CLASS PROCEDURES

Office Hours: 2:00 PM to 3:00 PM Monday and
2:00 PM to 4:00 PM Wednesday
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 CIRT building and have them look up your account name and reassign your password.

Website: http://www.me.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% 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.