

UNITED STATES NAVAL ACADEMY  
ELECTRICAL ENGINEERING DEPARTMENT  
EE242 SECT 5521 SECTION POLICY STATEMENT

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Instructor: Assoc. Prof. Samara Firebaugh  
Office: Maury 321  
Telephone: 3-6175  
E-mail: firebaug@usna.edu

This is an amplifying instruction to the EE242 course policy.

1. Text: *Introduction to Logic Design, 2<sup>nd</sup> Edition*, by Alan B. Marcovitz
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. All homework must be completed. **If more than one homework has not been turned in by the end of a grading period, the student's grade will automatically be reduced by a letter grade.**
  - 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. When is due (as it will be most days), 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. Only pre-lab exercises that are in the notebook will be graded. If your pre-lab work (or other lab work) requires inclusion of additional papers, such as the datasheets for a device, these papers should be permanently attached to your notebook by tape or staple.
  - b. You are expected to maintain a lab notebook in which you will document your work. All labs up until the design project will be completed individually, and even with the design project, lab notebooks should be maintained individually. You must have your notebook with you in lab, and the instructor will not consider the laboratory exercise complete until she has checked off the laboratory **in your notebook**. At the end of each marking period, the instructor will collect and grade lab notebooks for completeness. See the lab notebook guidance sheet for more information on notebook format.
  - c. If you are absent from your regular laboratory session you are still responsible for completing the work. 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.**
5. Calculators: Exchange of calculators during an exam or quiz is prohibited.

6. 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.

7. 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.

8. Section Leader Duties: The Section Leader will be responsible for taking attendance for each class period. At the start of class, the Section Leader will call the section to attention and record the names of any individuals that are absent on one of the slips that will be given to the section leader on the first day. If there are no absences, he or she should note "all present" on the slip for the day. He/she will also call the class to attention for dismissal at the end of the period, and present the day's attendance slip to the instructor before leaving the classroom. If the Section Leader is absent, an alternate will assume his/her responsibilities. The Section Leader shall also be responsible for mustering the class during emergencies, fire drills, etc and reporting the status. If for any reason, the instructor is late, the Section Leader shall wait 10 minutes and then contact the EE department office (x 36150) to inquire about the whereabouts of the instructor and to discover if a substitute instructor is available. If no instructor is available, then the Section Leader shall assume the management responsibility of the class, collecting any homework that is due during that period and conducting a directed study on that class period's topics.

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