Instructor: David G. Alexander  
Office location: O'Connell (OCNL) 422  
Telephone: 898-6491  
E-mail: dgalexander@csuchico.edu  
Office hours: [Department website faculty – David Alexander](https://csuchico.zoom.us/j/89619607343?pwd=LzgWWpzc0hWeGxNZnU3ZzNJb21IQT09)  
Class days and times: Lecture (LEC): MW 12:00 PM – 12:50 PM  
Presentations (SUP): Th 5:00 PM – 7:50 PM  
Classroom: Zoom:[https://csuchico.zoom.us/j/89619607343?pwd=LzgWWpzc0hWeGxNZnU3ZzNJb21IQT09](https://csuchico.zoom.us/j/89619607343?pwd=LzgWWpzc0hWeGxNZnU3ZzNJb21IQT09)  
Meeting ID: 896 1960 7343  
Passcode: 638672  
Prerequisites: Completion of GE Written Communication (A2) requirement, MECH 200, MECH 340  
Recommended: CIVL 302, MECA 380, MECH 308, MECH 338  

**Overview**  
Mechanical engineering design provides students with a unique opportunity to apply knowledge acquired during their undergraduate engineering education and design, build, test and deliver a hardware solution to a sponsor or customer. This culminating, immersive experience is sometimes called senior capstone because it is the final layer of knowledge acquired by students before transitioning into professional careers. Like most professional organizations, this course requires students to work in teams and communicate design decisions, results, and refinements throughout the semester. There is a lot of autonomy, however, students work with a faculty advisor and customer throughout the semester. A series of presentations and reports are given throughout the semester with a final detailed design due at the end of the semester.
Years of time, effort, and expense have resulted in everyone in this class being here, now. Yet, we all traveled uniquely different paths to get here. However, we all share the responsibility of making this class and individual projects what they become. Embrace this responsibility. Be motivated to reach outside of your comfort zone. Share and get to know one another and find the common humanity that we all share and make these next two semesters a memorable and honorable experience.

I have high expectations of all students. Assignments will be evaluated based on the rubric at end of this syllabus. Look at the expectations in the rubric and expect to receive a grade proportional to the grading scale. Come to class prepared and ready to engage in discussion and exploration in various topics about engineering, teamwork, project management, design, prototyping, and various other topics.

I want to help all students develop into outstanding, productive engineers where one’s sense of curiosity is supported and celebrated. My teaching style is casual and informal. I want my classroom to be dynamic, contributory, inquisitive, and fun.

**Classroom Protocol**

**Respect**

Students in this class are encouraged to speak up and participate during class meetings. Because the class will represent a diversity of individual beliefs, backgrounds, and experiences, every member of this class must show respect for every other member of this class. (Reference: [http://www.csuchico.edu/diversity/](http://www.csuchico.edu/diversity/))

**Safe Zone Statement**

I am part of the Safe Zone Ally community network of trained Chico State faculty/staff/students who are available to listen and support you in a safe and confidential manner. As a Safe Zone Ally, I can help you connect with resources on campus to address problems you may face that interfere with your academic and social success on campus as it relates to issues surrounding sexual orientation/gender identity. My goal is to help you be successful and to maintain a safe and equitable campus.

**LGBTQ Equality Statement**

I am firmly committed to diversity and equality in all areas of campus life, including specifically members of the LGBTQ community. In this class I will work to promote an anti-discriminatory environment where everyone feels safe and welcome. I recognize that discrimination can be direct or indirect and take place at both institutional and personal levels. I believe that such discrimination is unacceptable and I am committed to providing equality of opportunity for all by eliminating any and all discrimination, harassment, bullying, or victimization. The success of this policy relies on the support and understanding of everyone in this class. We all have a responsibility not to be offensive to each other, or to participate in, or condone harassment or discrimination of any kind.
How to Succeed in this Class

Practical advice for succeeding in this class. A minimum of 3 hours of outside class work is required for every 1 hour of in-class work for most upper-division engineering courses. A total of 12 hours should be scheduled outside of class every week for this course. Combined with the hours spent in class, a total of 16 hours per week should be dedicated to senior capstone to make it possible to earn a C or better grade. If an engineering student is taking four engineering classes, a total of 48 hours per week should be set aside in order to do well in all classes. If one does not have these many hours because of work or other obligations, then one’s level of understanding and grades will likely suffer. So, there is a choice to be made.

Open and constructive group communication is essential to succeed in this course. Everyone must be focused on supporting one another and the sponsor/customer. Decisions must be made in order to move forward. Each team will be faced with having to make decisions for which there are no “right” answers. Be diligent in understanding the problems that are identified and decisions that need to be made, but do not let issues sit unresolved, do not make decisions knowing little about what the expected outcome will be, and do not sit idle, watching the rest of the team work for fear of failure or success. Everyone has a contribution. This is not a spectator’s profession. This is engineering, and engineering is doing. Doing requires failure so fail early and often.

