

EE301 Course Policy Addendum for Maj Caldwell

Introduction: This policy statement is intended to supplement the EE301 Course Policy Statement issued by the EE301 Course Coordinator.

Contact Information:

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Office hours:	By appointment via email

Instructor Schedule:

EE301 Section 3311	M3, TR34
Section 5514	M5, TR56

Course Website: <http://www.usna.edu/EE/ee301/>

The course website contains all of the information needed for this class, including the course syllabus (homework, lab, and test dates), course objectives and course policy statement. **It is the student's responsibility to check the website regularly for updates.**

Caldwell's Policy:

This is a team-oriented class. Your team of 3 or 4 will get used to working together. You will sit together in class and will turn in homework as a team. You will often work together on labs, though usually in pairs. If you need additional help outside your team, schedule EI with me. *I am here to help!*

Homework: If you understand the homework, you will do well on the exams. Homework is assigned per the syllabus and will be conducted by **teams**.

- **One set** of homework is turned in by each team.
- Homework is due at the beginning of class the next class day after it was assigned, but can be submitted by Monday morning (or Tuesday for a Monday holiday) and half credit received.
- Any of the previous week's homework **not turned in** by Monday morning will be marked as a zero. That includes homework from Thursday's lecture.
- You **ARE NOT** precluded from doing HW on your own, in addition to your team's efforts – this will provide your team with a backup copy, and will help you prepare for exams.

Homework is graded on **effort**, not accuracy, so get it done! It is an easy "A" for 10 percent of your grade! However, there is one caveat. At the end of the semester you are permitted an opportunity to grade your fellow team members on his/her efforts for HW. I will weigh your suggested grade heavily. Silence is consent for a job "well done."

Suggested HW grading criteria for fellow team members:

- | | |
|---|-----|
| Consistently showed up to HW sessions, made mistakes but gave max. effort | - A |
| Missed a few HW sessions with NO good excuses, but gave a solid effort | - B |
| Often late or missed HW sessions, and only gave some effort | - C |
| Missed many HW sessions and contributed minimally, but is a nice person | - D |

Class Participation: Often times during the class I will break from the lecture and assign a problem. It could be from the previous lecture, or it could be something I have not fully covered. You will confer with your teams to solve, or attempt to solve these problems.

At random times I will also break from the lecture and select a team member to work a problem from the previous night's homework on the chalk board in front of the class. Expect me to select the tougher problems for this.

Computers: You may bring laptops to class, but at no time may you open them or use unless I give you specific permission.

Team participation: The HW grading criteria for individual team members have been stated. However, if a team member falls below the D category early on, in other words he/she is a detriment to the team, then the other members can see me about reassigning that team member, or taking other actions. **THIS IS TO BE AVOIDED IF POSSIBLE! LEARN TO WORK TOGETHER!**

Blackboard: I will be posting information on **Blackboard**. The website will be running by the end of week two. Homework and quiz solutions will be posted on this site, as well as other pertinent material to include your grades so you can monitor your progress.

PEs: If you are present for class then I will assume completion of the PE. If you are absent, then you are required to attend a Wednesday night EI session to complete the PE and show the completed work to me. Until the completed PE is shown to me (you were absent during class), it will be marked as a zero.

Quizzes: Quizzes will be given periodically and will be pre-announced by at least two days. They will be based on homework assignments and problems worked in class. Some will be **open book, open notes**, others will be **closed book, closed notes**. If you understand the homework and the material provided in the lectures, you will do well on the quizzes. If you are on movement orders during one of my quizzes, inform me ahead of time and arrange for a time to take the quiz if you desire.

IF YOU MISS A GRADED EVENT WITHOUT INFORMING ME BEFORE HAND, THEN YOU RECEIVE A ZERO REGARDLESS OF THE PRIORITY OF THE MO! The only reasonable excuse for missing a graded event without prior coordination with me is hospitalization; not a relative, but yours!

Exams: Refer to the EE301 Course Policy Statement. One additional clarification; the equation sheets are the only thing you get for your exam! No self-prepared note sheets permitted!

6-week grade		12-week grade		Final grade	
Midterm 1	65%	Midterm 1	35%	Midterm 1	20%
Quizzes	10%	Midterm 2	35%	Midterm 2	20%
Lab Practicals	5%	Quizzes	8%	Final Exam	30%
Homework	10%	Lab Practicals	8%	Lab Practicals	8%
PEs	10%	Homework	10%	Homework	10%
		PEs	4%	PEs/Quizzes	12%

Gerald W. Caldwell
Major USMC