

# EE301 Course Policy Statement Addendum

Fall 2009 - LT E. P. Blair – Sections 2122, 4324 and 6523

**I. Introduction.** Welcome to EE301. The Course Coordinator has published a Course Policy Statement for this course; this addendum provides additional information and will highlight some of the more important points about the course.

**II. Contact Information.** Office: Maury Hall, Room 231  
Phone: WK: x3-6159  
E-mail: [blair@usna.edu](mailto:blair@usna.edu)

**III. Grades.** The basic breakdown for grades is listed in the Course Policy Statement. The following applies to homework, quizzes, class participation and practical exercises, as well as 6 and 12 week breakdowns:

22% of overall grade: Composed of Homework, Quizzes, P.E. & Class Participation. Quizzes will compose the most significant portion of this component. Homework, P.E., and class participation need to be completed to pass this course. Exceptional work on homework, P.E., or class participation may positively affect your grade; however, the aforementioned are designed to aid you on your quest for success. I reserve the right to adjust your final grade by one letter grade based upon this component.

6 Week Grade: 65% 1<sup>st</sup> Exam + 35% (Quizzes, HWSC, P.E., & Class Participation)

12 Week Grade: 33.3% Exam 1 + 33.3% Exam 2 + 33.4% (Quizzes, HWSC, P.E., & Class Participation)

**IV. Homework (HW).** HW is assigned for each lecture in the syllabus and on the EE301 Web Page. In general, I will not collect HW; however, you may submit it for instructor feedback. Additionally, I will conduct unannounced homework spot checks (HWSC), which will be described in more detail in a moment. HW Solutions will be posted at the course website. At the beginning of class I will answer all questions on the previous lesson's HW. You are responsible for completing and understanding the HW. Your ability to achieve on the quizzes and exams will be related to your performance on HW.

For HWSCs I will collect HW at the beginning of lecture sessions after addressing any questions on the HW assigned from the previous lesson. I will check it for completeness and correctness. It behooves you to have the homework done neatly and promptly. These will be unannounced and I will do 0-2 HWSCs each week.

**V. Lectures.** Fill-in-the-blank-style note pages will be available to you NLT 2100 via BlackBoard the night before each lecture. Print out the notes pages before coming to class. If they are not available in time for some reason I will print them out and provide hard copies for you during class. I will not print things out for you at in the classroom, so come prepared.

Bring a calculator with you to each class session. You will work example problems in pairs as much as possible. Lectures will typically take place before lab on Wednesday and Friday.

**VI. Practical Exercises (PEs).** PE are due at the end of the class unless otherwise instructed. **You must bring the PE with you to class** – I will not provide one for you. The goal is to complete them in class.

**VII. P.E. Groups.** You will be grouped as directed, and each group will submit one PE report.

**VIII. Sleeping in Class. DON'T.** Provide backup to your classmates to ensure they remain awake.

**IX. Quizzes.** A ten- to fifteen-minute quiz will be given periodically (~1/week). The purpose of the quiz is to prepare you for the exams. Quizzes may cover homework, lab, and reading assignment material. Together, **quizzes and HWSCs represent a significant portion of the grading process.**

**X. Resources.** The EE301 course website has useful information such as the course schedule, class lectures, handouts, P.E.s. You may print out the lecture handouts and bring them to class to fill in.

**XI. Excusals.** Exams and assignments missed due to emergencies may be made up. Some common non-emergencies are elective surgery (PRK), MOs, or athletics. For non-emergencies, you will be required to turn in the missed material the next day you attend class. I understand that from time to time you may miss class, but missing this class will be painful and I advise you to work around this course. You **must** attend all exams.

**XII. Extra Instruction (EI).** I am available throughout the day for personal appointments. E-mail, drop by, or call to ask for help. Your best bet is to schedule with me via e-mail at least a day in advance. If you wait to seek my help until you

are desperate, then it will defeat the purpose of the EI. If you make the effort, I will make myself available at any time. Making the effort means that you have specific questions when you arrive for EI. Group EI will be available as announced on the course website.

**XIII. Class Leader.** MIDN \_\_\_\_\_ will be the Section Leader, and MIDN \_\_\_\_\_ will be the Assistant Section Leader. At the start of the class, the Section Leader will call the section to attention and report by name the individuals that are absent. The Section Leader will give me a card with the names of the absent or tardy Midshipmen at the end of the period. If the Section Leader is absent, the Assistant Section Leader will assume these responsibilities. The Section Leader and the Assistant Section Leader will also be responsible for mustering the class during emergencies, fire drills, etc. and reporting the status to me.

In the extremely unlikely event that I am late for class (in excess of 10 minutes), the Section Leader will contact the ECE Dept. Office (3-6150) to inquire about my whereabouts. If my absence is verified, The Section Leader will take attendance and direct the class in a study period. The Section Leader will submit a list of absentees to the ECE Dept. Office at the end of the period. **Under no circumstances is the Section Leader to secure the class.**

**XIV. Class Etiquette.** In addition normal military courtesy, I expect that you will treat your fellow students, lab techs, and me with common courtesy. A few specifics follow:

- Turn off your watch alarms and beeps prior to class.
- Drinks are permitted at the desk but not the lab stations. Food is not allowed in the classroom.
- Clean up your lab station prior to departure from class.
- The use of PDAs is not permitted during class unless a scheduling or assignment change is discussed. The use of a PDA as a calculator is not permitted.
- IAW (in accordance with) the Course Policy Statement, the use of NetBooks in the classroom is prohibited.
- I expect you to be in the proper uniform, which includes a regulation **haircut and clean shave**.

**XV. Misc.** Check your *USNA* email at least once a day; we will use e-mail to communicate with each other. Additionally, the EE301 website (<http://www.usna.edu/EE/ee301/>) will have a wealth of information to help you in your studies.

Principles for success in the fleet and in academia

- Integrity is the foundation for everything we do as a team in the naval service. As a watch officer, people who work for you will report that the order you gave them is completed. You will take actions that affect the safety of the ship and personnel based on such reports. Integrity is assumed.
- Strive for excellence. Your work is a direct reflection of yourself. Take pride in what you do. Address problems promptly and completely.
- Communicate smartly. Communication is essential to every human relationship you have. Masterful communication will be one of the most powerful tools you can wield.

Nuggets of Wisdom

- Never let black ink on paper stop good things from happening.
- The answer always is “no” until you ask the question.
- Say smart things that are true.
- Anyone can make a difference. Don’t hesitate to ask questions or provide backup.

**XVI. So, how do you pass EE301?** The formula for success in this class is quite simple. First, you must participate in class. Second you must do **all** the homework **on time**. Third, maintain a positive attitude and don’t get frustrated. Finally, the moment that you discover you do not understand, you must let somebody know. I am available when I am not teaching, so please let me know how I can help you.

Despite what you may have heard, EE301 is not intended to weed Midshipmen out. The class does, however, require work on a **daily** basis. If you keep up with the homework and reading (about an hour per day) you should have no problems conquering this course.

Be forewarned: a cunning opponent may feign weakness to lure you in and then strike you with surprising prowess and deadly force. Similarly, this course may seem easy, and you may become complacent; however simple concepts build upon each other, and you may realize after a few weeks that this course has developed into a significant challenge. Be focused, keep current, stay on your toes, and seek help before you’re in distress (ancient Chinese proverb: *The wise man digs the well before he is thirsty.*).

Enough said. Now go, and do valiantly!