Instructor: Mr. G.A. Shufran, P.L.S.  206-D Sackett Bldg.  863-2935
Email: gshufran@ engr.psu.edu

Office Hours: Monday: 9:30am-11:00am
Tuesday: 1:00pm-2:30pm & by appointment


Materials: (1) Spiral bound field book
(2) 2H or 3H pencil for field notes
(3) Combination straight edge/protractor for field sketches
(4) Engineering or quadrille paper for homework assignments
(5) 6” or 15 cm. Engineers Scale
(6) Scientific calculator (w/angle conversion)

Grading: Exams 40%
Field Books 10%
Reports 15%
CAD Assignments 15%
Homework 10%
Class/Lab Participation/Quizzes 10%

A 60% average is required on the exams to pass the course, regardless of the final class average. There will be no makeup for missed exams without prior notification of conflict.

Homework: The assigned homework problems are to be completed in a neat, organized and professional manner on engineering paper. Print your name, date, and section number at the top of each page. Use only the front side of the paper and box your final answer. Staple multiple sheets; do not use paper clips or fold corners. Format and neatness will be 10% of grade. Homework will be due at the beginning of the class period. Homework will be accepted late with a loss of 20% per day up to 2 days. Homework will be returned in the labs.
**Labs:** Labs will be held outdoors. Pay attention to the weather and dress accordingly. Students **MUST** attend lab in order to receive a grade for the day. Tardiness will result in a lab grade reduction.

**Class conduct:** Students are expected to behave in a professional manner. Class participation is encouraged but conversations with your neighbor should be limited to before and after class. Attendance is expected, but will not be taken. You may sit where you please, but it should be the same seat all semester.

**CAD Lab Conduct:** Only authorized students should be in the CAD Lab. Do not let anyone else in on your ID. Food, drink, and chew are not permitted. Use only AutoCAD software assigned for use in this course. Failure to obey Lab rules will result in disciplinary action.

**Web Page:** The CE 310 Web Page contains useful information such as course announcements, downloadable homework, course schedule, and email links to Mr. Shufran and the Teaching Assistants.

   It can be found at [http://www.engr.psu.edu/ce/courses/ce310](http://www.engr.psu.edu/ce/courses/ce310)