

INSTRUCTIONAL ACCOMMODATION

If you are a student with a disability and would like to discuss special academic accommodations, please contact your instructor as soon as possible. You must contact the instructor 1 week before any scheduled exam to ensure appropriate scheduling, etc.

GENERAL GUIDELINES

EMAIL AND THE WEB

- Each student should have an active email account for communication and participation in any online activities. Check your email regularly.
- By default, your **my.hancockcollege.edu** account will be used for your primary email address. You may wish to set your preferences so that email is forwarded to your preferred address.
- The course website **www.ah-engr.com/engr152** should be accessed for assignments, announcements, due dates, solutions, links, etc.
- Some online engineering tools are available at **www.ah-engr.com**.
- Please follow professional emailing etiquette: **http://ah-engr.com/emailing.html** .

SUGGESTIONS FOR STUDYING

- **Read the sections of the text BEFORE they are covered in class.** Come prepared to learn and discuss. Some ideas:
 - Skim each chapter for key terms and concepts. List them. Read the chapter, taking notes on the concepts you listed, and other topics that come up. Make sketches, take notes, and/or highlight your personal copy of the text.
 - Outline the chapter...skim it or look at the table of contents. Then read the chapter, writing down key concepts and equations.
- **WORKING IN GROUPS is beneficial, acceptable and encouraged.** The insights of others are very valuable. **However, BEFORE collaborating with others, you should attempt the problems on your own.** Only after you have made an honest effort should you discuss with other students or your instructor.
- Work as many problems as you can – assigned problems, textbook examples, unassigned textbook problems, redo homework problems, etc.
- **The more you practice, the better you will understand the material.** Discuss your solutions with other students to gain further understanding.
- **DO YOUR OWN WORK. DO NOT COPY ANOTHER'S WORK.** Doing your own work builds confidence in your problem-solving skills and understanding. **Simply copying is cheating, will not help you learn the material, and will not be tolerated.**
- **DO NOT FALL BEHIND. Get help from your instructor, from tutors, or from your classmates.** It is very difficult to catch up, especially since the course material builds on itself and becomes more complicated as the semester goes forward. Get ahead if you can.
- Two of my goals are to help you learn the material and to prepare you for the next level. For me to help you succeed, **YOU must be an active participant in YOUR education: Participate in class, do as much work as you can, come to office hours, and do not be afraid to ask for help.**

ATTENDANCE

- ENGR152 is scheduled to meet 31 times, plus one 2-hr final exam. By enrolling in this class, you have contracted with AHC and your instructor to attend lecture and study/work *at least* 2 to 3 hours outside of class for every lecture hour.
- **Experience shows that students who do not attend class do not receive satisfactory grades. Come to class.** (As a point of information, AHC Math Dept. policy allows an instructor to drop a student for being absent 12% of the course; here about 4 lectures).
- **BE ON TIME.** Being late is disruptive, and if consistent, disrespectful to the entire class. If the classroom is open, you should be in your seat at the start of class, not just entering the room. Clarifying remarks are often made at the start of class, and you might miss them. If you are late, you may not be allowed to take a quiz.
- Missing class or being late to study for another course (or even to do Engr152's homework!) is not very wise. If you find this to be common, perhaps you are over-committed or need to reschedule your time.

ATTENDANCE, *continued*

- If you miss class, it is your responsibility to arrange for other students to turn in your work on time, have notes taken, get announcements, etc. These are only a few reasons why study groups are important.
- You do not need to contact me if you are going to miss class.
- Make-up work may or may not be available, and will be rescheduled at the instructor's discretion.
- If you have a **dire emergency** (medical or family emergency, etc.) that requires you to **miss an exam or more than one class**, please leave a message for me at the phone number or email address listed above.
- If you decide to drop the course (or no longer attend), it is **your responsibility** to withdraw prior to the deadlines published in the AHC *Schedule of Classes*.

COURSE CONDUCT

- Class time is to be used for appropriate in-class activities. Other activities are distracting, disruptive, and/or disrespectful. Such activities may cause you to be asked to leave the room. Focus on what we are here to do.
- **Turn off all cell-phones, etc., and put them away.** Do not disturb the learning environment, else you will be asked to leave. If you are expecting an important call, please mute your phone (put it on vibrate).
- **Do not text in class** (turn off your cell phone).
- Do not read outside materials, nor do homework (even for this course), etc., during the class period.
- If you wish to audio- and/or video-record the lecture, you must ask permission to do so (every semester, for each course).
- Please display professional attitude and behavior: reliability and promptness, respect for and cooperation with colleagues, willingness to work calmly and cordially under difficult conditions, determination to do first-rate work while meeting deadlines, respect for equipment and systems, and appropriate response to constructive criticism.
- Please respect your fellow classmates, guest speakers and instructor. Pay attention to what they have to say. In turn, you should be respected when you wish to speak.
- If you are late, or must leave early, please do so with as little distraction to the class as possible. Sit near the back or side of the room.
- Do not throw trash on the floor or otherwise dirty the room. You will be penalized if you leave your work area messy.
- Health and Safety Code Regulations prohibit food and drink in the classroom. Please do not eat during class. Water bottles are OK.
- AHC Board Policy prohibits children in the classroom.
- Do not run, crawl under tables, jump over tables, etc.
- AHC Board Policy prohibits auditing. You must be enrolled in the course to attend it.

ERRORS IN SCORES

- If a mathematical error in adding your score was made, please submit your homework/quiz/exam with a note (on a *separate* piece of paper) attached on top, indicating the error (so I know why I have the packet). Corrections will be made as soon as possible.
- If you feel a problem/question was graded incorrectly, please submit your homework/quiz/exam with a note (on a separate piece of paper) attached on top justifying why your answer was correct/should be re-graded. The instructor reserves the right to re-grade your paper/exam.

HONOR, TRUST AND INTEGRITY

- **All work submitted by a student is to be his/her own work.** While study groups are recommended and encouraged as a learning tool, your solution must be your own.
- If it is apparent that you have simply copied any material, turned in work not your own, represented another's work as your own, are academically dishonest, or you otherwise cheat, you will be subject to receiving a zero on the assignment, if not an "F" in the course, and such activity reported to the administration.
- **Cheating includes, but is not limited to:**
 - **copying another's work** (e.g., another student's or person's work, an online or printed resource, a solution manual, etc.),
 - **allowing others to copy your work.**
- **Do YOUR best. Seek help BEFORE you find yourself tempted to simply copy another's work.**
- Please refer to "Guidelines for Student Conduct," in the AHC *Catalog*.

CALCULATORS, HOMEWORK, QUIZZES, EXAMS, etc.

CALCULATORS; ELECTRONIC DEVICES

- You may use any calculator for homework and quizzes.
- **Only approved scientific calculators may be used on exams. Graphing calculators *may not be used on exams*.** A list of approved calculators is available on the AHC Engineering web site: www.ah-engr.com/calculatorpolicy.htm.
- No electronic device, other than a scientific calculator and approved devices for those with disabilities, may be used during exams. “Electronic devices” include cell phones, iPods, iPads, etc.
- Do not wear ear buds during an exam, even if they are not connected (do not act suspiciously).

WRITTEN ASSIGNMENTS, HOMEWORK (HW)

- Homework (HW) assignments are taken from the textbook or handouts, and **must conform to the Homework Format** (“Given/Req’d” format) presented on Page 5 and 6. Homework not in an acceptable format will not be graded.
- **Problem experience, and careful reading and thinking, are essential** in learning *Statics*. Students who do not do HW generally do not learn, and so are not prepared to do well on exams (and in the next course).
- **Homework that is copied from other students or from other sources IS SUBJECT TO RECEIVING A ZERO.** Homework that is *allowed to be copied* is subject to a similar fate. Heavier consequences may be applied (see “Honor Trust and Integrity”).
- **Write legibly.** If I can’t read it, I can’t grade it.
- **Draw pictures, FBDs, graphs, etc., and label them correctly.**
- **HW is due:**
 - **at the start** of the class period, on the lecture table/podium, or
 - **at another time/location specified.**
- Do not interrupt class by turning in HW during lecture. Do not do HW during class.
- Not every problem will be graded in detail, but you must honestly attempt all problems to get full credit for a HW assignment.
- **Show and explain your work** (do not “hide” it in your brain/calculator). Lead the grader through your solution/thought process. If a number, non-obvious equation, etc., suddenly appears without written support, you may have simply copied. Besides, you will want to remember what you did when you study later.
- **Late work will not be accepted. Turn in the problems that you have completed and attempted by the due date/time.**
Exception: Due to illness/emergency only (not because you just didn’t complete it), you may turn in one (1) assignment late without penalty (turn it in when you return to school).
- Your HW score will be based on the total points you earn on the problems that you turn in, divided by 90% of the total points possible. Regardless, the maximum HW score for your grade will be 100%.
- Brief solutions will be made available as handouts or on the course website.
- Upon receiving returned HW, you should ensure that you have done the problems correctly by checking solutions, comparing your work with fellow students, seeking help during office hours, etc. Practice what you do understand, and learn what you do not understand.

