San José State University Mech

, 111, , 2021 1 10

Accessing your Connect: https://connect.mheducation.com/class/c-han-f21-me111-sec-01-fluid-mechanics
Opting Out of First Day for your eTextbook: https://vimeo.com/304674616

Technology Requirements

Students are required to have an electronic device (laptop, desktop or tablet) with a camera and built-in microphone. SJSU has a free equipment loan program available for students (https://www.sjsu.edu/learnanywhere/equipment/index.php). Students are responsible for ensuring that they have access to reliable Wi-Fi to view lecture videos and to participate class meetings. On the exam days, students will need an additional device that has a camera and Wi-Fi connectivity. The first device will be used for accessing the exam problems (via Canvas using LockDown Browser), and the second device (typically a smartphone) will be used to provide zoom video for a proctoring purpose. This is because the LockDown Browser and zoom cannot run on the same device. If students are unable to have two devices connected to reliable Wi-Fi on exam dates, they must inform the instructor, as soon as possible or at the latest one week before the test date to determine an alternative. See Learn Anywhere website (https://www.sjsu.edu/learnanywhere/) for current Wi-Fi options on campus.

Engineering Library Liaison

Krista Anandakuttan

Email: krista.anandakuttan@sjsu.edu Subject guide: http://libguides.sjsu.edu/me

Course Requirements and Assignments

"Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally three hours per unit per week) for instruction,

, 111, , 2021 4 10

scanner and PDF combiner follows below. No late homework will be accepted in any case; however, the 2 lowest homework scores will be dropped. You may consider these assignments "freebies," but use them wisely!

Worksheets

During class meetings, you will solve worksheet problems in groups and submit your write-ups (as a group and as an individual) by the next day. Prepare your calculator, blank papers and any notes you have taken while watching the video lectures. Most importantly, do the homework before the class meeting so you are knowledgeable of the topic and are ready to solve the next-level problems. As a group of 3-4 people, you will fill in blanks in a worksheet on google slide through discussion in a 'zoom breakout room.' You call the instructor to your breakout room by pressing 'Ask for help' button. At the end of the discussion, your group will have write-ups that cover the key parts of the problem. Download the PDF of the completed google slide and submit it to earn points toward group activities (a half of the worksheet score). After the class meeting you will need to neatly write the entire analysis and answers to the problems and submit them individually (a half of the score). I will provide any help you need during the worksheet time and answer any questions except for the answers to the problems. You can check whether your answer is right or wrong using Canvas. Worksheet submissions are due at 11:59 pm of the next day of classes. The score deduction of 2% for each hour late submission will apply. Roughly after 1 day, you will receive 50% of your earned points, and after 2 days, no point.

If a person missed a group worksheet session, the default grade will be zero for that person who was absent. But I understand that there can be cases where you have a planned inevitable absence. If you plan ahead with your other members to arrange a way to contribute outside of the class meeting time (e.g. the person who missed the class takes care of polishing up the submission file and upload it, etc.), you can receive the same score as other members. For this arrangement, you will need to email me, cc-ing other group members, by the WS deadline. In the email, specify your contribution to the group worksheet.

Practice problems (PPs) in McGraw Hill Connect

A set of problems from 2-3 chapters included in the scope of each exam (the midterm 1, 2 and .

, 111, , 2021 5 10

Exams

There will be two 75-minute midterms and a final on the dates shown in the course schedule below. Exams are cumulative, so an exam will cover all chapters covered previously in this class. There will be questions testing your understanding on key concepts that comprise 10% of your score.

Online Exam Protocols

All exams (quizzes, midterms, and final) will be CLOSED BOOK and CLOSED NOTES with one single or double-sided 8.5 by 11 inch crib sheet and an engineering calculator allowed. No use of internet or communication with others (via cell phones, tablets, laptop etc.) will be allowed during the exams. All exams require Canvas Lockdown Browser. Access code to exams will be given via zoom at the start time. After the exam is over, you will be given 10 minutes to upload a PDF file including scanned pages of your solution as a supporting document on canvas. No partial credits will be assigned without the supporting document.

Proctoring Exams

Proctor will be conducted through zoom. Since the Canvas Lockdown Browser does not allow running zoom at the same time, you will need an additional device to provide a real-time video for the proctoring. Typically, people choose to a smartphone as their second device to provide a zoom video. You will be asked to have your zoom video 'on' with the correct viewing angle in which your face and hands (working surface) are visible on the zoom screen during the entire duration of the exam. Virtual background cannot be used during exams.

