

CLASS PROCEDURES

- Office Hours:** 12:00 PM to 2:00 PM Monday through Thursday
Room 323 Mechanical Engineering
- Office Phone:** 277-5613 Please leave a message if I am not in the office. I will return your call as soon as I get back.
- Email:** bgreen@unm.edu – This is the easiest way to reach me. I read my Email several times a day and usually respond immediately.

You must have an UNM Email account for this class. If you do not have one, please find a computer and sign up. If you have forgotten your account name and password, go to the ITS building and have them look up your account name and reassign your password.

Website: <http://www.unm.edu/~bgreen>

Look on the web site for a syllabus, course assignments, and other information. You are responsible for everything on the ME 160L website. Please check it frequently.

- Grades:** 30% Lecture Exams
30% Projects
20% Sketching homework
20% Pro/E homework

Attendance: Attendance will be taken in the lectures and in the laboratories. 1% will be deducted from your grade for each day missed up to a maximum of 15%.

Check your grades frequently on WebCT. Their website is: <http://vista.unm.edu>

HOMEWORK

1. **Always** staple multiple pages together in the top left corner. **NEVER, NEVER, NEVER** staple two or more assignments together.
2. Put your class ID at the top right corner of every page. **Write it in ink.**
3. **We are using class numbers instead of names on homework, tests, and projects.** You can get your class number from the WebCT grade list. Go to the WebCT site and look at your grades for ME 160L. It will show a Class ID. Put this number in the top right corner of every page you turn in. We are using class numbers instead of names to satisfy university privacy requirement.
4. In general, late assignments are **NOT** acceptable. All assignments are posted in the syllabus and on the Web. If you know in advance you will be absent, turn the assignment in early. If you cannot turn the assignment in early, contact me before the class you will miss so we can discuss your options.

EXAMS

No makeup exams will be given. The average of the two other exams taken will be used to replace missed exam. A minimum of 2 exams must be taken. Students must notify me they plan to miss an exam on or before the exam day. Failure to do so will result in a zero on the exam.

COPIED WORK

Discussing class assignments with other students is encouraged. Copying the work of other students is not encouraged and will result in zero grades for all parties involved in the copying.