

UNITED STATES NAVAL ACADEMY
ELECTRICAL AND COMPUTER ENGINEERING DEPARTMENT
EE241 COURSE POLICY STATEMENT – SPRING 2012

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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. 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 answering homework questions. During this time, you should refer to your work, marking correct answers and noting any corrections **using a pen of a different color**. Do not erase the work you did before class.

4. **Labs:**

a. You are expected to maintain a lab notebook in which you document your pre-labs, measurements, calculations and results. At least once during the semester, the instructor will check that you are using your lab notebook correctly.

b. **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 check lab notebooks at the beginning of lab to insure that the pre-lab has been completed correctly.

c. For labs 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. An example lab report is available on the course website.

Proper formatting and proper writing of the Abstract, Introduction and Theory sections of the lab report will be emphasized in EE241. Feedback will be provided regarding the deficiencies in poorly formatted or poorly written lab reports; such reports can be resubmitted for re-grade within one week. Students that are struggling with their writing skills are encouraged to schedule EI or to seek help at the Academic Center.

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. **One lab exam will be administered during the semester where you will be asked to individually demonstrate key laboratory skills.** This exam will contribute significantly to your course grade.

f. The design project for the course requires you to design, build and demonstrate an electronic circuit on a printed circuit board small enough to fit within an Altoids tin. Traditionally, this has been a fun project; more details will be provided later in the semester.

5. **Professional Assignments:** Later in the semester, you will be asked to prepare a short memo on a current trend in electronics. See the ECE News assignment for more details. ECE News will count for a normal homework grade. There may be other assignments given during the semester related to professional ethics and assessment. You will receive bonus credit for these assignments.

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

7. **Calculators:** On quizzes and exams, if you choose to use a calculator (calculators are always optional), you must use a calculator approved for use on the Fundamentals of Engineering Exam (FE). FE-approved calculators are listed at: http://www.ncees.org/Exams/Exam-day_policies/Calculator_policy.php. We recommend you choose a calculator that supports the use of complex numbers. The price for some of these calculators is as low as \$15. 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. Make an appointment beforehand and 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 ECE 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 ECE Department.

12. **Grading Policy:**

Midterm Exams (3).....	30%
Laboratory Practical Exam	5%
Final Exam.....	30%
Homework, Quizzes	15%
Lab Project	10%
Lab Reports	10%

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