvenience) among group members and not on determining whose activities outside this course (including personal pursuits, situations, and choices) are more meritorious.

The following collaborations between groups are allowed, though not required:

- Sending links to files/resources or the resources themselves, provided they were written by someone not in the course. For example, you may send web links, PDFs, online calculation tools, etc.
- Assisting one another with debugging code input files.

The following collaborations between groups are not allowed:

- Exchange of any files, including code input files, code output files, calculation files, reports (including in PDF format), and homework that you prepared yourself.
- Providing information known to be wrong or any other form of sabotage.
- Any collaboration on homework.

## 11.4 Attendance and Late Work

Attendance is required at informal discussions and will be taken, starting January 10. You will receive a score of zero for any informal discussion or presentation you miss during an unexcused absence (see Section ?? “Mercy Rule”). Requests to miss presentations will only be granted if mandated by UF policy or in genuinely exceptional circumstances. I reserve the right to require a make-up presentation in a form I choose or to base your grade on the written report (or the written report and slides) only, at my discretion.

Absences and late-work excuses can be grouped into the categories of *professional*, *medical*, and *personal*.

*Professional:* Reasonable extensions for job/internship interviews, technical conferences, or other professional/career development reasons should be requested. Requests to miss informal discussions will be granted based on the same standards as I applied in ENU 4134/6135.

*Medical:* Extensions will also be granted for (your own) medical reasons – please do not come to class if you are ill. Per UF policy, in the case of medical absences that are frequent or suspiciously-timed (*e.g.*; you are repeatedly, suddenly ill at deadlines), I may request a signed note from a physician or similar professional practitioner.

*Personal:* In addition, UF policies require accommodation for several non-academic, non-medical reasons. *Extensions for these personal issues are strictly limited to those mandated by the letter of UF policies.* The list of UF-approved personal reasons changes from time to time. If you have a question regarding your personal issue and if it qualifies under one of the excused absence policies, contact me in advance.

All requests for excused absence or extension must be submitted in writing, preferably via e-mail.

Pursuant to HWCOE policy, the following statement is required: Excused absences are consistent with university policies in the undergraduate catalog

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>  
and require appropriate documentation.

For the purposes of this course, in the above-referenced list of approved absence reasons, the word “family” shall be taken to mean your parents, grandparents, great-grandparents (*etc.*); children, grandchildren (*etc.*); siblings; aunts/uncles; nieces/nephews; your spouse and the spouse of any of the above; and half- or step- “versions” of the above categories. More distant relatives (*cousins, etc.*), partners (excluding spouses), and pets are not included. Minor illnesses (*guideline: anything meriting home care only or care at a walk-in clinic, as opposed to an ER*) of family members, including minor children, do not count as serious family emergencies, nor do events such as birthdays, anniversaries, weddings, *etc.*

Political activities, including protests, demonstrations, and the like are considered personal matters and not generally permitted as excused absences. This includes activities related to nuclear engineering or nuclear power. Exception: A student who is pursuing nuclear-related (whether pro-

or anti-) politics as a career path may be granted excused absences, at my discretion, on condition of providing evidence of *bona fide* efforts to securing a full-time position or to secure admission to a relevant, non-STEM degree-granting graduate program.

Note that a group extension is only available if 3 members of your group or 2 members of your group that are the lead and (only) associate engineer in some technical area have an excuse for an extension. If just 1 member of your group has an interview, gets ill, has a religious holiday, etc., the remainder of the group must turn in the report on time.

Further, be advised that any approved absence does not reduce the amount of work you are expected to complete, but merely rearranges the timing. For those issues that are predictable (interview, holidays, etc.), you should work ahead to avoid disruption.

To mitigate the issues with unexpected absences (illness, etc.), *keep your associate engineers up to date with your activities in your lead technical areas.*

## 11.5 Class Conduct

There is no tolerance for mobile phones or other electronic disruptions. Such disruptions will lead to the student being told to leave the room for the duration of the class period *and penalized for being absent*. During office hours or appointments: if your phone rings, you will be told to leave the room for the duration of that day's office hours (or your appointment considered over).

