

Fall Semester 1982
Programmed Sections Statics, Dynamics & Mechanics of Materials
Department of Mechanical and Aerospace Engineering
West Virginia University

THESE RULES APPLY TO ALL STUDENTS. YOU WILL BE TESTED ON THEM.
NO SMOKING IS PERMITTED IN B-03 OR CLASSROOMS.

Required Work

Quizzes

Regular quizzes are given in place of normal written homework assignments on the Programmed Instruction.

All quizzes must be taken.

Students who choose to follow the class schedule may take five quizzes as much as a week late at the student's option and without explanation. All others must be taken on time. Overdue quiz grades will become zero unless there are extenuating circumstances.

Any late quizzes over five will have their grades divided by two unless a written excuse has been presented to your instructor and filed.

Make-up quizzes, and quizzes for those on the IOP plan will be administered in B-03 in the SELF Study Lab.

Quizzes taken on the day listed on the schedule will be considered late if they are not taken in class.

"Early" quizzes must be initialed by the B-03 attendant when they are issued. To be considered "Early" a quiz must be taken at least one day prior to the scheduled "in-class" date. "Early" quizzes will be permitted only for students who have received a grade of 70% or above on their most recent hour exam.

You may retake any quiz on which you receive a score of 70 or below. If you choose to retake a quiz, the grades on both tries will determine your grade on that unit. It is your responsibility to see that you do not take the same version of a quiz twice. If you do take the same version twice, the second attempt will not count.

New Rules and Schedule Changes

Special circumstances such as canceled classes or changes in WVU regulations may make changes in the rules or schedule necessary. It is up to you to keep track of such events by knowing what is said in class and/or checking the bulletin board in B-03 regularly.

Illness, etc.

In case of special circumstances, such as illness, the instructor may make special arrangements for making up work.

What's Your Excuse?

For your own protection ALL requests for special treatment (deferred exams, extra late quizzes, etc.) should be made in the form of a written memo. That way we can't forget our agreement. It is your responsibility to see that this memo is placed in your file.

Hour Examinations

There will be four hour exams given during the term in the regular class time on the dates indicated on the schedule. All examinations must be taken.

All quizzes scheduled before an examination must be taken before you can take the examination.

Students choosing an early completion schedule may take examinations in B-03 after they have completed all preceding quizzes and assignments.

No tables or other references are allowed on exams. No borrowing or loaning of calculators is permitted during exams. Students may not use calculators or computers with alphanumeric memories or which emit distracting noises.

Final Exam

A final exam will be given to the class at the regularly scheduled hour and by appointment by any student who has completed all other work under the early completion schedule.

Grade Schedule

All assignments will be graded on a scale from 0 to 100% correct.

Quizzes will count 1/3.

Hour exams will count 1/3.

Final exams will count 1/3.

Below 67 F, 67-69 D, 70-79 C, 80-89 B, 90-100 A

Learning Resources Center

The SELF (Systematic Engineering Learning Facility) Study Laboratory is in Room B-03. quizzes taken out of class will be given there. Special material for self-study, if required by your instructor, will be available there.

The attendant is empowered to make any decisions regarding the administration of the center, but he does not have the power to make any exceptions to your instructor's rules.

A schedule of hours of operation will be posted to help you determine when the staff is likely to be available. We will try to maintain the scheduled hours; we request that you be patient when we are unable to do so.

Quizzes will not be given during any times other than those that are posted.

Individual Opportunity Plan (IOP)

In this class you will be given the opportunity to complete the required program of study before the end of the semester if you choose to do so. Students choosing an early completion program will be required to complete homework assignments, quizzes, and examinations which are similar in length, difficulty, and coverage to those given to students electing to complete their work according to our regular class schedule.

The schedule of assignments lists two dates for each hour exam. One is the date the exam will be given in class, the other is the deadline for completion on the IOP plan. You may complete any assignments early as long as you complete them in their assigned order before the IOP due date. If you fall behind the IOP deadlines or choose not to take advantage of the plan, you will be required to follow the class schedule.

You may "transfer" into or out of the IOP plan at any time. To transfer out, you simply fall back onto the class schedule. To transfer in, you must complete, in the proper sequence, enough early quizzes and homework assignments to catch up with the IOP schedule. If you are not on or ahead of the IOP schedule, you are expected to take all examinations in class at the scheduled hour. If you are working on the IOP plan you must see your instructor at least once a week.

Note: I can not recall that any student ever completed the course in the IOP plan, an few ever started, but we gave them the opportunity for independent study. Even students recognize that a regular class meeting provides a good structure for learning in engineering, as well as social interaction.