

Mechanical Engineering
New Jersey Institute of Technology
ME406 Mechanical laboratory III
Course Syllabus
Spring 2024

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It is the responsibility of the student to read and understand this course syllabus. This syllabus is subject to change and may be updated throughout the semester.

Office Hours

Office hours will be held using WebEx: <https://njit.webex.com/join/samardzi>

and/or by appointment. The office hours will be on Mondays 12:30 PM to 1:30 PM

Office hours for individual instructors are posted in the ME Department office.

Repeat Students: Students repeating the course are required to repeat the entire course. Assignments, laboratory practices, exams, and laboratory reports cannot be transferred from previous semesters.

Exams: For the final exam, the time and place announced by the registrar's office. For conflicts, we follow the NJIT policy for final exams provided online. The policy generally indicates that the course with the higher numerical value takes place during the regularly scheduled period. The NJIT honor code will be upheld and any violations will be brought to the attention of the dean of students. Only calculators are allowed during exams. Mobile phones, smart watches, headphones and similar electronic devices, are expected to remain out of sight — the sight of a mobile phone, smart watch, or any other unpermitted resource during an exam results in a grade of F for the class. Also, students are not allowed to wear a hats, beanies and hoodies during the exam. Failure to show for an exam results in a grade of zero and employment is not considered a valid reason for missing an exam. The NJIT best practices related to academic integrity, indicates that makeup exams "should not be administered unless an unforeseen extraordinary circumstance . . . prevents a student from taking an exam at the designated time." We

adhere to that practice, and NO MAKEUP EXAMS WILL BE GIVEN, and only appropriately excused exam absence accommodation is possible. In case of an appropriately excused absence from the exam the student should write an email to the professor indicating that he/she is going to contact the dean of students office about their absence from the exam. The dean of students office may be contacted at dos@njit.edu. Those expecting official travel (i.e., athletes, academic conferences, etc.) must notify the professor and the dean of students office at least 2 weeks prior to the exam. In extreme cases (i.e., unforeseen sickness, death, etc.) the student must notify the professor and dean of students office within 48 hours after the originally scheduled. In the email sent to the dean of students office, students should at a minimum include the following: (i) name; (ii) ID number; (iii) course and section; (iv) professor's name and email; (v) regularly scheduled exam time; (vi) valid evidence for the unforeseen extraordinary circumstance that caused absence. Upon receiving notice from the dean of students office, the professor will evaluate validity of the absence and make a decision. In case that multiple students can be in a similar situation, professor will make a decision

Exam format: Final exam will be conducted in person using the Respondus LockDown browser on a **student supplied laptop**. To make sure that everyone is well prepared, a mandatory and ungraded practice exam will be administered so that any technical difficulties may be worked out prior to the exam. Note that NJIT requires all undergraduate students have a laptop, and details may be found here (<https://ist.njit.edu/student-computers>). Exam will be **CLOSED BOOK – CLOSED NOTES**.

A few general comments about online exams using the Respondus LockDown browser:

1. If you encounter technical issues, students must work through the IST Service Desk.
2. If you do not have appropriate hardware, students must contact the dean of students office, well before the exam date. Lastly, instructor and TAs have neither the in-depth knowledge nor the admin rights to help resolve any technical issues. If issues arise, students must work through the IST Service Desk. Additionally, if you do not have the appropriate equipment, you must contact the dean of students office. Do not contact instructor or TAs, we will only direct you to either the IST Service Desk or the dean of students office.
3. Scratch paper allowance will be announced prior to the exam.

Laboratory and Laboratory Reports: Safety in the laboratory is a high priority – students are required to wear safety glasses at all times in the laboratory an experiment is being performed. Laboratory attendance is mandatory, students are required to complete all laboratory practices and submit all corresponding laboratory reports to pass the course. Attendance of laboratory sessions is mandatory.

Employment is not considered a valid reason for missing an exam, missing a lab practice, or any other compulsory assignment.

Laboratory reports are due **two weeks** after the experiment is finished. Due dates for full reports and for preliminary reports will be posted on Canvas.

Note: Plagiarism checks are in place for lab reports, when an excessive amount of plagiarism is found, a grade of zero will be given for that lab report. In addition, experience has shown that a scan or other image saved as a PDF is not readable for a plagiarism check. Accordingly, such files are also deemed unacceptable and given a grade of zero since they cannot be evaluated consistently with the rest. The exception is that the original data sheet may be scanned as part of the overall lab report.

No resubmissions will be considered, even if uploaded to Canvas, past the due date, or once graded, whichever comes first. Prior to the due date, or any grading performed, students may resubmit to fix their work. Past experience shows that a resubmission uploaded after the due date will only lower the score previously given. This is due to the automatically computed late policy.

Lastly, past experience has shown a few students will knowingly submit an entirely incorrect document in an attempt to circumvent the policy that the lack of a submission leads to a failure. Professor is the only person responsible to determine if a report was submitted in good faith or not. A report that has been deemed submitted not in good faith will be marked as if it were never submitted.

Grading: Note that late assignments, reports, etc., will not be accepted after the last day of class for the semester (i.e., the university wide last day of class, not the last day of lecture for your section). The weights shown in the table will be used in determination of the final course grade. Alongside are the letter grades and their corresponding description as written in the university undergraduate academic policy.

Final Exam: 30%

Full Lab Report 1: 30%

Full Lab Report 2: 30%

4 Preliminary Reports & class attendance and participation: 10% (2.5% each)

NJIT university undergraduate academic policy letter grades:

A Superior

B+ Excellent

B Very Good

C+ Good

C Acceptable

D Minimum

F Inadequate

Also, as mentioned previously an inability to submit or attend all labs will result in a failure regardless of performance. And note that external factors (such as level of effort, ability in other courses, time management, etc.) are typically not considered in the computation of grades.

Any disagreement over grades must be brought to the attention of the instructor no later than the first two weeks of the following semester, grades will not be altered after that. Further, final grades are typically not discussed via email, an appointment should be made.

Requirements for students: Prior to the start of the lab class period, **print a hard copy of the lab manual, read it, and bring it to the lab class period.** The student is **responsible to attend all labs**, and **complete all reports** as assigned for each student since they are mandatory. It is the responsibility of the student to inform the dean of students of any missed exam or other mandatory activity and/or other mandatory materials. Employment is not considered a valid reason for missing an exam, class, lab, or any portion of the class. If you feel you are not going to pass this course, please reach out to your instructor with adequate time before the drop date.

- Students – Verify that you are able to take the online exam in the classroom with ample time prior to the exam.