## 11.6 Homework

Homework may be submitted electronically (via Canvas) or as hard copy at the beginning of your group's informal discussion or presentation. For hard copy submissions, no type of paper or writing utensil is preferred over others (within reason). The following restrictions apply for electronic submissions:

- Submissions may include multiple files, but only files with the following extensions will be accepted: , xls, xlsx, ees, txt, and .zip. This zip archive may not contain any ppt, pptx, doc, or docx files. Such files will be *ignored* for the purposes of grading.
- If a hard copy and electronic submission are provided, the hard copy will take precedence. (Only it will be read, reviewed, and graded.)
- If (for a group homework), multiple students independently submit electronically, the submission by the student whose name is listed first on the assignment that I post to Canvas will take precedence.

## 11.7 Computers, Printers, Software

ENU 4192 is often quite taxing on student computers, particularly for those involved with the neutronics and shielding efforts. Further, many students' computers are nearing end-of-life status, as befits many students' final undergraduate semesters. It is important that you develop a plan for how to move forward if your computer fails and requires either replacement or a long repair time. While I will help mediate issues within your group, there are no program-level resources available to help with personal computer issues. Similarly, you need to have a robust plan for printing the lengthy report documents and copies of the slides, as extensions are not available if your personal printer fails or if some UF-owned printing resource fails (or even if both happen).

Please contact me if you wish to order additional RSICC codes, preferably as early in the semester as possible. I will not open e-mailed files from students in the following formats: .ppt, .pptx, .doc, .docx. Presentation and word processing documents are best converted to .pdf. I will open spreadsheets in .csv, .xls, or .xlsx format.

## 11.8 Informal Discussions

I will evaluate your performance at informal discussions. These are individual grades, though they will likely be correlated to those of your group members. The grades will be assigned based on your preparation for the meeting (being ready to discuss progress, having visuals if needed), with an emphasis on completion of “action items” from the previous meeting.

The informal discussion grades are not intended to evaluate the *quality* of your design work as much as your consistent *process*. Therefore, informal discussion grades tend to not strongly correlate with report grades. Since 85% will earn a grade of A in this course, scores above 26/30 are reserved for demonstration of unusual initiative.

In the event that one or more informal discussions are cancelled or you are excused from one or more informal discussions, the only available accommodation is to exclude the score(s). If all 10 are held and you miss none, each is worth 2%. If, for example, one is cancelled due to my (unexpected) travel and you miss another one due to illness or a religious holiday, each of the remaining 8 are worth 2.5% for you.

### 11.8.1 Mercy Rule

At the end of the semester, if your lowest informal discussion score is 15 or lower, to include a 0 from an unexcused absence, it will be replaced by a 15 for the purposes of calculating your course grade.

## 11.9 Reports

You will receive formal assignments for each of these, including detailed grading and logistical information. For Reports 1-3, progress milestones for all future reports are included, in draft form. The assignments will be finalized a minimum of one week before the due date for Reports 1 and 3 and two weeks before the due date for Reports 2 and 4.

A peer review system is in place to assure equitable workload. In the event the workload is not equitable, I reserve the right to adjust individual grades to accurately reflect contributions to the work.

You must write your reports in either Microsoft Word or L<sup>A</sup>T<sub>E</sub>X and turn in each report in *three different ways*:

1. Electronically, via Canvas, as a single .pdf. This means that at least one of your group members will need to be capable of saving files as .pdf and of combining .pdf files.
2. Electronically, via Canvas, as a .zip archive containing editable versions of all files that you consider part of the report. (This does not need to include all code input and output files.) A single-file approach is not required. Before selecting any cloud-based collaborative environment, make sure that it is compatible with this requirement. This .zip archive must also include a .pdf (one slide per page) of your slides.

