

DEPARTMENT OF MECHANICAL ENGINEERING
ME 691 SEMINAR

Overview:

We normally recommend that graduate students register for ME 691 Seminar credit only during their last semester of residence (as such they will have research to present a seminar themselves – see below); however, we recommended all graduate students in the department of mechanical engineering attend the seminars.

Attendance

A sign-up sheet will be circulated during each seminar period. The student's name and signature will be required. Credit for attendance will not be given to students who enter the seminar room after the speaker has started his/her presentation.

Participation:

The students will submit typewritten, concise, and accurate reports on the Monday following the seminar period. A student that has not earned credit for attendance for a given seminar may not submit a report for that seminar. The reports must be written in the student's own words. Ideally, the reports should be about one page long, but not exceeding two pages. The reports shall be submitted in ME 691 box (on file cabinet) in Holmes Hall 302. The student may choose to submit one of two types of report:

Type 1: The student will ask the speaker at least one relevant question (not a clarification question) during the seminar period. The student will then submit a written report containing **1)** his/her question; **2)** the speaker's response as given during the seminar; and **3)** further comments from the student on the speaker's response.

Type 2: The student shall submit a written report containing **1)** at least one question that he/she might have directed to the speaker; and **2)** a brief, but accurate summary of the seminar. Paraphrasing seminar abstracts from circulated fliers will not be acceptable.

Grading:

<u>Grades</u>	<u>Requirements</u>
B or C	To earn one seminar credit the submittal of at least 15 reports is required. Receiving the grade of B or C will depend on the quality of the reports. If the report is not of sufficiently high quality, the student will be given the opportunity to make improvements. To receive a B, all reports must be of high quality.
A or B	To receive the grade A, the student must meet the requirements for the B in addition to presenting a high-quality seminar during the semester in which the student is enrolled in ME 691. The student will receive a B if he/she has the requirements of a C in addition to presenting a high-quality seminar.
I	An incomplete (grade I) will be given if the registered student has submitted less than 15 reports.

M.S. Students: M.S. students should submit 15 reports (during their MS program) and register for one credit (ME 691) only during their last semester of residence when they will give a presentation.

Ph.D. Students: Ph.D. students should submit 30 reports, present twice, and register for one credit of ME 691 twice.

Ph.D. students should finish their first 15 reports within their first two years of study, register for one credit of ME 691 during their fourth semester when they will give the first presentation. They should then submit their second 15 reports (after fourth semester, during the rest of their Ph.D. program) and register for one credit (ME 691) only during their last semester of residence when they will give their second presentation.

If Ph.D. students have already received one credit of seminar course during their M.S. program (either from the ME/UHM or other institutions), they are required to submit a total of 15 reports (during their Ph.D. program) and register for one credit (ME 691) only during their last semester of residence when they will give a presentation.