Seek out the help that you need. Talk to your instructors and peers. Talk to your parents or friends or aunts and uncles. Chat online with an expert. Submit a question on a forum or discussion page. Do anything proactive to answer the most pressing questions that you have. Embrace this time of open-endedness and forge ahead.

Course Description and Goals

Catalog Description

System design methods applied to mechanical systems. Group design projects. Consideration of the manufacturing cost, and environmental and social impact. Oral and written presentation of results. Initial design of the capstone design project to be continued in MECH 440B. 2 hours lecture, 3 hours supervision. This is an approved Writing Proficiency course; a grade of C- or better certifies writing proficiency for majors.

Course Goals

Student Learning Outcomes

1. Learn and practice design methods applicable to mechanical / mechatronic systems as members of multidisciplinary teams.
2. Acquire a skillset progressing from problem definition, to conceptual design, to detailed design.
3. Present findings orally and in writing.
4. Develop skills for effectively managing a team, communicating technical information, listening and collaborating, planning projects and tasks, budgeting, and managing project costs.
5. Understand professional ethical responsibility.
6. Recognize the need for, and acquire an ability to engage in lifelong learning.

**Milestones**

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<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor Presentations</td>
<td>2/4/2021</td>
</tr>
<tr>
<td>Project Proposal Presentations</td>
<td>3/4/2021</td>
</tr>
<tr>
<td>Preliminary Design Review Presentations</td>
<td>4/8/2021</td>
</tr>
<tr>
<td>Draft Design Reports Due</td>
<td>4/26/2021</td>
</tr>
<tr>
<td>Final Design Review Presentations</td>
<td>5/13/2021</td>
</tr>
<tr>
<td>Final Design Report Due</td>
<td>5/17/2021</td>
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**Required Materials**

**Course Usage of Blackboard Learn**
Copies of the course syllabus and major assignments are found on Blackboard Learn. You are responsible for regularly checking the online resources, which is accessed through the Chico State Portal at [http://portal.csuchico.edu](http://portal.csuchico.edu).

Some assignments will be administered online through Blackboard Learn. Deadlines for the last date and time to take and submit the assignment will be provided in Blackboard Learn. Once the deadline is reached the assignment will no longer be available. All assignment grades are final after the deadline.

Blackboard will be used to send announcements and emails to the entire class on occasion. Students are responsible for knowing and checking regularly the email account associated with their Chico State portal.

**Grading Policy**

**Attendance and In-Class Activities**
Attendance in class is extremely important to learning. Attendance will be monitored by collecting in-class activities, saving assignments not picked up when returned, and attendance. Assignments will be returned in class only once. If a student is not available in class to pick up an assignment, it will be in my office and available to be picked up anytime during office hours. At the end of the semester, students will receive a one day absence for each assignment that is still in my office. A factor calculated from the number of lecture days minus the sum of assignments left in my office and recorded absences divided by the number of lecture days will be multiplied to a student’s final score to determine their final grade. NO MAKE-UP IS AVAILABLE FOR IN-CLASS ACTIVITIES.
Assignment Policy
LATE ASSIGNMENTS ARE ACCEPTED ONLY WITH AN APPROVED AND COMPLETED LATE ASSIGNMENT POLICY AGREEMENT. See below or Bblearn.

CSUC Definition of Grading Symbols
A - Superior work; a level of achievement so outstanding that it is normally attained by relatively few students.
B - Very good work; a high level of achievement clearly better than adequate competence in the subject matter/skill, but not as good as the unusual, superior achievement of students earning an A.
C - Adequate work; a level of achievement indicating adequate competence in the subject matter/skill. This level or higher will usually be met by a majority of students in the class.
D - Minimally acceptable work; a level of achievement which meets the minimum requirements of the course.
F - Unacceptable work; a level of achievement that fails to meet the minimum requirements of the course. Not passing.

