

MEEM 2150 Course Policy

Attendance

1. There are no requirement for attendance as I believe I cannot force you to learn. If you are absent from class, then it is your responsibility to find out about announcements in class.
2. There are no surprise quizzes.
3. If you come to class, then please stay for the entire class. Movement in class is disturbing to me and your fellow students. If you have a medical problem then talk to me. If on someday you need to leave early, then see me before the start of class and sit close to the door.
4. Questions in class are STRONGLY ENCOURAGED.
5. Please print the slides from my web page as it will help you with your notes in class.
6. Cell phones, Blackberries, iPods, PDAs, or any other electronic devises are not to be used in the classroom or during exam. Information exchanges on these devices during class are also prohibited and violate the Academic Integrity Code of Michigan Tech.

Homework

1. Please print your name and write the row you generally sit in on your paper. Please me methodical and write cleanly. These homework will be useful to you in preparing for your exams.
2. You may work with fellow students but copying is not allowed. If you have obtained a solution manual for our book then your copy is illegal and you are in violation of University policy.
3. Free body diagrams (FBD) must be drawn to get full credit. On FBD, forces and moments must be shown as arrows with labels.
4. Generally speaking, assignment problems will be announced on Friday and collected on Wednesday in class.
5. Answers to most problem are either in the book or on my web page. Please also see Errata on my web page
6. One problem from the set will be graded which you will know only when the assignment is returned to you. So it is important that you do all problems. For all other problems, assigned and submitted, you will get 1/2 mark. Each home work is graded on 10 points.
7. 1 mark will be deducted per day for late homework. Late is defined as submitted after class. For very late submission you will get a minimum of 1 mark.
8. NO MAKE UP homework for any reason. Three of your worst scores will be thrown out from the final total to account for medical, home emergencies, university business, etc.
9. The last homework will be graded out of 20 points and is an exception to the above (number 8).

Exams

1. Please check to see if you have conflict with evening exams. In the first week of class I will check and try to find a time suitable for all. If we cannot find a suitable time then the exam will be conducted in class.
2. The exam is designed for an hour. Extra time is to remove time pressure.
3. Formula sheet (the one on back cover of the book) will be attached to your exam.
4. Free body diagrams (FBD) must be drawn to get full credit. On FBD, forces and moments must be shown as arrows with labels.
5. Some old exams with answers are posted on my web page to give you a sense of difficulty. Some changes in format is always possible.
6. NO MAKE UP EXAMS without a doctors note or Dean of Student memo.
7. You will be asked to sign an honor code at the time of exam.
8. Final exam is a cumulative exam. The date is fixed by University. Please make sure you do not have too many exams on that day.

Office Hours

1. You are STRONGLY ENCOURAGED to use my office hours.
2. If you need to see me outside my office hours, then please make an appointment.
3. You could also get help from the engineering learning center on the second floor. Please realize the coaches are your fellow students and may at times only provide you with an answer but may not be able to clear your difficulty.

University Policies

Academic regulations and procedures are governed by University policy. Academic dishonesty cases will be handled in accordance the University's policies. See the following for appropriate policies.

Academic Integrity: http://www.studentaffairs.mtu.edu/dean/judicial/policies/academic_integrity.html

Affirmative Action: <http://www.admin.mtu.edu/aao/>

Disability Services: http://www.admin.mtu.edu/urel/studenthandbook/student_services.html#disability

Equal Opportunity Statement: <http://www.admin.mtu.edu/admin/boc/policy/ch3/ch3p7.htm>

There are only active learners no passive ones.