The .pdf, above, may be included as part of the .zip archive (that is, you can fulfill both requirements with a single file upload). In the event that your files do not properly upload to Canvas due to excessive file size, you may also submit both electronic versions via USB drive. Note that you should not expect to receive the USB drive until the following informal discussion.

3. As a single-sided hard copy, placed in a two-pocket portfolio folder or paper-clipped (no staples or other bindings).

For the electronic submissions, if multiple students independently submit electronically, the submission by the student whose name is listed first on the assignment that I post to Canvas will take precedence.

Certain professional document and figure standards will be enforced on the project; *the onus is on you to figure out how to meet these standards in whatever programs you use to write the document and make figures*. I have exactly zero sympathy for those who select a word processor without knowing how to format their text using it – complaints that the standards are not the same as a particular piece of software’s defaults will fall on deaf ears. The same principle applies to “upgrades” to your writing environment that break formatting.

Each year, ANS has a design competition to which only one group per university may submit. Groups with seven members are not eligible. The selection criteria for the group invited to submit their report will be based entirely on the Report 4 group score and specified on that assignment, with additional weight (relative to course grade) on novelty and integration of post-Generation II technologies. The runner(s)-up will be invited if their work is also of sufficient quality and the higher-ranking group(s) declines the invitation.

### 11.10 Feedback

You will receive feedback live at all of the above meetings and in written form for everything you turn in. It is vital that you respond to feedback by improving your work *promptly*. Do not wait for the grade to come in before responding to the live feedback in the presentation and any early written feedback. You should have already made progress by the next week’s informal discussion. Issues brought up in one presentation that are not addressed by the next will lead to *major* reductions in your grade.

Consider: if you were working in a real reactor vendor design group, would your supervisor tolerate a 3-4 week turnaround time for response?

### 11.11 Two Key Success Strategies

1. Particularly in the first 6-8 weeks of the course, focus on the longest sequential process in the course – selection of core materials (excluding enrichment/fissile fraction and/or burnable poison), geometric design of core, basic thermal analysis (in-core), determination of enrichment and burnable poison, detailed thermal analysis (in-core) including coupling to reactor physics, [optimization/iteration, if needed], heat exchanger design, power cycle design, detailed economic analysis. No more than 2 of your group members should be focused on other areas, like instrumentation and controls or shielding, at this time. *If you do not have a final*

*core geometry by Report 2 and a near-final core by Report 3, you will find it nearly impossible to get an A in this course or to be invited to submit to the ANS design competition.*

2. Be clear what your time frame is when asking me questions such as, “Is this enough work on instrumentation/economics/licensing?” I answer these questions as presented, which has often been in the present tense, leading to student frustration when time passes and their stagnated work falls back below expectations. A level of work that is adequate (for example) for the informal discussion on February 14 may not meet the requirements for Report 2 and will be woefully short for Report 3.

### 11.12 Late Work

No late work is accepted, unless an extension is offered as per the attendance policy above.

### 11.13 Grade Appeal

All appeals of grades, including those from clerical/grade-calculation errors, must be made within 1 week of return. (This may be modified for specific assignments. I will announce this via e-mail if needed.)

Grade appeals must be provided in the following format:

- Include your entire assignment *unmodified*.
- Attach (paper clip preferred) a written summary of which problem(s) or part(s) you believe were graded inaccurately. Be as specific as possible.
- Turn in your appeal to me at class time or during office hours.
- I will review your grade appeal, contact you via your ufl.edu e-mail address, and return the assignment in class. Fairly simple appeals provided to me during office hours may be decided upon while you wait, at my discretion.

Appeals will be considered for clerical errors, addition errors, and inconsistent scoring. Grade appeals will not be entertained if you simply do not like that (for example) Part 1 was worth only 2 points with Part 2 worth 5.

