

ME 363 Lab Overview and Administrative Procedures

Overview

This laboratory is intended to provide practical experiences and knowledge on manufacturing processes and measurement techniques. The laboratory sessions will be held in both in the new manufacturing laboratories in the ME building and the student machine shop. It is important for you to follow the suggested instructions and guidelines to maximize the learning and maintain the safety. The machines and instruments have been purchased by the School and need to be maintained in good shape.

Administrative Procedures

Students are expected to be fully familiar with the lab to be conducted before the TA presentation at the beginning of lab. The lab report must be turned into the TA at the beginning of each lab. Students will submit original (absolutely no copies) individual reports according to the schedule. For the format of the lab report, see the format description in the lab manual. Due to the nature of the labs, there is no make-up lab and zero point will be assigned if you miss a lab. If you have to miss a lab for an excused reason such as family funeral, you need to contact the lab TA in advance to attend an alternative lab.

Students may use the equipment only during the supervised lab hours. Under no circumstance, students should try to use the lab facilities on their own. If such a case is found, it may result in zero point for the lab or failure in grade. In case of possible equipment damage, seek out the assistance of the TA. Note, students and instructors share responsibility for insuring that the lab equipment is maintained in operational condition.

Lab reports are divided into individual and group work. Generally, data gathering is group work while data reduction and analysis is individual work. While students are encouraged to share ideas, the actual work for the individual sections must be the product of one's own efforts. Failure to adhere to these guidelines will result in a grade penalty to be determined by the TA and the course instructor. Plagiarism will result in a grade of zero and will be reported to the professor in charge for further disciplinary measures.