



Senior Design (ME423-Engineering Design VII)
Charles V. Schaefer, Jr. School of Engineering & Science
Fall 2024

Course: ME 423
Sections: A

Lecture Hours & Room: A: TuR 2:30 PM – 4:20 PM Room: EAS 222 & Zoom

Instructor: Zahra Pournorouz, PhD

Office Location: EAS 307

Office Hours: MW 11 AM – 12 PM and Thursdays 1:30 - 2:30 PM or by appointment!

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Email: zpournor@stevens.edu

Grading Policy:

Phase I: Report and Presentation	30% (15% each)
Phase II: Progress Presentation	15%
Phase III: Report and Presentation	30% (15% each)
Project Website	5%
Alpha prototype demo	5%
Individual Contribution to Project	15%
Peer Evaluation of Other Projects	5% (Extra Credit)

Grading Scale:

A (93%), A- (90%),
B+ (87%), B (83%), B- (80%),
C+ (77%), C (73%), C- (70%),
D+ (67%), D (60%)

Format and Structure

- ☐ Tuesday Sessions: lectures, workshops, and invited speakers (Mostly via Zoom unless announced otherwise)
- ☐ Thursday Sessions: team/advisor meetings and milestone presentations.
- ☐ Class material will be posted to Canvas.
- ☐ Office hours will be used to supplement student learning and should be used for further discussion of course material with the instructor.

On-Line Access: Supporting material, homework assignments, and grades are available on Canvas. Announcements, group emails, and individual student emails will be sent through the Canvas system which uses your official Stevens email account.

Tentative Schedule: The tentative course schedule follows; however, I reserve the right to change or move topics and due dates as necessary.

Week	Date	Activities
1	T – 09/03 R – 09/05	ME423 Overview Interdisciplinary Projects Sign-ups
2	T – 09/10 R – 09/12	Phase 1 Overview Lecture Advisor/Team Meeting
3	M – 09/16 T – 09/17 R – 09/19	Add/Drop deadline Library Info Session (Courtney Walsh) Advisor/Team Meeting
4	T – 09/24 R – 09/26	Office hours / Workshop/ Invited Speaker Advisor/Team Meeting

5	T – 10/01 R – 10/03	Phase I – Reports Due Phase I – Presentations
6	T – 10/08 R – 10/10	Phase II – Overview Lecture Advisor/Team Meeting
7	T – 10/15 R – 10/17	No Classes – Monday Class Schedule Advisor/Team Meeting
8	T – 10/22 R – 10/24	Purchasing, Vendors, and Prototyping Advisor/Team Meeting
9	T – 10/29 R – 10/31	Machine shop safety, Environmental Health & Safety, Rapid Prototyping Advisor/Team Meeting
10	T – 11/05 R – 11/07	Initial Project Website Due Phase II – Presentations
11	T – 11/12 R – 11/14	Phase III – Overview Lecture Advisor/Team Meeting
12	T – 11/19 R – 11/21	Office hours / Workshop/ Invited Speaker Advisor/Team Meeting
13	T – 11/25 R – 11/28	Office hours / Workshop/ Invited Speaker Thanksgiving Holiday – No Class
15	W – 12/03 R – 12/05	Office hours / Workshop/ Invited Speaker Advisor/Team Meeting
16	T – 12/10 R – 12/12	Phase III – Reports Due Phase III – Presentations

Academic Integrity

Undergraduate Honor System: Enrollment into the undergraduate class of Stevens Institute of Technology signifies a student's commitment to the Honor System. Accordingly, the provisions of the Stevens Honor System apply to all undergraduate students in coursework and Honor Board proceedings. It is the responsibility of each student to become acquainted with and to uphold the ideals set forth in the [Honor System Constitution](#). More information about the Honor System including the constitution, bylaws, investigative procedures, and the penalty matrix can be found online at <http://web.stevens.edu/honor/>.

The following pledge shall be written in full and signed by every student on all submitted work (including, but not limited to, homework, projects, lab reports, code, quizzes and exams) that is assigned by the course instructor. No work shall be graded unless the pledge is written in full and signed.

"I pledge my honor that I have abided by the Stevens Honor System."

Reporting Honor System Violations

Students who believe a violation of the Honor System has been committed should report it within ten business days of the suspected violation. Students have the option to remain anonymous and can report violations online at www.stevens.edu/honor.

