

# Sample Syllabus

## Syllabus for ME 325 Spring Semester 2019

Instructor: Dr. Tak-Sing Wong

### 1. General Information

- **Prerequisites:** Undergraduate fluid mechanics (ME 320) and Instrumentation, Measurements, and Statistics (ME 345) or equivalents.
- **Format:** There will be no formal lectures in this course, since this is a laboratory course, but students are expected to know the fundamentals of fluid mechanics from their prerequisite fluid mechanics course. The instructor and TA (teaching assistant) are available to answer questions about the labs and the lab reports.
- **Textbook:** There is no required textbook for this course, but students should have access to the fluid mechanics textbook they used in their prerequisite fluid mechanics course in the lab.
- **Room:** All labs are conducted in Room 101 Engineering Unit C Building.
- **Class time:** Each section meets once a week at Tues. 8:00-11:00, Tues. 11:15-2:15, Tues. 2:30-5:30, Tues. 8:00-11:00, Thurs. 11:15-2:15, or Thurs. 2:30-5:30
- **Course Format:** There are 10 required lab experiments (one per week), which are rotated among lab groups of two or three individuals. After this, each group of students will perform an extended project of broader scope to prepare as a final project report.
- **Office hours:** Locations and times can be found on the course website under the “Instructor” and “TA” tabs.

### 2. Grading

- Grades for the course are determined based upon the following table:

Component	Percentage	Schedule
Required labs (10): precalculations and report	70% (7% each)	One per week, beginning with the second week of class. Required labs are graded by the instructor or TA.
Lab participation	5%	Students are evaluated at the end of the semester. The lab participation grade is determined by the instructor or TA.
Extended project and report	25%	Due by 5:00 p.m. on the first day of finals week (April 30). Final project reports will not be returned but will be available for review if desired.
<b>Total</b>	<b>100%</b>	

**3. Make-up Labs:** It is important for students to complete each lab during the assigned time. If a lab is missed, it is the student’s responsibility to contact their instructor or TA to schedule a time to make up the lab. The make-up methods are listed in preferential order:

- Attend another section and join the appropriate group.
- Attend office hours.
- Schedule an appointment.

4. **Safety:** Student safety is a significant concern for this course. As such the following safety standards must be met while operating equipment in this course.
  - Don't let the laser shine on any part of your body.
  - Safety goggles must be worn. (Provided in the lab)
  - Ear protection can be worn while operating the undergraduate wind tunnel. (Provided in the lab)
  - Closed-toe shoes must be worn in the laboratory.
  - No loose clothing, long hair should be tied up.
  - **DON'T LOOK AT THE LASER**
  
5. **Cheating Policy:** Students should refer to the University's Academic Integrity web site, at <http://www.studentaffairs.psu.edu/conduct/AcademicIntegrity.shtml>, which explains what behaviors are in violation of academic integrity, and the review process for such violations. Specifically for this course:
  - **First offense:** Zero score for the item in question.
  - **Second offense:** Failure of the course.
  
6. **Students with Disabilities:** Penn State welcomes students with disabilities into the University's educational programs. If you have a disability-related need for reasonable academic adjustments in this course, contact the Office for Disability Services (ODS) at 814-863-1807 (V/TTY). For further information regarding ODS, please visit the Office for Disability Services Web site at <http://equity.psu.edu/ods/>.

In order to receive consideration for course accommodations, you must contact ODS and provide documentation (see the documentation guidelines at <http://equity.psu.edu/ods/guidelines>). If the documentation supports the need for academic adjustments, ODS will provide a letter identifying appropriate academic adjustments. Please share this letter and discuss the adjustments with your instructor as early in the course as possible. You must contact ODS and request academic adjustment letters at the beginning of each semester.

7. **Counseling & Psychological Services (CAPS):** CAPS can help students resolve personal concerns that may interfere with their academic progress, social development, and satisfaction at Penn State. Some of the more common concerns include anxiety, depression, difficulties in relationships (friends, roommates, or family); sexual identity; lack of motivation or difficulty relaxing, concentrating or studying; eating disorders; sexual assault and sexual abuse recovery; and uncertainties about personal values and beliefs. You can contact CAPS by calling the Main CAPS number/Appointment Scheduling: 814-863-0395 (Please call between the hours of 8am and 5pm, Monday-Friday to schedule an appointment) or visit us at our office location, 5th Floor Student Health Center.