

Northern Illinois University

DeKalb, IL 60115-2854

**Department of
Mechanical Engineering**
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MEMORANDUM

DATE: April 6, 2001 and afterward

TO: **Whoever it May Concern**

Co:

FROM: **M. Kostic**, Assoc. Professor (Tel: 815/753-9975)
email: kostic@niu.edu, Web: www.kostic.niu.edu

SUBJECT: **Access to Lab Facilities and Help at ME and CEET**

This is to confirm that my students (including MEE 390) are assigned individual lab projects and I will respectfully recommend that they be given access to our lab facilities, at supplementary or appointment times if possible, in addition to our regular business hours. Furthermore, I will respectfully recommend that the students get small courtesy technicians' help if needed and possible. Thank you for understanding and cooperation.

IMPORTANT CLARIFICATION TO STUDENTS:

The individual lab projects are not to be confused with regular lab experiments and are sole responsibility of each student (time, resources and cost). Normally, work orders or purchase orders are not provided by ME Department nor they could be timely, but are your personal responsibility. However, you might use only our available resources if approved by the relevant lab faculty-directors in advance and during regular business hours. If that is not provided in advance, you have to modify your individual project proposal, since the individual proposal (your own choice based on secured in advance and available to you resources only) is individual student's responsibility and to be done on your own time, resources and cost.

Any other special requirements needs to be worked out individually in advance with relevant lab faculty-director or his staff as a courtesy help only. This is not to be confused with help that we provide for a set of regular and mandatory MEE 390 lab experiments, which are prepared and demonstrated by the course instructor/TA and the students paid the lab fee for. Therefore, I only recommend (with this memo) that our resources **may be used only if readily available**, which is an important part of planning and managing the individual project.