This Week In Engineering!
What you need to know this week at FAMU-FSU College of Engineering

Special Finals Week Edition

What’s Happening?

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Finals week is almost here! As we move into finals week, we wanted to wish you the best of luck and leave with some helpful information and tips.

Smart Preparation Tips for Finals Week

As you prepare to take your engineering final exams, remember the following tips:

1. Confirm the date, time, and location of all of your Final examinations.
2. Get plenty of sleep and eat healthy meals.
3. Set two alarms and arrive early to each exam.
4. Don’t forget to bring your calculator, pencils, etc. with you.
5. If needed, put a fresh set of batteries in your calculator.
6. Do not put yourself into stressful situations.

Security at the College of Engineering (COE) during Finals Week

Beginning on Saturday, December 7th, a security guard will be patrolling the corridors of the College of Engineering checking students for COE ID decals. If you do not have a decal, you can obtain one from the Office of Student Services located in Room B-111. A limited number of Guest Passes will be available for engineering students who want to invite their non-engineering friends to study with them. The passes are good for the entire week. Students with a guest pass must be accompanied by an engineering student with a COE ID decal. There is a limit of two guest passes per engineering student. You may obtain guest passes from the Office of Student Services, Room B-111.

Additionally, please remember the following while on the engineering campus:

1. Students are permitted to study in all three breeze ways, the atrium, library, and computer labs. However, students may not use classrooms or offices during the overnight and weekend hours.
2. Please be courteous and clean-up after yourselves. If you brought something into the building with you (e.g. papers, snacks, water bottles, etc.), make sure it leaves with you or is disposed of properly. If you bring in a pizza, please take the empty pizza box out to the dumpster located in the parking lot of Building B.

Remember: Food or drinks are not permitted in the computer labs. Alcohol is NOT permitted in the building at any time.
Final Exam Time Conflicts

The Final Exam Schedule is posted online at this web address:

http://www.eng.fsu.edu/current/exam_schedule.html

Due to the academic calendar misalignment between FAMU and FSU, final exams for courses at the College of Engineering will occur during the regularly scheduled class period for the course. At the instructor’s discretion, a final exam may be given over multiple regularly scheduled class periods. The COE Final Examination Scheduling Conflict Policy will apply.

Engineering Campus Calendar

12/4  Security begins at the COE
12/8  Lady Seminoles BBall Game - Donald L. Tucker Civic Center, 6:00 pm
12/5-12/9  Finals Week
12/9  FAMU Graduation Ceremony, Al Lawson, Jr. Multipurpose Center, 6:00 pm
12/16-17  FSU Graduation Ceremony, Donald L. Tucker Civic Center, 7:30 pm and 9:00 am
12/17  COE Graduation

Computer classroom B-114 will be open from Friday, December 2nd to Friday, December 9th for study!

Please remember that food and drinks are not permitted and we ask that you clean up after yourself.

3D Print Contest

FloridaShines 3D Contest

This contest is a fun way for students of all ages to share their interest in 3D printing. It’s open to all students in Florida—from Pensacola to Key West, and all points in between. If you’re a Florida student and are into 3D printing, then this contest is definitely for you!

Contest dates: November 21 - December 31, 2016
Who can enter: Any student currently enrolled in a public, private, or charter school in Florida. Includes all K-12 schools, public or private colleges and universities, vocational schools, and home school.

Contest details: For complete information, visit www.FloridaShines.org/3D

Sponsored by: Florida Virtual Campus, ULTIMATE, LIX, FloridaShines

Enter today at: www.FloridaShines.org/3D

The Florida Virtual Campus and FloridaShines are hosting a fun 3D Printing Contest for Florida students of all ages! This is a great chance for the beginner, enthusiast, or 3D hobbyist to share their interest and learn more about 3D printing.

The contest is open to all currently-enrolled students at Florida's public, private, charter and home schools – from kindergarten to graduate school. If you’re looking for a great class project, this is it!