Learning Accommodations

Stevens Institute of Technology is dedicated to providing appropriate accommodations to students with documented disabilities. The Office of Disability Services (ODS) works with undergraduate and graduate students with learning disabilities, attention deficit-hyperactivity disorders, physical disabilities, sensory impairments, psychiatric disorders, and other such disabilities in order to help students achieve their academic and personal potential. They facilitate equal access to the educational programs and opportunities offered at Stevens and coordinate reasonable accommodations for eligible students. These services are designed to encourage independence and self-advocacy with support from the ODS staff. The ODS staff will facilitate the provision of accommodations on a case-by-case basis.

For more information about Disability Services and the process to receive accommodations, visit <https://www.stevens.edu/office-disability-services>. If you have any questions please contact: Phillip Gehman, the Director of Disability Services Coordinator at Stevens Institute of Technology at pgehman@stevens.edu or by phone 201-216-3748.

Disability Services Confidentiality Policy

Student Disability Files are kept separate from academic files and are stored in a secure location within the Office of Disability Services. The Family Educational Rights Privacy Act (FERPA, 20 U.S.C. 1232g; 34CFR, Part 99) regulates disclosure of disability documentation and records maintained by Stevens Disability Services. According to this act, prior written consent by the student is required before our Disability Services office may release disability documentation or

records to anyone. An exception is made in unusual circumstances, such as the case of health and safety emergencies.

Inclusivity

Name and Pronoun Usage: As this course includes group work and class discussion, it is vitally important for us to create an educational environment of inclusion and mutual respect. This includes the ability for all students to have their chosen gender pronoun(s) and chosen name affirmed. If the class roster does not align with your name and/or pronouns, please inform the instructor of the necessary changes.

Inclusion Statement: Stevens Institute of Technology believes that diversity and inclusiveness are essential to excellence in academic discourse and innovation. In this class, the perspective of people of all races, ethnicities, gender expressions and gender identities, religions, sexual orientations, disabilities, socioeconomic backgrounds, and nationalities will be respected and viewed as a resource and benefit throughout the semester. Suggestions to further diversify class materials and assignments are encouraged. If any course meetings conflict with your religious events, please do not hesitate to reach out to your instructor to make alternative arrangements.

You are expected to treat your instructor and all other participants in the course with courtesy and respect. Disrespectful conduct and harassing statements will not be tolerated and may result in disciplinary actions.

Mental Health Resources

Part of being successful in the classroom involves a focus on your whole self, including your mental health. While you are at Stevens, there are many resources to promote and support mental health. The Office of Counseling and Psychological Services (CAPS) offers free and confidential services to all enrolled students who are struggling to cope with personal issues (e.g., difficulty adjusting to college or trouble managing stress) or psychological difficulties (e.g., anxiety and depression). CAPS is open daily from 9:00 am – 5:00 pm M-F. Evening hours are available by appointment in the Fall / Spring semesters and up-to-date information regarding the availability of evening appointments can be found by visiting www.stevens.edu/CAPS. To schedule an appointment, call 201-216-5177.

Due to the pandemic, in-person appointments may be limited until further notice. Up-to-date information about the availability of in-person services can be found at www.stevens.edu/CAPS. Teletherapy (therapy via secure video platform) is available to registered students physically located in the states of New York or New Jersey. Students located outside of NY / NJ are encouraged to pursue local treatment through their personal health insurance. To learn more about the process of finding a therapist please visit the CAPS webpage on [Seeking Help Off-Campus](#).

Emergency Information

In the event of an urgent or emergent concern about the safety of yourself or someone else in the Stevens community, please immediately call the Stevens Campus Police at 201-216-5105 or on

their emergency line at 201-216-3911. These phone lines are staffed 24/7, year-round. For students who do not reside near the campus and require emergency support, please contact your local emergency response providers at 911 or via your local police precinct. Other 24/7 national resources for students dealing with mental health crises include the National Suicide Prevention Lifeline (1-800-273-8255) and the Crisis Text Line (text “Home” to 741-741). If you are concerned about the wellbeing of another Stevens student, and the matter is not urgent or time sensitive, please email the CARE Team at care@stevens.edu. A member of the CARE Team will respond to your concern as soon as possible.