

Sep 2009

Mechanical Engineering New Student Check-in Brief

Introductions

Program Officer

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My calendar is available online by going to Outlook, Calendar, Open Other User's Folder. You can't write to my calendar, but you can use Actions to propose a New Meeting Request.

Mechanical Engineering Ed Tech/Program Assistant

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Academic Associate

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Curriculum

All curricula have a sponsor who helps guide the course content to ensure that it meets the current needs of the Navy. The sponsor for Mechanical Engineering is RADM Paul Sullivan, Deputy Commander for Ship Design Integration and Engineering, Naval Sea Systems Command (NAVSEA 05). Educational Skill Requirements (ESR's) are developed to delineate the course content required for each subspecialty code. The subspecialty codes have recently been changed to break out the different specializations within Mechanical Engineering. The old 54 P-code has been changed to the following:

5600 Mechanical Engineering - General

5601 Naval Mechanical Engineering

5602 Mechanical Engineering - Total Ship Systems

The amount of time you have been detailed to NPS will generally determine your ability to complete the ESRs necessary for subspecialty designation. The one year Immediate Graduate Education Program (IGEP) and SWO Scholars generally do not earn the full four digit p-codes due to the shorter length of their program. Additional information about Subspecialty Codes can be obtained from the Navy's web site <http://navprodev.bupers.navy.mil/nss/> at the "Helpinformation" hyperlink

Ed Tech Administration

Your Ed Tech is your first point of contact for all your school academic issues. She will be in contact with you often. DO NOT ignore e-mail from your Ed Tech. She is the one that generates, routes and tracks all the paperwork associated with your time here. Your Ed Tech is the one that helps with your paperwork. They are your first line of defense and your best friend. Treat them well.

Emergency Information

Occasionally we need to contact students for emergencies. Be sure to keep your PYTHON entries up to date. Enter your study location in Student Information and your cell phone, pager, study phone number, and spouse's work phone in the Family and Misc Information.

Personal Information

These entries in PYTHON are used by the Program Office to help us get to know you. Various gatherings/seminars/programs are scheduled and the info in these forms allows us to contact the appropriate students. In particular, the "Add'l Military Information" in the Personal Information part of PYTHON is helpful. All students are required to select a specialization track in PYTHON. This choice is non-binding but helps with administrative tracking of student loading. Choice of thesis may cause you to change this choice in future quarters.

Leave

Ordinarily, leave is only granted during the intercessional periods. Leave requests are to be submitted to the Department of Student Services electronically (when possible) with a copy of the approved request to the Program Officer, Ed Tech, and Section Leader. A statement to the effect that "I will not miss any classes" or "My professors approve of the missed classes" must be included in the remarks section of the leave request.

Lockers

See the Ed Tech about getting a locker to store books at school until you get a thesis advisor and/or have a study space.

Program Administration

Daily Announcements

The daily announcements are posted on the Student Check-in web page. The address is <https://intranet.nps.edu/studentmuster/studentpages/studentcheckin.aspx>. Important information like urinalysis and SGL's are posted on this page. It is mandatory that you check this page daily between the hours of 0730-1200. It is also mandatory to muster electronically every work day by typing the characters from the picture (on the above web page) and clicking on "Muster." DO NOT hit "Enter" after typing the characters in, it won't work. If you fail to muster anytime, you need to come and explain in person why. Failure to muster two or more times in a quarter, you will have to muster with me every day for a week in uniform.

Daily E-mail

All students are **required** to have a Microsoft Exchange e-mail account and check their e-mail **daily between 0730 and 1200**. It is recommended that you check your mail a couple times throughout the day. Other students and staff alike use e-mail to contact our students.

NPS Computer Appropriate Use Policy

All students are required to read and sign the on-line copy of the NPS Appropriate Use Policy for computer equipment. Be advised that your computer use is monitored. Accessing unauthorized sites will be noted and disciplinary action will be taken. Several locations exist in WA and HA where computer labs are available for your use. They are outfitted with printers and scanners.

Phones

Outgoing DSN/Long Distance calls may be made from the phone located in the Ed Tech's office. These are to be official business calls only. Personal long distance calls require the use of a personal

phone card. All long distance International Calls are to be placed from the International office, **NOT** the Ed Tech's Office.