QUIZZES, EXAMS, THE FINAL

- There will be 4+ quizzes/activities, not necessarily announced. Quizzes are usually closed-notes.
- Your top 4 quizzes/activities will be used to determine the quiz grade.
- **No make-up quizzes** will be given.
- There will be 3 Exams and 1 Final. Each Exam will consist of 3–5 problems that you must work to solution. The Final will be cumulative.
- You are expected to take all exams and the final on the day that each is given. You must inform the instructor **before** the exam of your impending absence, unless it is a legitimate emergency that prevents you from getting to a phone/computer. Make-up exams will be given at the discretion of the instructor. The exam must be made-up as soon as possible after the exam date.
- For Exams and the Final, you may only use a standard *scientific calculator*.
- The instructor will provide you with a note sheet for each exam. Equations are included, but not worked-out problems.
 - The purpose of an exam note-sheet – whether created by you or by the instructor – is to help you study, review, and focus your thoughts. **The best note sheet is one that you hardly need to look at** during the exam since you have already used it as a study tool.

HOMWORK FORMAT

- Effectively communicating your ideas, often using a required standard format, is important in your professional life. Failure to follow these guidelines for homework (HW) will result in a reduced score.

- Only use Engineering Paper** (green or ivory paper with the grids on the back).
 - Do not use blue-lined note-book/filler paper or blank/copy paper, etc.
 - HW not done on engineering paper will not be graded.**
 - The AHC Bookstore price for engineering paper is the lowest on the Central Coast (a few transfer students get their paper here).

- Use a **pencil**. Do not use a pen.
- Use a **straight-edge** (ruler) to draw figures (pictures, graphs) and tables. Draw quality figures and tables.
- Do not crowd figures/tables into a corner; they are to be read.
- Do not write on the back** side of the paper (the side with the gridlines). The gridlines are meant to show through from the back side so you can organize your work, write on horizontal lines, readily create tables, and draw graphs and pictures to scale, but still provide a clear workspace on the front side.

- Write your HW assuming the reader/grader does not have access to the questions that you are answering. Your HW should “stand alone.”
- Use the **Given/Req'd** format shown in **Figure 1**. The **Given/Req'd** are brief statements **in your own words** describing the problem.
 - Given** is what is *known* (the situation);
 - Req'd** is the quantity/result you need to *find* or *determine*. The **Req'd** is not the process or steps you need to take to solve.

Alternatively, use **Find** instead of **Req'd**.

This set-up will help you when you go back and study your HW for exams and ask yourself “What is this problem about?” It will also help communicate to the grader (or anyone else) what you are doing.

Do not just write:

“**Given:** See picture.”

Rather, briefly describe the situation:

“**Given:** Simply supported beam under central point load.”

You may abbreviate *Given* and *Req'd*: **G, R**.

- Write legibly.** If I can't read it, I can't grade it.
- The reader should not waste time figuring out where your equations and numbers come from. What FBD does that equation go with?

Staple	Problem: Ch.Prob	HW Set, Due Date	Name	Pg #/Total Pgs
	Prob. 2/25	e152: HW#2 9/12/14	Joe Student	1/5
<p>Given: Brief statement of problem (in words).. Req'd: Brief statement of what quantity(ies) is (are) to be found.</p> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>DRAW PICTURES! Draw axes. Shade ground. Dimension Lines have arrowheads.</p> </div> <div style="width: 45%;"> <p>Solve the problem. Briefly explain your steps/thought process as well as write equations and quantities. -Write neatly ... -“tell the story” -explain your work.</p> <p style="text-align: center;">Work Area</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Box Answers</div> </div> </div>				

Figure 1 Format for *first page* of homework; margins typical of Engineering Paper.

Introduce/explain key steps with brief statements (e.g., “Equilibrium of *ABC*.”, “Moments about Pt. *B*.”, “Weight of beam:”) or **mathematical short-hand** (“ $\sum F = 0$.”, “ $\sum M_B = 0$.”). Demonstrate your thought process; clearly explain your steps.

Do not just write algebraic/numeric equations without indicating why you are doing so. If you are taking the sum of moments about Point *B*, begin with “ $\sum M_B = 0$ ”; do not begin with “ $30(2) + 3F = 0$ ”.

