

Class Attendance & Reading:

Attendance and reading are required. If you miss a class for any reason, you are responsible for obtaining any material and announcement from other students. Instructor's notes will not be given out. Also, students are required to read the appropriate chapter before attending the class. Instructor may request students to sign attendance sheet in class.

Assignments:

Drawing plates will be assigned and discussed during each class. You are to stay in class and work on your plates until they are completed and handed in or the class ends. It is up to each student to complete the plates. No credit will be given for late work.

Exams:

There will be three term exams and one comprehensive final exam. No make-up exam will be given (a grade of zero will be assigned) except for a verified and written excuse. The instructor should be informed in advance or no later than 48 hours after the exam in case of an emergency. It is the instructor's discretion to give the make-up exam.

Academic Dishonesty

Cheating and plagiarism are serious academic matters and they will be handled by the following policy and by the University policy. A grade of zero is assigned for the entire assignment or exam. For example, zero is assigned for the entire test and not for individual parts of the test. Automatic failure of the course can result from a zero grade on an individual assignment or exam. The case will be reported to the Dean of Students for disciplinary action.

Students with Disabilities:

In accordance with Americans Disabilities Act, students with bona fide disabilities will be afforded reasonable accommodation. The office of Special Student Services will certify a disability and advise faculty members of reasonable accommodations. If you have a specific disability that qualifies you for academic accommodations, please notify your instructor and provide certification from Disability Services (Office of Special Students Services). The Office of Special student Services is directed by Ms. Bernita Pulmas and is located in the Student Center, Room 270, Phone 460-7212.

Changes in Course Requirements:

Since all classes do not progress at the same rate, the instructor may wish to modify the syllabus requirements or their timing as circumstances dictate. For example, the instructor may wish to change the number and frequency of exams, or the number and sequence of assignments. If such a modification is warranted, students will be given adequate notification in writing.

Tentative Course Schedule (ME-135 – Spring 2006):

	DATE		READING ASSIGNMENT	PROBLEMS
1	Tues	10	Introduction	to be announced in class
2	Thurs	12	Title Block & Borders	
3	Tues	17	Auto CAD & OP	
4	Thurs	19	Geometric Construction - Chapter 12	
5	Tues	24	"	
6	Thurs	26	Multiview Dwg - Chapter 13 & 14	
7	Tues	31	"	
8	Thurs	2 February	"	
9	Tues	7	"	
10	Thurs	9	Exam I	
11	Tues	14	Sectional Views - Chapter 16	
12	Thurs	16	"	
13	Tues	21	Dimensioning - Chapter 20	
14	Thurs	23	"	
	Tues	28	Mardi Gras Holiday	
15	Thurs	2 March	Isometric - Chapter 13 & 15	
16	Tues	7	"	
17	Thurs	9	Oblique - Chapter 13 & 15	
	Spring Break March 13-19			
18	Tues	21	Oblique - Chapter 13 & 15	
19	Thurs	23	EXAM II	
20	Tues	28	Auxiliary Views (TL-line) - Chapter 27 & 28	
21	Thurs	30 April	"	
22	Tues	4	"	
23	Thurs	6	"	
24	Tues	11	"	
25	Thurs	13	"	
26	Tues	18	EXAM III	
27	Thurs	20	Excel, PowerPoint & Word	
28	Tues	25	Excel, PowerPoint & Word	
29	Thurs	27	Excel, PowerPoint & Word	
FINAL EXAM:			Tuesday, May 2 1:00 p.m. - 3:00 p.m.	