



Price Faculty of Engineering
Department of Mechanical Engineering

MECH 3460 Heat Transfer (CRN 51296, Session A01)

Winter 2024

Supplementary Information

Assignment Descriptions, Due Dates and Late Submission Policy

- There will be eight tutorial assignments throughout the term.
- Assignment problems will be chosen from the recommended problem list.
- Assignment problems will be displayed in class at the start of the tutorial period (on weeks where there is no term test). The solutions will be **due at the start of the next lecture** (Thursday at 10h00).
- **Selected assignment problems will be marked by the TAs. In each assignment, not all problems will be marked.**
- It is acceptable to work on your assignments with your peers, but you must prepare a solution on your own (i.e., do not copy). Copied work will receive a mark of zero.
- Late assignment submissions will be penalized 10% per day after the original deadline day. A waiver will only be granted based on medical, compassionate, or university-related travel reasons. The weight of the final exam will be adjusted to include the weight of any valid missed assignments.
- Solutions to all the recommended problems will be posted on UM Learn after the chapter is completed in the assignments.

Term Tests, and the Final Exam

- You are permitted to use the textbook, limited summary sheets, and a calculator.
- **At least three term tests must be written to be eligible to write the final exam.**
- There will be make-up tests available.
- A declaration of a missed term test (using the form found at <https://umanitoba.ca/student-supports/academic-supports/student-advocacy/self-declaration-policy-students>) must be submitted within 48 hours after the test time.
- Electronic devices other than dedicated calculators are not permitted during the term tests and the final examination. A non-dedicated calculator device serving as a calculator (*e.g.*, a mobile phone running a calculator application) is not allowed.

How to Succeed in this Course

- Take lecture notes.
- Participate in class discussions
- Bring your textbook to lectures and tutorials.
- Keep up to date with the course material. After each lecture: review your lecture notes, read the related material from the textbook, re-do the example problems from the lecture and the textbook to help you understand the concepts, theory and methods involved.
- Solve all the problems from the recommended problem list **without** referring to the solutions.
- Submit all assignments.

- Consult with the instructor and the teaching assistants regarding any difficulties in understanding the course material.
- Do not leave solving problems to the last minute. Give yourself time to work through the problems and to understand the concepts and methods.
- Prepare for term tests and the final examination by working through example term tests and final examinations **without** referring to the solutions.

Using Copyrighted Material

Please respect copyright. We will use copyrighted content in this course. I have ensured that the content I use is appropriately acknowledged and is copied in accordance with copyright laws and University guidelines. Copyrighted works, including those created by me, are made available for private study and research, and must not be distributed in any format without permission. Do not upload copyrighted works to a learning management system (such as UM Learn), or any website, unless an exception to the *Copyright Act* applies or written permission has been confirmed. For more information, see the University's Copyright Office website at <http://umanitoba.ca/copyright/> or contact um_copyright@umanitoba.ca.

Recording Class Lectures

The instructor and the University of Manitoba hold copyright over the course materials, presentations and lectures which form part of this course. No audio or video recording of lectures or presentations is allowed in any format, openly or surreptitiously, in whole or in part without permission from the instructor. Course materials (both paper and digital) are for the participants' private study and research.

Course Technology

It is the general University of Manitoba policy that all technology resources are to be used in a responsible, efficient, ethical, and legal manner. The student can use all technology in classroom setting only for educational purposes approved by instructor and/or the University of Manitoba Student Accessibility Services. Student should not participate in personal direct electronic messaging / posting activities (e-mail, texting, video or voice chat, wikis, blogs, social networking (e.g., Facebook) online and offline "gaming") during scheduled class time. If a student is on call (emergency) the student should switch their cell phone to vibrate mode and leave the lecture setting before using it. (©S Kondrashov. Used with permission)

Class Communication

The University requires all students to activate an official University email account. For full details of the Electronic Communication with Students please visit:

http://umanitoba.ca/admin/governance/media/Electronic_Communication_with_Students_Policy_-_2013_09_01_RF.pdf

Please note that all communication between the instructor and you as a student must comply with the electronic communication with student policy

(http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html). You are required to obtain and use your U of M email account for all

communication between yourself and the university.

Expectations

Attendance at lectures and tutorials is essential for successful completion of this course. Students must satisfy each evaluation component in the course to receive a final grade. It is the responsibility of each

student to contact the instructor in a timely manner if he or she is uncertain about his or her standing in the course and about his or her potential for receiving a failing grade.

Students should also familiarize themselves with [the General Academic Regulations](#) of the University of Manitoba and [Section 3 of the Price Faculty of Engineering Academic Regulations](#) regarding incomplete term work, deferred examinations, attendance and withdrawal. Students should also be aware of the [Respectful Work and Learning Environment Policy](#), [Communications Policy](#), as well as all other [regulations and policies](#).

Academic Integrity

Students are expected to conduct themselves in accordance with the highest ethical standards of the Profession of Engineering and evince academic integrity in all their pursuits and activities at the university. As such, in accordance with the General Academic Regulations and Requirements of the University of Manitoba, Section 8.1, students are reminded that plagiarism or any other form of cheating in examinations, assignments, laboratory reports or term tests is subject to serious academic penalty (e.g., suspension or expulsion from the faculty or university). A student found guilty of contributing to cheating in examinations or term assignments is also subject to serious academic penalty.

Students Accessibility Services

If you are a student with a disability, please contact SAS for academic accommodation supports and services such as note-taking, interpreting, assistive technology, and exam accommodations. Students who have, or think they may have, a disability (e.g., mental illness, learning, medical, hearing, injury-related, visual) are invited to contact SAS to arrange a confidential consultation.

Student Accessibility Services <https://umanitoba.ca/student-supports/accessibility>

520 University Centre, (204) 474 7423, Student_accessibility@umanitoba.ca