Frequently asked questions:

This FAQ is intended to provide you with answers to the most common questions encountered. If you would like to add a question to the list, send it to kmanner@engr.wisc.edu

Do I have to purchase the materials from Bob's Copy Shop?

Yes, the Problem Set will have copies of the class assignments and the Reading Material will be assigned throughout the semester.

How is my grade determined?

Your grade is based upon your test scores and the scores received on assignments. Tests will account for 70% of your grade and assignment for 30%. A letter grade is assigned based upon the following grade scale:

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
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<tbody>
<tr>
<td>93</td>
<td>A</td>
</tr>
<tr>
<td>89</td>
<td>AB</td>
</tr>
<tr>
<td>85</td>
<td>B</td>
</tr>
<tr>
<td>80</td>
<td>BC</td>
</tr>
<tr>
<td>75</td>
<td>C</td>
</tr>
<tr>
<td>70</td>
<td>D</td>
</tr>
</tbody>
</table>

*Note: I reserve the right to award you a higher grade than indicated by your final average. This may be due to rounding, marked improvement in work during the semester, etc. For more information, contact me personally.*
How many tests are there? Where are they held?

There will be four tests during the semester. All tests will be held in the lab sections. They will be 1:15 in length and worth 100 points. The dates of the tests are given in the course syllabus. The final test is NOT cumulative. There will also be a quiz worth 25 points. Your test average will be equal to the sum of your test scores (plus any extra credit) / 425.

What is the format for tests?

Tests will closely resemble class assignments.

Are there old exams?

I do not supply old exams; however, I will post a couple of sample exams to the course Web page.

How will I know when there is an assignment?

Assignments are listed in the syllabus and may be found in the course problem set. Occasionally an assignment will be given by handout in lab.

When are assignments due?

Assignments are due AT THE BEGINNING of the 2nd lab following the assignment date. For example, an assignment listed on the syllabus for Monday would be due at the beginning of lab on Wednesday for sections on a MW schedule and Thursday for sections on a TTh schedule.

How are assignments graded?

Problems are graded on the correctness and completeness of the solution, and the quality of the presentation. You will receive a score which reflects the sum of these values. Your assignments will include corrections to your work. At any time, feel free to discuss with your lab instructor any questions or concerns that you have regarding how an assignment was scored.
What is the policy on late homework?

Late work will receive a 10 point reduction per overdue class period (for example, from 90 to 80). If an assignment is due at the beginning of class and it is turned in after the lab begins, it is considered late. Work that is submitted more than two weeks (four lab periods) after it is due will receive a grade of 50. Assignments which are not submitted receive a score of “zero”. Remember to turn in all homework no matter what, a score of 'zero' is obviously much worse than an F (see above). Finally, no late home work will be accepted after the exam on the topic of the homework has been returned.

Can I attend any of the ME 231 TA’s office hours?

Yes, feel free to attend office hours which work for your schedule. However, make sure that you tell the TA that you are in another section.

What drafting equipment is in the drafting kit from the University Bookstore?

This is the formal equipment list provided to UBS.