Denied appeals may be deemed “frivolous”, if I believe the student is not acting in a good faith belief that more points are deserved. Following two frivolous appeals, your grade appeal privilege through this method will be *revoked*. Further appeals must be done through the petitions process, which requires formal paperwork and department/program level involvement.

### 11.14 E-mail

The primary means of communication with the class outside of class time will be e-mail listserv. These listserv will send to your @ufl.edu address only. Any inquiries regarding grading will be directed towards your @ufl.edu address only, per FERPA .

Technical and procedural questions will be answered as a reply to whatever e-mail address you used to send them. If the entire class will benefit from the answer, I may send to the class list (either in lieu of or in addition to a direct reply to you, at my discretion). If you do not wish to have a specific e-mail to me regarding technical content or course procedures replied to through the class list, you must explicitly state this in that e-mail. In such a case, I will reply directly to

you and send a general-purpose announcement to the class list, not indicating who caused me to send it.

### 11.15 Letters of Recommendation/Evaluation Policy

To request a letter of recommendation/evaluation (for graduate school or otherwise), you must provide:

- A hard copy of your UF transcript.
- A hard copy of a résumé (or CV).
- A hard copy of the following form: <http://www.registrar.ufl.edu/pdf/ferparelease.pdf>. You *must* check all four circles.

Letters are typically filed once per week. For students whom I know only through coursework, my letter typically focuses on an estimate of their rank-in-class and on their performance on projects and challenging problems.

I will only file *one batch* of letters per student during the term, for any student currently enrolled in a class with me. (This policy is designed to keep me from looking up slight changes in your rank/performance multiple times for multiple batches of letters.) I recommend that this batch occur as late as possible in the term to allow me sufficient information (sample size) on your performance to write a useful letter.

I reserve the right to refuse to provide a letter for any student and am not obligated to provide a reason for such refusal.

## 12 Changes to Syllabus

Changes to this syllabus will be provided via the Canvas platform. Such changes may include those required by policy changes, my travel, changes in the speed of course coverage, university closure, errors in previous syllabus versions, and other reasons.

## 13 Syllabus Boilerplate

### 13.1 Students Requiring Accommodations

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, <https://www.dso.ufl.edu/drc>) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to me when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Please note that UF policy, clarified to faculty during the Fall 2016 term, states that no retroactive accommodations are available.

### 13.2 Course Evaluations

UF expects students to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu/evals>. Evaluations are typically open during

the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at

<https://evaluations.ufl.edu/results/>.

### 13.3 University Honesty Policy

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code:

<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>

specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

### 13.4 Software Use

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

### 13.5 Student Privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see:

<http://registrar.ufl.edu/catalog0910/policies/regulationferpa.html>

### 13.6 Campus Resources

#### 13.6.1 Health and Wellness

U Matter, We Care: If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) or 352 392-1575 so that a team member can reach out to the student.

Counseling and Wellness Center (392-1575) and

<http://www.counseling.ufl.edu/cwc>

University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Assault Recovery Services (SARS)

Student Health Care Center, 392-1161.

University Police Department at 392-1111 (or 9-1-1 for emergencies), or <http://www.police.ufl.edu/>

### 13.6.2 Academic Resources

E-learning technical support, 352-392-4357 (select option 2) or e-mail to [Learning-support@ufl.edu](mailto:Learning-support@ufl.edu)

<https://lss.at.ufl.edu/help.shtml>

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling.

<https://www.crc.ufl.edu/>

Library Support, Various ways to receive assistance with respect to using the libraries or finding resources.

<http://cms.uflib.ufl.edu/ask>

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.

<https://teachingcenter.ufl.edu/>

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.

<https://writing.ufl.edu/writing-studio/>

Student Complaints Campus:

[https://www.dso.ufl.edu/documents/UF\\_Complaints\\_policy.pdf](https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf)

On-Line Students Complaints:

<http://www.distance.ufl.edu/student-complaint-process>