The zoom meeting during the exam will be recorded just in case there are irregular activities that require further investigation. Students are encouraged to contact the instructor if unexpected interruptions (from a parent or roommate, for example) occur during an exam. Only the instructor will have access to the recordings, and they will be deleted at the end of the semester. Please note it is the instructor's discretion to determine the method of proctoring. If cheating is suspected the proctoring videos may be used for further inspection and may become part of the student's disciplinary record.

Online Exams Testing Environment

- No earbuds, headphones, or headsets visible.
- Only the resources allowed (a personal calculator and one sheet of equation sheet) can be used during the exam.
- The environment is free of other people besides the student taking the test.
- If students need scratch paper for the test, they should present the front and back of a blank scratch paper to the camera before the test.
- No other browser or windows besides Canvas opened.
- A workplace that is clear of clutter (i.e., reference materials, notes, textbooks, cellphone, tablets, smart watches, monitors, keyboards, gaming consoles, etc.)
- Well-lit environment. Can see the students' eyes and their whole face.
- Avoid having backlight from a window or other light source opposite the camera.
- Only one person is allowed to temporarily leave the desk at a time (e.g. to use restroom).

, 111, , 2021 6 10

Grading Information

Grade Weighting

Lecture Video-embedded qui	z 5%
Homework	8%
Worksheet	8%
Practice problems	4%
Quizzes	20%
Midterms (2@15% each)	30%
Final Exam	25%*
Connect problems	up to 2% extra

^{*}An exceptional final exam (10% higher than your average grade before the final) will result in the final exam being weighted at 35% of your final grade, with the weight of the other items being decreased proportionally.

Determination of Grades

, 111, , 2021 7 10

Technologies for online learning

Canvas

Canvas will be the primary platform used for watching lecture videos, submitting assignments, and for all our communications. Connect can also be accessed from Canvas.

Zoom

Zoom will be used for our class meetings and for exam proctoring. SJSU authentication will be required to join the zoom meeting. Log-in with your SJSU email and password before joining the zoom. This is to ensure that the pre-assigned breakout room works properly. See below for useful tips on zoom.

- You can use either tablet, laptop, desktop, or even a smartphone to join the zoom meeting.
- Use your SJSU login ID and password for using the app.
- When you first use, test your microphone and speakers following this
 instruction: https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio
- More information on zoom is provided here: https://www.sjsu.edu/ecampus/teaching-tools/zoom/
- The zoom features we will use include break-out room, annotation, shared screens, etc.

Adobe scan app

All assignments are supposed to be submitted in a single PDF file format. To easily scan multiple pages and convert them into a single PDF, a mobile Adobe scanner app is recommended: https://acrobat.adobe.com/us/en/mobile/scanner-app.html.

PDF merger

In case you have several PDFs to combine into one, you can google search 'merge PDF' to find several websites that provides this service online.

Zoom Classroom Etiquette

- Mute Your Microphone: To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking.
- Be Mindful of Background Noise and Distractions: Find a quiet place to "attend" class, to the greatest extent possible.
- Avoid video setups where people may be walking behind you, people talking/making noise, etc.
- Avoid activities that could create additional noise, such as shuffling papers, listening to music in the background, etc.
- Position Your Camera Properly: Be sure your webcam is in a stable position and focused at eye level.
- Limit Your Distractions/Avoid Multitasking: You can make it easier to focus on the meeting by turning
 off notifications, closing or minimizing running apps, and putting your smartphone away (unless you are
 using it to access Zoom).
- Use Appropriate Virtual Backgrounds: If using a virtual background, it should be appropriate and
 professional and should NOT suggest or include content that is objectively offensive or demeaning.

Students are not allowed to record

Students are prohibited from recording class activities (including class lectures, office hours, advising sessions, etc.), distributing class recordings, or posting class recordings. Materials created by the instructor for the course (syllabi, lectures and lecture notes, presentations, etc.) are copyrighted by the instructor. This university policy (S12-7) is in place to protect the privacy of students in the course, as well as to maintain academic integrity through reducing the instances of cheating. Students who record, distribute, or post these materials will be referred to the Student Conduct and Ethical Development office. Unauthorized recording may violate university

, 111, , 2021 8 10

and state law. It is the responsibility of students that require special accommodations or assistive technology due to a disability to notify the instructor.

Technical difficulties

Internet connection issues

Canvas autosaves responses a few times per minute as long as there is an internet connection. If your internet connection is lost, Canvas will warn you but allow you to continue working on your exam. A brief loss of

, 111, , 2021

ME

, 111, , 2021 10 10