

UNITED STATES NAVAL ACADEMY
ELECTRICAL ENGINEERING DEPARTMENT
EE241 COURSE POLICY STATEMENT

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1. Text: *Electronics*, 2nd Edition, by A. R. Hambley
2. Class Preparation: All reading assignments as shown on the course syllabus are to be completed before class.
3. Homework:
 - a. Completing the homework is essential to understanding the concepts in this course and will prove vital in your successful performance on quizzes and exams. Students are encouraged to seek help from classmates and instructors, however **your submitted work must be your own**.
 - b. Except in cases of illness or emergency absence, **late homework will receive a grade of 0. In the case of a planned absence, homework is still due on time** unless arranged for otherwise with the instructor. Homework that is unsatisfactory in presentation (sloppy or unclear) will also receive a grade of 0.
 - c. Homework assignments must be neat, **worked in pencil**, and clearly labeled with your name and section number. Multiple sheets must be stapled together. Show all steps and units and **box your answers**. If you have a question on a particular problem, state your question on the assignment, this will improve the feedback that you receive from the instructor.
 - d. On days that homework is due, the instructor will begin the lecture by going over homework problems. During this time, you should refer to your work, marking correct answers and noting corrections **using the provided red pens**. Do not erase the work you did before class even if it is wrong, as it is evidence of your effort. Your grade will depend on both your work and on your corrections.
4. Labs:
 - a. **Before coming to lab**, you must read the instructions for the experiment, consult any appropriate references, and **complete the prelab exercises in your lab notebook**. The instructor will come around at the start of the lab period to check that the pre-lab has been completed correctly.
 - b. You are expected to maintain a lab notebook in which you document your pre-labs, calculations and results. At least once during the semester, the instructor will check that you are using your lab notebook correctly and this will contribute to your total lab grade.
 - c. For most labs as designated by your section instructor, you will be asked to turn in a formal lab report. Your formal reports should be prepared from the record in your notebook. **The report must be written using a word processor and printed on 8.5 x 11 inch paper**; Matlab, PSPICE, Multisim or Excel should be used to prepare graphs and circuit diagrams. See the handout on report preparation for further guidance.
 - d. If you are absent from your regular laboratory session you are still responsible for completing the work and submitting the laboratory report at the same time it would normally be due, unless your absence is due to illness or an emergency. The laboratory is generally available from 0800 to 1600, except when in use by scheduled classes. **ALWAYS KEEP THE DOOR OPEN WHILE YOU ARE IN THE LABORATORY AND FOLLOW THE SAFETY RULES.**
 - e. There **will be two lab practical exams administered over the course of the semester where you will be asked to individually demonstrate key laboratory skills**. These practical exams will contribute significantly to your course grade.
5. EE News: Once during the semester, you will be asked to prepare a short (2-3 minutes) presentation to the class on a current trend in electronics. See the EE News assignment for more details.

6. Examinations and Quizzes: Two midterms and one final exam will be given. Quizzes will be given at the discretion of the instructor.

7. Calculators: Exchange of calculators during an exam or quiz is prohibited.

8. Absence/Makeup Policy: You must notify your instructor prior to missing class if you will be absent. **Arranging for make-ups of exams or quizzes is your responsibility.** The make up must be completed within one week of the absence.

9. Extra Instruction: Please seek EI as often as you feel you need it. Come prepared with specific questions and any material you wish to discuss.

10. E-mail and the web: The course will rely heavily on e-mail and the web for communication. Check your e-mail at least once daily. Course policies and the syllabus, with reading and homework assignments, labs, and supplementary material will be posted on the course website <http://www.usna.edu/EE/ee241/>.

11. Late/Missing Instructor: Section leaders must report instructor no-shows to the EE Department office (x6150). The class is not automatically excused. If no assignment has been left, students should work on homework and read ahead in the textbook. The section leader will collect homework due for that lesson period and submit it to the EE Department.

12. Grading Policy:

Homework, Quizzes, Lab Reports, Electronics News 30%

Laboratory Practical Exams (2).....10%

Midterm Exams (2).....30%

Final Exam..... 30%

The instructor reserves the right to adjust your final grade based on her evaluation of your overall course performance including preparation, effort and participation.