Grading

<table>
<thead>
<tr>
<th>Topic</th>
<th>%</th>
<th>T/I</th>
<th>Comment</th>
</tr>
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<tbody>
<tr>
<td>Project Proposal Presentation</td>
<td>10</td>
<td>I</td>
<td>Demonstrate that the design problem is understood, well defined, and justified.</td>
</tr>
<tr>
<td>Preliminary Design Review Presentation</td>
<td>15</td>
<td>I</td>
<td>Demonstrate that a valid concept has been developed. Convince your customer to proceed with detailed design.</td>
</tr>
<tr>
<td>Final Design Review Presentation</td>
<td>20</td>
<td>I</td>
<td>Demonstrate that the solution will meet the requirements and solve the problem. Convince your customer to proceed with prototype construction.</td>
</tr>
<tr>
<td>Draft Design Report</td>
<td>5</td>
<td>T</td>
<td>Graded only for completeness.</td>
</tr>
<tr>
<td>Final Design Report</td>
<td>25</td>
<td>T</td>
<td>Content, organization, style, format.</td>
</tr>
<tr>
<td>Contribution to Project</td>
<td>25</td>
<td>I</td>
<td>Peer review and evaluation by faculty advisor.</td>
</tr>
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Note: If warranted, the course instructor, with input from the faculty advisor, may issue a failing grade regardless of a student's computed final average.

Grade Disputes
Final grades are non-negotiable. If you think a grading error has been made for any graded assignment throughout the term, you must bring this to my attention within two weeks of the date the grade was posted. Grade disputes brought up after final grades are posted will not be considered.
Cheating
Engineering is an honorable profession. Cheating is not honorable. Don’t be a cheater. Anyone caught cheating on any assignment will receive an automatic F for the course, a report will be submitted to Student Judicial Affairs, and retaking the course for forgiveness may not be possible.

University Policies and Campus Resources

Dropping and Adding
You are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. found http://www.csuchico.edu/catalog/. You should be aware of the new deadlines and penalties for adding and dropping classes.

Academic integrity
Students are expected to be familiar with the University’s Academic Integrity Policy. Your own commitment to learning, as evidenced by your enrollment at California State University, Chico, and the University’s Academic Integrity Policy requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the Office of Student Judicial Affairs. The policy on academic integrity and other resources related to student conduct can be found on the Student Judicial Affairs web site, http://www.csuchico.edu/sjd/.

IT Support Services
Computer labs for student use are located on the first and fourth floor of the Meriam Library, Room 116 and 450, Tehama Hall Room 131, and the Bell Memorial Union (BMU) basement. You can get help using your computer from IT Support Services; contact them through their website, http://www.csuchico.edu/itss. Additional labs may be available to students in your department or college.

Student Services
Student services are designed to assist students in the development of their full academic potential and to motivate them to become self-directed learners. Students can find support for services such as skills assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development. Student services information can be found at: http://www.csuchico.edu/current-students.

Americans with Disabilities Act
If you need course adaptations or accommodations because of a disability or chronic illness, 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. Please also contact Accessibility Resource Center (ARC) as they are the designated department responsible for approving and coordinating reasonable accommodations and services for students with disabilities. ARC will help you understand your rights and responsibilities under the Americans with Disabilities Act and provide you further assistance with requesting and arranging accommodations.
Student Learning Center

The mission of the Student Learning Center (SLC) is to provide services that will assist CSU, Chico students to become independent learners. The SLC prepares and supports students in their college course work by offering a variety of programs and resources to meet student needs. The SLC facilitates the academic transition and retention of students from high schools and community colleges by providing study strategy information, content subject tutoring, and supplemental instruction. The SLC is online at http://www.csuchico.edu/slc. The University Writing Center has been combined with the Student Learning Center.
Late Assignment Policy

The following policy and agreement applies to all assignments. Assignments include but are not limited to homework, reports, exams, attendance in class or outside of class, and any other evaluated work that is the bases for a course grade.

This agreement is non-negotiable and must be completed by anyone requesting credit for a late assignment. An assignment is late if it is turned in after the day and time that it was due. There are no exceptions.

If this agreement and supporting documentation does not accompany the late assignment, no credit will be given for the assignment, and I will not discuss the particular situation that resulted in the late assignment.

What assignment applies to this agreement? _____________________________________________________

When was the assignment due? __________________________________________________

Circle the appropriate answer to the questions below.

No credit will be given if the answer to question (1) below is No. Do not submit the assignment for credit and do not discuss the situation with me even though it may be unique or special.

If the answer to question (1) is Yes, the assignment will be considered for credit.

1. Was the student involved in an accident, admitted to a hospital, seen by a medical professional, presenting flu or flu-like symptoms on or within 24 hours of the assignment or exam due date, participating in an unexpected or unplanned interview or phone call for a job or possible job offer at the time of the assignment due date, or communicated with the professor another arrangement 24-hours before the assignment was due?

   Yes                                           No

Provide documented evidence (physician’s note, admission to a medical facility for care, job offer, email of time conflict from potential job offer, or other documented evidence of the accident or event) that includes the date and time of service or event and submit with this signed agreement and the late assignment to instructor.

Explain briefly the reason that an assignment is late or must be rescheduled:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Name:

________________________________________________________________________

Signature:                      Date: