

OREGON INSTITUTE OF TECHNOLOGY
Mechanical and Manufacturing Engineering and Technology

Prof. Hugh Currin's Grading Policies

The following are a few policies I follow in my classes. I have decided to put these into writing for two reasons. First you have a right to know my policies and, secondly, I can be more consistent in applying them if they are written and not open to arbitrary change.

GENERAL

You should keep all graded exams, labs and homework. These are needed if there is any dispute over grades or, heaven forbid, I lost my grade book.

RECEIVING HELP

I will, as a general rule, be available to answer questions anytime I'm in my office as well as during office hours. If you have trouble catching me you are encouraged to make an appointment.

Before coming for help you should organize your questions if possible. It will be a far more productive session if you can identify where you are having trouble. You need to bring any work you've done with you. This can be work done on a homework problem, an example problem, or a development you're having trouble with in the text. I can give little help without having a starting point.

One goal of your education is to learn how to learn. You should, upon graduation, be able learn from books and technical papers with no, or little, help. If I feel you would learn more doing further work on your own I will suggest a reference or ask questions tailored to get you thinking along the right lines. Please don't misinterpret this indirectness, it should be viewed as a positive part of the course.

LATE WORK

Homework

Homework is due at the start of class on the day that assignment is to be turned in. No late homework will be accepted. I will accept homework early if you can not attend class. You may also have another student turn an assignment in for you (however, if he forgets your assignment is late). This policy allows for posting of homework in the library and discussing the problems in class.

Labs

Late labs will be accepted with a 15% reduction until 5:00 PM the Friday after they are due. Past that time no late labs will be accepted. I will accept labs early. Under rare circumstances I may waive this

policy but only if arrangements are made with me prior to the lab being due. This allows me to grade your labs and return them in a timely manner.

Reports & Term Papers

Penalties for late reports and term papers will follow those for lab reports above.

Exams

If I am notified prior to an exam date that you can not attend an exam, arrangements can usually be made for a make-up provided a valid excuse is presented. This make-up exam will usually be taken prior to the scheduled exam rather than after.

If you wake up sick or otherwise indisposed on the day of an exam, call and leave a message before the exam is over. I must be notified of the circumstances before the exam ends to offer you a make-up exam without penalty. You should leave a message on my answering machine, 885-1649.

If you fail to notify me of your absence prior to an exam or I feel your excuse is invalid I will allow a make-up but reduce your score. The first occurrence during the term will carry a reduction of 10%. Subsequent occurrences will carry a reduction of 20%.

ACADEMIC DISHONESTY

Academic dishonesty is defined in the Student Handbook as:

Academic dishonesty is defined as cheating, plagiarism or otherwise obtaining grades under false pretenses. Plagiarism is defined as submitting the language, ideas, thoughts or work of another as one's own or assisting in the act of plagiarism by allowing one's work to be used in this fashion. Cheating is defined as, but not limited to: obtaining or providing unauthorized information during an examination through verbal, visual or unauthorized use of books, notes, text and other materials; obtaining or providing unauthorized information concerning all or part of an examination prior to that examination; taking an examination for another student or arranging for another person to take an exam in one's place; altering test answers after submittal for grading; changing grades after grades have been awarded; or altering other official academic records.

As an employee of OIT I am obliged to follow the Institution's Policies which includes that for Student Academic Integrity. This policy requires notifying the Student Affairs Office of any cases of academic dishonesty. The Policy is outlined in Appendix A or the Student Handbook. You are urged to review this policy.

However you are encouraged to work together and this Policy is not intended to prevent this. You should be working with others. As long as you are doing your own work and understand what you have done this policy will not affect you.

COMPUTER ASSIGNMENTS

In using a computer you are expected to keep a back-up of your work. This is critical here as in industry. To emphasize this I will not accept lost files, disk errors or other computer problems as valid excuses for late work.

You are required to keep back-ups of all assignments and bring these to each lecture and lab session. If I have trouble reading an assignment you've turned in I may request you to produce it in lab or during class.

There are several virus program floating around OIT. You should do a virus check on any disks or lab computers you use. There will be a deduction for any disk turned in with a virus.