

DEPARTMENT OF MECHANICAL ENGINEERING

ME 691 SEMINAR

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 grading policy below); however, we recommended all graduate students in the department of mechanical engineering attend the Mechanical Engineering seminars to broaden their exposure to mechanical engineering.

Attendance

At Mechanical Engineering Seminars, a sign-up sheet will be circulated during each seminar period. The student's name and signature are required on that sheet for the student to receive credit for attending the seminar. 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. The reports are not a regurgitation of the seminar abstract. 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 digitally to the instructor (atrimble@hawaii.edu) or in hard copy to the instructors mail box 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)** a brief, but accurate summary of the seminar. Paraphrasing seminar abstracts from circulated fliers is not acceptable; and **2)** description of a question asked of the speaker by anyone and the speaker's answer/discussion.

Grading

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| B or C | 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. |