

**Graduate Seminar**  
Syllabus - Spring 2017

**Course:** CHME 690 Graduate Seminar

**Credit Hours:** 1 (1 contact hour)

**Class Meeting Days and Times:** Fridays, 1:30 PM-2:20 PM

**Class Meeting Location:** Guthrie Hall 201

**Instructor:** Martha C. Mitchell, Ph.D., P.E.

**Office Location:** Regents Row A105

3055 Williams Ave.

Las Cruces, NM 88003

**Email:** [martmitc@nmsu.edu](mailto:martmitc@nmsu.edu)

**Phone:** (575)646-2093

**Required Texts**

None

**Seminar Attendance**

Graduate seminar attendance is required for this course. Each week there will be a sign-in sheet. You must print and sign your name on the sheet each week. Each absence will deduct 5% from your attendance score.

**Course Overview (Catalog Description):** Presentations on topics of professional interest in chemical engineering. Includes seminars by faculty, graduate students, and invited speakers from academia, government, and industry. Required each semester for every Ph.D. student. All candidates for graduate degrees required to give seminar. May be repeated for a maximum of 8 credits. Restricted to: CHME majors.

**Questions asked of Seminar Speakers**

Each week there will be index cards at the front of the room. On an index card, write your name and a question you want to ask the seminar speaker. When there is time for questions, I expect at least **three** students enrolled in the class to ask a question. I expect you to ask your question at half of the seminars (excluding the safety seminars). I will keep track of how many questions you ask.

**Point Distribution**

Attendance	50%
Index card questions	30%
Question asked at 5 seminars	20%

### **Communicating about Absences**

If you need to miss a class due to an illness, professional travel such as a conference or interview, or a family emergency, let me (email is fine) as soon as possible.

### **Cell Phone Use**

Use of cell phones and wi-fi enabled devices are strictly prohibited during presentations. Cell phones will need to be turned off, and put in backpacks or bags.

In special cases, use of a cell phone during class must be approved each time by Dr. Mitchell, and should only be considered in emergency cases.

### **Office Hours:**

Monday 2:30 PM-3:30 PM

Wednesday 9:30 AM-10:30 AM, 2:30-4:00 PM

Friday 9:30 AM-10:30 AM

or by appointment, [martmitc@nmsu.edu](mailto:martmitc@nmsu.edu). The expected turn-around time for responding to students' emails or phone calls is 24-48 hours.

### **Religious Observances and Authorized Absences**

NMSU values diversity and the university supports cultural and religious inclusiveness. If your participation in cultural or religious observances (e.g. religious holidays, spiritual observances) conflicts with a particular class session, please notify me in writing and ahead of time to be excused from class for such observances.

### **Grading**

#### Grading Scale

A	> 90%
B	80-89.9%
C	70-79.9%
D	60-69.9%
F	< 60.0%

Fractional grades will not be assigned.

### **Discrimination and Disability Accommodation**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) covers issues relating to disability and accommodations. If a student has questions or needs an accommodation in the classroom (all medical information is treated confidentially), contact:

**Trudy Luken, Director**

Student Accessibility Services (SAS)  
Corbett Center Student Union, Rm. 208  
Phone: (575) 646-6840  
E-mail: [sas@nmsu.edu](mailto:sas@nmsu.edu)

Website: <http://sas.nmsu.edu/>

NMSU policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation. For more information on discrimination issues, Title IX, Campus SaVE Act, NMSU Policy Chapter 3.25, NMSU's complaint process, or to file a complaint contact:

**Lauri Millot**

Title IX Coordinator

**Agustin Diaz**

Title IX Deputy Coordinator

Office of Institutional Equity (OIE)  
O'Loughlin House, 1130 University Avenue  
Phone: (575) 646-3635  
E-mail: [equity@nmsu.edu](mailto:equity@nmsu.edu)  
Website: <http://eeo.nmsu.edu/>

**Other NMSU Resources**

NMSU Police Department:	(575) 646-3311	<a href="http://www.nmsupolice.com">www.nmsupolice.com</a>
NMSU Police Victim Services:	(575) 646-3424	
NMSU Counseling Center:	(575) 646-2731	
NMSU Dean of Students:	(575) 646-1722	
For Any On-campus Emergencies:	911	

**CHME Announcements:**

As a member of the NMSU Chemical Engineering Community, you are responsible for the content in **Announcements** posted to the CHME website. To assure you receive important announcements that can impact your program of studies, **subscribe** to the appropriate NMSU Chemical Engineering listserv(s) immediately.

CHME students must also register with their NMSU email address to receive the **CHME e-Newsletter**, which is used by the department to communicate important information.