ME 482 Remote Instruction Guidelines

This message contains important information regarding ME 482 for the week of 3/23 particularly and the immediate future in general, we know the message is long, but please read the full message carefully. Please also share this message with the VIP students on your teams.

Safety

Your safety, the safety of your family and friends, and the safety of our community is the first concern. Take care of these priorities first. This includes the current mandates for “social distancing.” Safety is the first and fundamental principle of these changes and where there is conflict safety is the overriding authority.

If you are feeling any kind of sickness, please let your section instructor know immediately and stay at home. If you are high risk (e.g. have traveled recently, have had contact with someone who is feeling sickness of any kind, have an at-risk medical condition, or have elderly in the home) stay at home.

Overview

In light of the concerns due to COVID-19, the instructors of the ME design class, our Department Chairs, and supporting staff have had several discussions over this past week to work out a plan for ME 482.

First, the University is still OPEN to all students as of the time of writing. The current mandate is for remote instruction not for the cancellation of instruction. Remote learning does not equal class cancellation. You are expected to proceed with your projects at your highest capacity while following all the safety procedures and exercising precaution for COVID-19.

Through the current challenges, our first goal is to give you the ability to close-out your projects to whatever extent possible. You have worked hard for nearly a year and you deserve to see some success. Each project will require a different approach and you should work with your section instructor during this week’s team meeting to determine an acceptable final outcome. If possible, your team should start preparing to shift your focus to the software components or other less hardware intensive aspects of your projects, which can be done remotely. Start preparing virtual testbeds for your projects if applicable.

This is an opportunity to get used to remote learning and working and familiarize yourself with tools available:

- Meetings: Zoom, Google hangout, Skype, etc.
- Messaging: Email, Slack, Discord, Band, etc.
- Collaborative Software Development: GitHub, etc.
- Writing: Google Docs, Overleaf (for LaTex), etc.

Currently we expect the changes to last through the end of the semester, but it is likely more changes are coming. If things change for the positive, we will re-adapt again to give you
the best possible ability to close your projects. If things change for the negative and more changes are necessary, we will again re-adapt. Due to the fast-evolving situation and the intricacies of ME 482, it takes time, and maybe several iterations, to finalize a plan that is to the best interest of all of us and is consistent with the Federal, State, and University policies currently in place.

Meetings

We will hold a mandatory remote (via Zoom: https://hawaii.zoom.us/j/639301061) all-hands (all three sections) meeting from 3:30 – 4:20 p.m on Monday, 23 March. There will NOT be a parallel face-to-face meeting in HIG 110.

All in-person lab sessions are cancelled - only remote virtual sessions are allowed.
Weekly team meetings with your section instructor will still be held. Your section instructor will send you invites in the tool of their choosing. Similarly, you still need to hold team meetings. Per the current guidance those meetings should be virtual whenever possible.

Updated Schedule and Deliverables

Monitor the website, email, and laulima regularly for updated schedule information. These changes will almost certainly require the adaptation of the content and due dates for your upcoming deliverables. A few highlights follow:

- **Most urgently**: your mid-term reports are due as planned on Friday, 27 March 2020 by 5:00 p.m. The submission will be electronic only via email to the section instructor and TA.
- The Alpha Prototype Demonstration due date is delayed one week.
- The College of Engineering Banquet scheduled for Wednesday, 22 April is cancelled.
- All remaining presentations are currently expected to be held remotely (Poster, FRMDC, etc.)
- As soon as possible we will issue a modified ME482 syllabus and grading rubrics.

Facilities Usage

Since the UHM campus currently remains open to students and faculty, you do have access to the facilities. However, the university requirements to keep all gatherings to less than 10 attendees will restrict your usage. To meet these requirements Lewis is rolling out an access calendar for shop usage and each team will receive a maximum weekly allocation of hours. If your team does not need its hours please let your section instructor know so those hours can be apportioned to other teams in need. **The shop is closed until these measures can be implemented.** For your safety you should sanitize before you utilize any equipment and are required to sanitize as part of your clean-up process. Be sure to wash your hands thoroughly with soap per the COVID-19 instructions often. “Facilities usage” applies to shops that contain the tools you otherwise do not have access to; only spend time in shops for this purpose - actively using the equipment. Meetings and other planning and preparation should be held remotely.

Please note that the easiest way to transfer the virus is through the mouth, nose, and eyes, usually by touching with your hands. While working on your project in a university facility,
you should wear latex gloves, eye protection, and if possible, a mask (note the University cannot at this time provide these items for you). However, you are NOT allowed to wear gloves of any type while operating equipment or machinery in the shops (other than heavy gloves normally used for welding, torch cutting, etc.). This is per your equipment specific training and an OSHA safety rule.

Despite the shops being open, the above mentioned ongoing modifications of the deliverables will not require you to utilize the shops and thus we discourage you from doing so at this time.

Section Specific Information

We are attempting to maintain consistency in changes across all sections and all projects. However, some projects will be more affected than others. As such, your instructor will provide specific instructions for each team during meetings or through Laulima.

**Song**

- Dr. Song will host my office hours for the week of 3/23 (5:30 – 6:30 pm on MW) virtually on Slack supplemented by one-on-one Zoom meetings per request.

- Holmes 210: You are encouraged to avoid any unnecessary in-person contact during the week of 3/23. If necessary, at most 2 members from each team can occupy Holmes Hall 210 at the same time. This includes the VIP students on your teams. This is to follow the 10-people policy published by the CDC and ensure that all the graduate students can use the lab at the same time. Do not use the lab to congregate or meet. Use the lab only because you need the tools and physical hardware. At this time you should not be taking lab property out of the lab. Wash your hands thoroughly with soap before entering the lab and often during your session.

**Trimble**

- Dr. Trimble will hold virtual office hours via Zoom or Google as requested by email.

- Holmes 348: I encourage you to avoid any unnecessary in-person contact during the near future. This includes the VIP students on your teams. Follow the 10-people policy published by the CDC and ensure that all the graduate students can use the lab at the same time. Do not use the lab to congregate or meet. Use the lab only because you need the tools and physical hardware. At this time you should not be taking lab property out of the lab. Wash your hands upon entering the lab and often during your session.

**Sorensen**

- Dr. Sorensen will hold virtual office hours via Skype or Zoom or Google as arranged by email requests.
POST 536 and HH309: I encourage you to avoid any unnecessary in-person contact during the near future. This includes the VIP students on your teams. Follow the 10-people policy published by the CDC. There should be no more than four students in POST 536 at a time. Do not use the labs to congregate or meet. Use the lab only because you need the tools and physical hardware. At this time you should not be taking lab property out of the lab. Wash your hands upon entering the lab and often during your session. Wear gloves if available.

Your mid-term reports will be due as planned on Friday, 27 March 2020 by 5:00 p.m. The submission will be electronic only through an email to me (cc the TA). I DO NOT ACCEPT LINKS AS DELIVERABLES!

Look for further announcements coming from Laulima.

Conclusion

Please stay healthy and let us know if you have any questions or concerns. Remember to err on the side of safety. Don’t endanger yourself or others. Closely monitor the updates from the University about COVID-19: