

**ME/AE 5101 (All sections): Graduate Seminar
Fall 2013
Mechanical and Aerospace Engineering Department
The University of Texas at Arlington**

Graduate Seminar is a weekly seminar series featuring research presentations from students and external speakers. This class will help graduate students broaden their perspectives by learning about ongoing research at UT Arlington and outside. In addition, students who give presentations in the seminar will improve their oral communication skills. Graduate students enrolled in this class are expected to attend the seminars each week.

Class location and timing: Fri 2:00pm – 2:50pm, NH105

Class Website: elearn.uta.edu (Blackboard)

Instructor: Dr. Ankur Jain

Instructor's Office: Engineering Lab Building (ELB), Rm 203

Email Address (*primary means of communication outside class*): jaina@uta.edu

Phone Number: 817-272-9338

Office Hours: Tuesdays and Thursdays 9:00am-9:45am, ELB-203

Important Dates: 9-Sep – Census Date; 30-Oct – Last Day to Drop Class; 28-Nov – No class (Thanksgiving)

Tentative Course Schedule:

The instructor is in the process of arranging for internal and external speakers for the seminar. Graduate students registered for this class may be called upon to present their research.

Attendance: Attendance is mandatory. Each student is permitted one unexcused absence during the semester.

Grading Policy: Students registered in the class on a pass/fail basis will be graded on the basis of attendance and quality of their research presentation, if applicable.

Other Notes:

1. **Classroom etiquette:** Please be on time for the class. Working on laptops/cellphones, texting, working on other courses, etc. are not permitted.

2. **E-mail communication:** E-mail is the preferred means for communicating with the instructor outside class. To ensure that emails are read and responded to promptly, please include 'ME5301' or 'AE5101' in the subject line. Please use your UTA email address.
3. **Academic Integrity:** Students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents' Rule 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

4. **Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/ses/fao>).
5. **Americans with Disabilities Act:** The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.
6. **Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and

better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may contact the Maverick Resource Hotline by calling 817-272-6107, sending a message to resources@uta.edu, or visiting www.uta.edu/resources.

7. **Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.
8. **Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory will be asked to complete an online Student Feedback Survey (SFS) about the course and how it was taught. Instructions on how to access the SFS system will be sent directly to students through MavMail approximately 10 days before the end of the term. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback data is required by state law; student participation in the SFS program is voluntary.
9. **Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is marked in Red Signs in the class. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

Emergency Procedures for Disabled Personnel

If the disabled person cannot safely evacuate the building, one person should stay with the disabled individual while another person reports his/her location to the University Police. Hearing impaired and visually impaired persons need only one person each to notify them of a fire alarm or guide them to safe escape routes during an evacuation.

After evacuating employees and students have cleared all stairways, disabled persons should be assisted to the stairwell landings to await emergency personnel. All doors to the stairwells must be kept closed during this time.

Environmental Health & Safety would like to offer the following reminders to those who are disabled or have special needs:

- Take control without depending on others to take the first step.
- Don't be afraid to let others know you need assistance.
- Don't hesitate to communicate what your special needs are in order to make the evacuation easier and safer for you and for your assistants.
- Communicate with those who can help as soon as you are able by dialing 3003 to campus Police.

- Plan ahead. Be prepared. Know what you are going to do before an emergency arises. Make a plan and then test it. Determine what your alternatives are.
- When you enter an unfamiliar building, look it over and locate the most available telephones, note horizontal exits and ramps, note exit signs and enclosed stairwells (determine if landings are large enough), note rooms that would make good areas of refuge, and note the location of fire alarm pull stations.
- Never take an elevator in a building on fire.
- Don't delay your evacuation or communication to evacuate. Speaking with someone over the telephone will help to keep you calm.

10. Final Review Week: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Good Luck with ME/AE5101 and all your other endeavors this semester!