Cell Phones/Laptops - **Turn off** your cell phones during class and any official functions including SGLs. Beepers should be turned off or placed in vibrating mode to avoid disruptions. Likewise, laptop computers, PDA (etc.) should be muted in the classroom environment. While these are effective tools, their potential disruption must be eliminated.

The Program Office staff will always take emergency calls and messages and every effort will be made by the staff to locate you and deliver the message as soon as possible. This is why your contact information in PYTHON **MUST** be kept up to date.

Snail Mail

The mailing address for the Program Office is:

*Mechanical Engineering Program Office (Code 74)
Naval Postgraduate School
700 Dyer Road, Bldg 245, Room 115
Monterey CA 93943*

Copy Machine

A copy machine is located in the Reproduction Room next to the ME Program Office and is available for student use. If making copies at the request of a professor, use the copy machines located on the third floor across from the Department Office.

FAX Machine

The fax number in the ME Program Ed Tech office is (831) 656-3125 or DSN 756-3125.

Parking

Parking is limited and all student parking is on a first come basis. All brown colored spots are open parking for students. Green spots are reserved for staff or carpools.

Text Book Allowances

US Navy students will receive a \$125.00 textbook allowance each quarter. Ensure you have an EFT form on file and the money will be direct deposited to your account. For international students to receive reimbursement, the textbook must be entered by the professor as "required" on PYTHON. Some student have found reduced prices on textbooks by looking on Amazon.com.

Coffee Mess

The coffee mess is located in the Watkins building across from the copier room on the first floor. Proceeds from the mess fund "wardroom" functions (i.e. student get-togethers, graduation pre-rehearsal luncheon/mixers, flowers for special occasions/condolences, etc). It is financially self-sufficient and stocked by student volunteers. The proceeds are entirely for the benefit of the students and staff. Please continue the tradition of supporting the mess and consider volunteering as a custodian.

Technical Societies

Numerous technical societies are available to students while at NPS. Membership and participation in these societies (ASNE, IEEE, ASME, ASA etc) is highly encouraged. Student rates are available while you're at NPS. Information on the societies is available on the web page.

Academic Scheduling

Make an appointment with Prof Papoulias or CDR Plott to refine your course matrix. Your Academic Associate is your primary consultant for academic matters like course substitutions, validations, etc.

Your Program Officer is also a good source of guidance for tailoring your coursework to address your career interests and goals. The Program Officer is responsible for ensuring that your coursework fulfills Navy p-code requirements.

For international students: Because your government “buys” the Mechanical Engineering matrix including p-code courses, a letter from your government is required to drop any p-code courses unless your previous transcripts show that you have taken an equivalent course.

Add/Drop Forms

Filling out an electronic Add/Drop form on PYTHON initiates changes to your schedule. Classes may be added up till the end of the 2nd week of the quarter. Classes may be dropped without a mark up to the end of the 8th week of the quarter.

Reasons **NOT** to drop a course: It's too hard; I'm not getting a good enough grade; It will hurt my QPR; I don't get along with the instructor; It interferes with my afternoons.

PRT

The semiannual command fitness testing is administered through the Director of Student Services, normally in November and May. Not only will developing an exercise routine enable you to succeed in your PRT, it will help alleviate some of the academic stress.

Secretary of the Navy's Guest Lecture (SGL) Series

Tuesday's 1500-1600 period is set aside for mandatory lectures for all U.S. military. Please schedule accordingly. Class should not be scheduled during this hour and does not take precedence.

Honor Code

Make sure you read and understand the academic honor code found at: http://intranet.nps.navy.mil/code00/Instructions/pdf_files/NPSINST%205370.1C.pdf Although you are encouraged to help each other understand the material, all work that is submitted for a grade and all thesis work must be entirely original. The only exception to this is when the instructor specifically allows work to be submitted as a group project.

Advice

This is graduate school. In general graduate studies should prepare you to contribute to the development of knowledge in your field and to research and evaluate new problems.

You will leave NPS with the tools needed to continue improving these skills over the course of your career. This ability requires a level of preparation above and beyond that offered in an undergraduate program. You will be expected to read and understand the textbook material on your own, to understand and derive key equations, and to apply the concepts to entirely novel situations. The problems that you will be faced with during your career will not come out of a textbook. **Therefore, reliance on memorizing homework problems or past exams is not the way to excel at graduate studies.**