The contest runs from November 21 through December 31, 2016.
During the finals week, we know that many students are studying late at the College of Engineering. The COE Café will be open until 9 p.m. from Monday through Thursday, December 5-8, 2016. In addition, some faculty and staff of the College have volunteered to provide baked treats each night Sunday through Thursday (December 4-8) in the atrium at 10:30 p.m. (8:30 p.m. on Sunday). We remember what it was like to be in your shoes, and wish you the best success.

**Job Opportunity**

The Challenger Learning Center of Tallahassee is looking for Guest Services staff to facilitate the operations of the Center, including IMAX Theatre and Planetarium box office, concession stand and gift shop. As a member of the Challenger Learning Center's Guest Services staff, you will be a part of the team that makes sure the Center runs smoothly so that every single guest enjoys their visit.

- The responsibilities of the job may include, but are not limited to:
  - Greet all guests entering the lobby and directing them to their seats in the theatres.
  - Serve fresh, appetizing and properly prepared food and beverages in the Center’s concession stand.
  - Assist customers shopping for souvenirs in the gift shop.
  - Greet all customers in auditorium entrance and assist them with making choices for entertainment choices for their visit.
  - Make all speeches as necessary for entry, welcome, exit or theatre intermission.
  - Prepare/Count inventory for concession and gift shop items for resale.
  - Process all ticket sales for the IMAX Theatre and Planetarium.
  - Answer guest services phone line and assist customers.

All employees in this position are expected to be customer satisfaction experts and must also contribute to the Center by maintaining a clean and pleasant environment for all who visit. All Employees of the Challenger Learning Center must possess:

- Exceptional work ethic
- Dedication to excellence in any and all tasks assigned
- Commitment to Customer Satisfaction
- Timeliness
- Unconditional positive attitude toward customers, and those in authority
- Adherence to dress code and well-groomed appearance

Level 2 Police background check is required.

To apply to be a part of our Guest Services staff, send resume to Guest Services Manager, Aaron Brayman (abrayman@challengerthl.com)

**Study Break! Free Popcorn!**

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College of Engineering A-side Atrium

Hosted by: the AICASCE-FES Student Chapter

**Faculty and Staff Provide Snacks!**

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At this time of year, students often ask if they are eligible to receive an incomplete, or “I”, grade in a course. At the discretion of the course instructor, an incomplete grade can be awarded to a student who is passing the course, but is unable to complete it due to extenuating circumstances. A student awarded an incomplete grade should not re-register for the course. Rather, the student should make arrangements with the course instructor to complete the missing work early in the following semester. At the College of Engineering, we defined “extenuating circumstances” to mean a verifiable (1) medical emergency or illness, (2) death of an immediate family member, (3) military service obligation, or (4) suspected academic honor policy violation. Students cannot be granted an incomplete for any other reason including to provide extra time to finish course assignments.

If you feel your situation may qualify for an incomplete, you should first contact your course instructor. He or she will confirm with the department chair or associate dean that you are eligible to be awarded an “I” grade. But, remember, it is the instructor who makes the final decision whether or not to award an incomplete grade. If you are awarded an “I” grade, it is your responsibility to work with your course instructor to make-up the work during the next semester. Otherwise, you will receive a grade equivalent to the one you would have received for not completing the course. If you have any questions about incomplete grades, feel free to contact the Office of Student Services.

Follow us online at:

**Undergraduate Research Experience Opportunity**

**Research Experience for Undergraduates**

University of Utah - Salt Lake City, Utah

June 5 - August 4, 2017

Open to U.S. citizens & permanent residents obtaining an undergraduate degree after December 2017. Women & minority students are especially encouraged to apply. Students from non-research institutions may be given priority.

- $5000 stipend
- Travel allowance
- Campus housing

[www.mrsec.utah.edu/reu](http://www.mrsec.utah.edu/reu) by February 12, 2017

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**Incomplete Grades Explained**

**What is an “I” grade and who is eligible to receive one?**

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**Watch your Gear!!!**

Keep a close eye on your valuables while you are on the engineering campus during Finals Week. We see a noticeable increase in the number of “missing” items during this time of the year.

If you do lose something, please visit Lost and Found in the Office of Student Services, Room B-111.

Have something to submit to TWIE? Email it to studentsupport@eng.famu.fsu.edu by 5:00 pm Wednesday to appear in the next edition.