

Grading & Scale:

Final grade will be awarded as following. However, the instructor may adjust the scale according to the class performance.

		Numeric Grade	Letter Grade
Attendance and Participation	10%	90 or greater	A
Homework	30%	80 – less than 90	B
Term Exams	20%	70 – less than 80	C
Project	20%	60 – less than 70	D
Final Exam	20%	Less than 60	F

Total:	100%		

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.

Homework:

Homework assignments must be turned in before or at the beginning of class. Homework assignments may be discussed among students, but the work you turn in must be your own and you are responsible to understand your own work. Late work (anything received after class) will be reduced 10% in score to be fair to other class members. Homework assignments more than one day late (no later than 4:30pm) will not be accepted and a zero will be assigned.

Term Project:

Students will be divided into several groups. The grading of the term project will consider: Solutions 40%, Results and Discussions 20%, Style (grammar, organization) 15% and Presentation 25%. Late work (anything received after class) will be reduced 10% in score each day to be fair to other class members. Project more than three day late (no later than 4:30pm) will not be accepted and a zero will be assigned.

Exams:

There will be two 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-314 – Spring 2006):

	DATE			READING ASSIGNMENT	PROBLEMS
1	Mon	9	January	Intro-Chapter 1	to be announced in class
2	Wed	11		2.1-2.4	
3	Fri	13		2.4-2.6	
	Mon	16		Martin Luther King Day	
4	Wed	18		4.1-4.5	
5	Fri	20		4.6-4.10	
6	Mon	23		4.11-4.13	
7	Wed	25		4.14-4.16	
8	Fri	27		5.1-5.9	
9	Mon	30		5.10-5.12	
10	Wed	1	February	6.1-6.12	
11	Fri	3		6.13-6.15	
12	Mon	6		8.1-8.8	
13	Wed	8		8.9-8.10	
14	Fri	10		Review	
15	Mon	13		Exam I	
16	Wed	15		10.1-10.8	
17	Fri	17		10.9-10.10	
18	Mon	20		10.10-10.11	
19	Wed	22		10.11	
20	Fri	24		10.12	
21	Mon	27	March	10.12	
22	Wed	1		11.1-11.4	
23	Fri	3		13.1-13.7	
24	Mon	6		13.8-13.9	
25	Wed	8		13.8-13.9	
26	Fri	10		14.1-14.7 / Review	
			Spring Break	March 13-19	
27	Mon	20		Exam II	
28	Wed	22		15.1-15.2	
29	Fri	24		15.2-15.3	
30	Mon	27		15.4	
31	Wed	29		15.5-15.8	

32	Fri	31		15.9-15.11	
33	Mon	3	April	16.1-16.3	
34	Wed	5		16.4-16.5	
35	Fri	7		16.6-16.8	
36	Mon	10		16.9	
37	Wed	12		16.10-16.11	
38	Fri	14		16.11	
39	Mon	17		17.1-17.4	
40	Wed	19		17.5	
41	Fri	21		Project Presentation	
42	Mon	24		18.1-18.2	
43	Wed	26		18.3-18.8	
44	Fri	28		Review	

FINAL EXAM:

1:00 p.m. - 3:00 p.m. Wednesday, May 3