

San José State University
Engineering / Mechanical and Aerospace
ME 183 - Section 1 (Code 22923)
HVAC Systems Design - Spring 2016

Required Texts / Readings

Textbook

All Trane clinic books (Order Number: 1-43.165, Price: \$215) available at the following URL: <http://www.trane.com/COMMERCIAL/DNA/View.aspx?i=463>

The cost for the books on the website is over \$215.00 when considering shipping. You may purchase the books from the website or from the instructor. The instructor offers the entire package for \$150.00.

Other Readings

Class handouts that will be posted on the class website.

Classroom Protocol

Please interrupt the teacher during lectures if there is anything that you do not understand and ask questions. Studies show that when one student has a question, there are many others who have the same question and are not asking. **The exams, quizzes, and homework will largely depend on the lecture material instead of the textbook. Please take copious notes during lectures and make sure that everything said by the lecturer is understood by you. Ask questions!**

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester's catalog policies section at <http://info.sjsu.edu/web-dbgen/narr/static/catalog/policies.html>. Add/drop deadlines can be found on the web page located at <http://www.sjsu.edu/academics>. The late drop policy is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/>. Students should be aware of the current deadlines and penalties for dropping classes.

Information about the latest changes and news is available at the [Advising Hub](http://www.sjsu.edu/advising/) at <http://www.sjsu.edu/advising/>.

Instructors are no longer able to add students freely; rather, a petition must be submitted in the MAE Department office.

Assignments and Grading Policy

There is no way that any student will be given any breaks or favors regarding their grades no matter what the situation is. Even foreign students who claimed that they will lose their visa if they go on academic probation have not been accommodated or given

Grade Distribution:

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University Policies

Academic integrity

Your commitment as a student to learning is evidenced by your enrollment at San Jose State University. The [University's Academic Integrity policy](http://www.sjsu.edu/senate/S07-2.htm), located at <http://www.sjsu.edu/senate/S07-2.htm>, requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The [Student Conduct and Ethical Development website](http://www.sa.sjsu.edu/judicial_affairs/index.html) is available at http://www.sa.sjsu.edu/judicial_affairs/index.html.

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include your assignment or any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Policy S07-2 requires approval of instructors.

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the [Disability Resource Center](http://www.drc.sjsu.edu/) (DRC) at <http://www.drc.sjsu.edu/> to establish a record of their disability.

Student Technology Resources (Optional)

Computer labs for student use are available in the Academic Success Center located on the 1st floor of Clark Hall and on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library.

A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include digital and VHS camcorders, VHS and Beta video players, 16 mm, slide, overhead, DVD, CD, and audiotape players, sound systems, wireless microphones, projection screens and monitors.

Learning Assistance Resource Center (Optional)

The Learning Assistance Resource Center (LARC) is located in Room 600 in the Student Services Center. It is designed to assist students in the development of their full academic potential and to motivate them to become self-directed learners. The center provides support services, such as skills assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development. The [LARC website](http://www.sjsu.edu/larc/) is located at <http://www.sjsu.edu/larc/>.

SJSU Writing Center (Optional)

The SJSU Writing Center

ME 183 / HVAC Design, Spring 2016 Course Schedule

The schedule is subject to change and will be posted to CANVAS when there is an update.

All homework assignments are due at 6:00PM on the following Tuesday of the week in which they appear unless they are project assignments. Project assignments are due by midnight of the Friday of the week in which they appear.