I would like to count a Special Studies, non-engineering Smith class, or non-Smith class as a Technical-Depth Course

Use this form to obtain approval to count a course towards your technical-depth requirement. Such courses needing approval include courses that are outside the Picker Engineering Program or a course within Picker at the 400 level. First, meet with your major advisor to make sure that this course fits with the rest of your academic plans. Second, have the Picker Engineering Program double-check that we have the documentation we need. You also need to make sure that the college will grant credit for the course (which, if all other approvals are obtained, is highly likely). **Follow these steps to complete this process**:

☐ 1. Obtain a course description and syllabus for the course you wish to take; more information is better. A syllabus (or equivalent evidence) is required for regular courses; if you are unable to get one in advance, you will be able to complete only the first part of this process. Final approval will be determined *after* the syllabus is reviewed. If this is for a Special Studies course, include your Special Studies application.

☐ 2. Fill out this form (the one you are reading now) – as much as you can. **A separate form must be used for each course.** Be sure to provide explanations of how the proposed course meets ABET outcomes (see p. 3). Bundle together this form and the course description and syllabus into a single pdf.

☐ 4. Share that pdf with your major advisor, and meet with them to discuss your plans. They need to approve of the course at two levels, which often (but not always) can be done simultaneously. At the first level, they indicate that the course fits with your educational goals and seems to be reasonable as a technical-depth course. At the second level, they have reviewed both the course description and the syllabus (or equivalent evidence) and can confirm that the course meets our expectations for a technical-depth course. Sometimes, it is not possible to get the syllabus in advance, and so the second approval may be delayed.

☐ 5. Please send your packet to our Assistant Director, Martin Green. By now, you should have your advisor's signature in two places. Once your packet has been checked over and approved by our program, the program will email you and your advisor a copy for your records.

6. Request transfer credit approval from the College:
For courses taken at colleges or universities in the United States or for coursed taken **online** outside the U.S., use Smith College's transfer form from the registrar: https://www.smith.edu/sites/default/files/media/Documents/Registrar/TransferCreditApplication.pdf.

For courses taken **in-person** outside the U.S. submit a credit approval request via Smith International Travel Experience System (SITES) using this URL: https://shibboleth-smith-horizons.symplicity.com/sso/ (Note: If the program/university isn't available in SITES please email studyabroad@smith.edu so that they can add the program/university to SITES.

The registrar will determine the number of credits, and ABET requires a minimum of 45 credits of engineering topics.

I would like to count a Special Studies, non-engineering Smith class, or non-Smith class as a Technical-Depth Course

Name:_____ Student ID:_____

E-mail address:_____ Telephone:_____Class:_____

Student Signature:_____ Date Submitted:_____

Semester and Year:_____

_____ _____

Course Number & Name Credit Hours

Student Comments:

☐ As advisor, I certify that the proposed course fits with the student's educational plan, and appears to meet the spirit of our technical-depth requirement.

_____ _____ _____

Academic Advisor Academic Advisor - Signature Date

☐ I have reviewed the syllabus (or equivalent evidence) and certify that the course builds upon fundamental engineering concepts and provides opportunities to go deeper into technical material.
Check one of the following three:
☐ I certify that the proposed course meets our expectations for a 300-level engineering course.
☐ I certify that the proposed course has engineering content at the 200-level.
☐ I certify that the proposed course is a math or science class at the 200-level or higher.

_____ _____ _____

Academic Advisor Academic Advisor - Signature Date

☐ As Director/AD, I certify that the approval process has been followed and appropriate and sufficient documentation has been provided.

_____ _____ _____

Assistant Director/Director, Picker Engineering Program Assistant Director/Director - Signature Date

Comments:

Additional approval by program faculty as deemed necessary by the Assistant Director/Director & Academic Advisor

_____ _____ _____

Faculty Member or EGR400 Professor Faculty Member - Signature Date

Comments:

I would like to count a <u>Special Studies</u>, <u>non-engineering</u> Smith class, or <u>non-Smith</u> class as a Technical-Depth Course

Please circle the ABET program outcomes that the course addresses.

1. an ability to identify, formulate and solve complex engineering problems by applying 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 judgments, which must consider the impact of engineering solutions in global, economic, environmental and societal contexts
5. an ability to 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 judgment to draw conclusions
7. an ability to acquire and apply new knowledge as needed, using appropriate learning strategies

<u>Additional comments:</u>