If an equation value or variable would come from a picture, make sure it is clearly labeled in the picture. **Label your drawings, draw axes, provide dimensions.**

- Make your solution easy to follow;** do not write in a “maze” or place your work in seemingly random places. Write the steps to your solution in a column down the page. Neat work helps you focus your thought process.
- Write clear justifications. Use complete sentences when such a response is appropriate.
- Do the algebra;** substitute values towards the end (this helps when checking your work).
- DRAW a pictorial representation for EVERY problem, and then one FBD (or more) for all statics problem.** Do not photocopy book pictures and paste them on your HW sheet (exception: graphs that need to be analyzed).

HOMEWORK FORMAT, *continued*

- **Not drawing appropriate figures and FBDs will result in a loss of points** in HW, quizzes and exams. Use a ruler. **Clearly label your figures.** If a value/variable shows up in an equation, it better show up in the figure.
 - **Dimension lines have arrowheads.**
 - Graphs should be legible, be titled, have tick marks correctly spaced and numbered, and have labeled axes (variables and units).
 - Assume all data is good to at least three (3) **significant figures.**
 - Give all answers to **no less and no more than three (3) sig. figs.** (numbers that start with a “1” can have 4 digits). Exception for this course: exact 1- or 2-digit *integer values* (1–99).
 - Write quantities less than 1.0 with a zero in front of the decimal point to avoid ambiguity; e.g., one-fourth is “0.250”, not “.250”. Points may be deducted.
 - **Use appropriate S.I. prefixes** to keep numbers between 0.1 and 1000; e.g. write 23,500 N as 23.5 kN. Or use **engineering notation**: 23.5×10^3 N (i.e., exponents divisible by 3).
Do not write numbers in scientific notation (2.35×10^4 N). **Do not** write them in calculator form ($2.35E4$ N); points will be deducted.
Think: When writing several quantities that are comparable, it is often best to write them all with the same S.I. prefix. For example, 789 N will, at a glance, look larger than 2.34 kN. Either write 0.789 kN & 2.34 kN, or 789 N & 2340 N (four-digit numbers are often written, e.g., between 1000 and 9999).
 - In engineering, dimensions of about the size of your hand are generally given in inches (in.) or millimeters (mm), not centimeters.
 - **Make sure your units are correct. Include them – they are part of the solution.**
 - Check your work; do the values and units make sense?
 - Box your final numerical answer.
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- Engineering paper has five “boxes” at the top of each page. On *Page 1* of each HW set (**Figure 1**), write in the three larger boxes:
 - (1) the *Textbook Problem Number*,
 - (2) the *HW Set Number* and *Due Date*, and
 - (3) *Your Name*.
 - in the upper right-hand corner (a small box), start a running *page count*: “1/ ” (**Figure 1**).
 - “ENGR152” or “e152” may be written in the center box to help identify the course.
 - The textbook problems in Meriam and Kraige are numbered: Chapt-slash-Prob; e.g., 2/25, 3/14.
 - **START EACH PROBLEM ON A NEW PAGE. Place NO MORE than one problem on a single page.**
Exception: for **Chapt 1 only**; separate same-page problems with a double line.
 - On Page 2, and all following pages, simply indicate the Problem Number and continue with the pagination, e.g. “2/ ”, “3/ ”, etc. (**Figure 2**).
 - If you continue a problem on the next page, write “**cont. on next page**”, “**continued**” or “**cont., →**” at the bottom right of the current page. Otherwise, I will think you are done, and not see your final answer (this is not subject to regrade). Help me help you.
 - When you are done with your HW set, collate the pages (**put them in order**). Write the total number of pages in the “denominator” of the page count on at least the first and last pages (e.g., “1/5” in **Figure 1** means “Page 1 of 5”), so the grader knows how many pages you have, and in case they become lost or separated.
Out of order HW will lose points.
 - **Separate the pages at the glue line** of the Engineering pad. Do not make the grader tear them apart. Minus points.
 - **Staple** your HW in the upper left-hand corner (**Figure 1**). Buy yourself a small stapler for this and other classes. The grader will not be responsible for loose sheets.
 - Do not fold the homework set.

Figure 2. Format for *Page 2* and beyond.

Do not crowd work.

Note: you do not need to put the HW# and your name on every page.

/	Prob. 2/32		$\frac{2}{5}$
<p><u>Given:</u> Brief statement of problem (in words). <u>Req'd:</u> Brief statement of what quantity(ies) is (are) to be found.</p>		<p>Solve the problem. Explain your steps and thought process ...</p> <p style="text-align: center;">Work Area</p> <p style="text-align: center; border: 1px solid black; padding: 2px;">Box Answers</p>	
			