

# Contact Leon van Dommelen

## 1 e-Mail

e-Mail is usually the fastest, most reliable, and easiest way to reach me.

My e-mail address is `dommelen@eng.famu.fsu.edu`

Please do not send me MS Word documents, Wordperfect, PDF, etcetera. Convert them to plain text, (which may be listed as space delimited text or ASCII on the Save As.. menu), and send them that way. Or simply paste it into the body of your message.

Please do not send me HTML or both text and HTML. In Netscape, go into Edit / Preferences / Mail / Messages and check that sending HTML is *not* checked.

Please include plain text in the body of your message by pasting it in. On the other hand, attach binaries, (in particular scanned homeworks, pictures, etcetera), as attachments.

You will want to scan homework as greyscale or color (not monochrome) at 100 dots per inch (not 300 or more) and save them as .jpg or .gif files. (You may have to go into “Advanced” to select those settings.) If you save to .jpg, use fair quality / about 75% quality / about quality 4. Alternatively, save to .pdf.

Please do not include pictures or vcf files in your signature.

As an aid, here is a list of file types and their actions:

- .doc .wp .txt: paste the text directly into the body of your message.
- .jpg .gif: send as attachments
- .bmp .tiff: convert to .gif or .jpg
- .eps .ps: zip or pkzip the file and send the .zip file as attachment

## 2 Phone Number

I tend to forget to check my voice mail. Use e-mail (see section 1) if you want the most reliable or rapid response.

My phone numbers are:

- (850) 410-6324 is my desk phone
- (850) 410-6330 is the departmental number
- (850) 410-6337 is the departmental FAX

My skype name is `dommelen11`, but I am never logged on to skype.

## 3 Video Conferencing

It is long ago that I was set up for video conferencing. That was in my Windows days. e-Mail me if it is needed. I did recently buy a current camera. Nowadays, I will probably set up a zoom section for you.

## 4 Office Location

If you want to see me in person, check my office hours, (shown in section 6), or make an appointment through e-mail first (see section 1). In Fall 2020, always e-mail me first because of CoVid19.

- A242 CEB is my office
- A229 CEB is the departmental office

CEB stands for Central Engineering Building, 2525 Pottsdamer Street. I am in the A, old, building.

## 5 Snail Mail

If you have to send me something by mail, send it to:

Dr. Leon van Dommelen  
 Department of Mechanical Engineering  
 FAMU-FSU College of Engineering  
 2525 Pottsdamer Street, Room A 229  
 Tallahassee, FL 32310-6046

## 6 My Schedule

This schedule applies Aug. 24 to Dec. 4, 2020.  
 Times are tentative.

| Fall 2020 Schedule |          |              |           |          |          |
|--------------------|----------|--------------|-----------|----------|----------|
|                    | Monday   | Tuesday      | Wednesday | Thursday | Friday   |
| 10:00              |          |              |           |          |          |
| 11:00              |          |              |           |          |          |
| 12:00              |          |              |           |          |          |
| 1:00               | EML 5060 |              | EML 5060  |          | EML 5060 |
| 2:00               |          |              | Office    |          |          |
| 3:00               |          |              |           |          |          |
| 4:00               | EML 3002 |              | EML 3002  |          |          |
| 5:00               |          | ME Sem.      |           |          |          |
| 6:00               | Office   | Help Session |           |          |          |

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**EML 4930/5060:** Analysis in M.E. I. MWF 12:30-1:20 in B210 CEB (new building).

**EML 3002:** ME Tools. MW 3:30-4:45 pm in B221 and B210 CEB (new building).

**M.E. Seminar:** Roughly 4:00-5:00 pm Tuesday, online.

**Office Hours:** M 5:15-6:30 pm, W 1:45-2:45 pm, using Zoom. Students can enter using Canvas. Others can e-mail me for a Zoom link. If you plan to show up live, e-mail me in advance. I should normally be in A242 CEB.

**Help Session:** Sun 2-3 pm, Tue 5:30-6:45 pm, online, when homework or exams are due in EML 3002.

Note also the following expected absences:

- Aug. 30: Dr. Van Dommelen will be present for the help session, but cursing all the time, because he has too many urgent things to do to go to autocross at South Georgia Motorsport Park.
- Sep. 28, Oct. 19, Nov. 23: EML 3002 exam will go late.
- Sep. 29, 8:50? am: Dentist.
- Dec. 7, 10-12: Final exam EML 3002.
- Dec. 11, 10-12: Final exam EML 4930/5060.

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