MEC300
Technical Communication in Mechanical Engineering
Spring 2012

Syllabus and Course Information

Instructor: Chad S. Korach
Office: LE 141
Office Hours: M 2pm-4pm and Th 10am-12pm

MEC 300 must be taken together with MEC 317: Mechanical Engineering Laboratory II. In MEC 317, you will conduct 10 laboratory experiments and submit a lab report for each. One week after completing an experiment, the lab report for the experiment must be submitted to your MEC 317 instructor. Your MEC 317 instructor will grade the lab report and return it to you the following week. Once the graded report is returned, you will then revise it, accounting for all comments and corrections made by your MEC 317 instructor. As your MEC 317 instructor is mainly grading for technical content, you must read through it carefully to correct any grammatical errors, clarity/completeness issues, and formatting problems that he or she may have missed. You will then submit your revised report to MEC 300 for grading.

Primary Authorship:
MEC 317 labs are done in groups of 2 or 3 and, as outlined by your MEC 317 instructor, primary authorship of the lab reports will be rotated amongst members of your group. Each student will be the primary author on at least 1 lab report. It is the responsibility of the primary author to revise and submit the report to MEC 300. The MEC 300 grade for the report will be applied to the primary author only. In addition, further revisions (if required) will be the sole responsibility of the primary author. Each student must submit and receive an acceptable grade (S, see below) on 1 lab report in order to receive a satisfactory (S) grade for MEC 300.

Due date of Revisions:
Revisions are due shortly after the graded labs are returned by your MEC 317 instructor. All assignments must be received by 4:30pm on the due date. No exceptions. Your due date is determined by your lab section as follows.

Tues Lab: due by 4:30pm on the Friday after the graded lab is returned in MEC 317.
Thurs Lab: due by 4:30pm on the Monday after the graded lab is returned in MEC 317

Submission of Revisions:
Place hardcopies of your assignments in the wall file located outside of room 141 LE. You may pick up your graded assignments in the same location after the grades are posted on Blackboard. Submissions must be in the collection file by 4:30pm on the due date. Late submissions will be treated as if you received an X grade and an unacceptable late submission will result in failure of the course (see grading below).
Grading:
About three days after an assignment’s due date, your mark will be post on Blackboard (http://blackboard.stonybrook.edu/). The marks are as follows:

- **S** = satisfactory – no additional work is required on the assignment. Please review comments made on your report, as an S grade does not imply perfection.
- **R** = rework – the assignment must be redone
- **X** = needs major rework – the assignment must be redone and you should consult with the Writing Center.

If you receive an **R** or **X** on an assignment you must resubmit the assignment and receive an **S** within 1 week after your grade is posted or you fail the course. You are advised to do the assignment correctly the first time to avoid this situation.

Prepared by Chad S. Korach, January 2012