

EE301, Sections 4323 & 6521 – Course Policy Addendum for Maj Forney

1. Introduction. Welcome to EE301: Electrical Fundamentals and Applications. This policy statement supplements the EE301 Course Coordinator's Policy Statement and is intended to provide you insight into how I intend to conduct this course.

2. Contact information

Name: Maj Bryan J. Forney, USMC
 Office: Maury Hall, Room 331 (inside ECE Dept office suite – Maury 327)
 Phone: x36151
 E-mail: forney@usna.edu

	M	T	W	R	F
1	X	X	X	X	X
2	X	X	X	X	X
3	O	A	I	A	I
4	I	A	I	A	I
L	O	A	O	A	O
5	O	O	I	O	I
6	I	O	I	O	I
7	O	O	O	O	X

L = 1230 - 1320

3. Instructor Schedule and Office Hours. My typical weekly schedule is to the right. An 'I' means I'm instructing and unavailable for EI. I plan to make myself available in my office for office hours during the periods marked with an 'O.' Feel free to drop by during my office hours you have a quick question or need brief guidance. For more in depth EI, coordinate with me by phone, e-mail or before/after class to verify I am available.

I am also available by appointment only during periods marked with an 'A.'
 I am unavailable during the periods marked with an 'X.'

4. Course Website and Blackboard. The course website address is <http://www.usna.edu/EE/ee301/>. This provides you access to all course documentation provided by the course coordinator including policy, homework (HW), HW solutions, practical exercises (PE) and stock lesson PowerPoint files.

I will also be posting information on **Blackboard**. Here you will be able to find this document, a section specific syllabus, my lecture presentation files and any other documentation as I see fit.

5. Textbook. You paid for it – READ IT! Do this for your benefit. The lecture will make more sense if you've already done the reading. When you ask me for help, I will ask you if you read your book.

6. Homework. Homework (HW) is assigned for each lecture in the syllabus (see web page). DO IT!

The following are my general homework policies:

- HW assigned the previous week (M, W & F) will be discussed at the beginning of the period on Monday. Be prepared to present your solutions to the class.
- HW assigned the previous week (M, W & F) are due before class starts on the following Wednesday.
- HW must be legible and the final answers shall be boxed-off. Show your work and underline intermediate solutions, as appropriate. I am more concerned with how you got your answer than the correct answer itself. No work, right answer = no credit. Show work, wrong answer = partial credit. I love giving partial credit – give me an excuse to give it to you.
- Feel free to help each other on the HW. Collaborate at will, but do the work yourself. If you just copy your shipmates work I may give you credit for the HW, but you will struggle more on the exams. Allow me to identify your knowledge gaps in the HW so I can help you.
- HW will be graded on a 10 point scale. 5 points for completing HW with all work shown. I will grade one problem for the remaining 5 points. Late homework will be awarded a 0.

7. Quizzes. There will be a brief (5 – 10 min) quiz at the beginning of every Wednesday class. Each quiz will cover material from the HW just turned in and the associated lectures. Quizzes will be closed-book and closed-note. You are allowed to use the course equation sheet.

8. Practical Exercises. Practical Exercises are due at the end of the class, unless otherwise directed. For all but the first PE you will be working with a partner. Select a different partner for each PE and include your partner's name on your completed PE. Review the PE before you come to class. *Bring a copy of the PE with you to class* and turn in your own. I will provide a copy of the PE if you forget yours and deduct 1 point (out of 10) from your PE grade for the 1st time, 2 for the 2nd, etc. Come prepared.

9. Section Leader. I will appoint one midshipman as Section Leader (SL) and one as Assistant SL (ASL). The SL is responsible for the below duties. The ASL will fulfill these duties in his/her absence.

At the start of the class, the SL will take roll and report by name the individuals that are absent and the reason. If you will be absent from a class, inform your SL prior to his/her arriving to the classroom.

EE301, Sections 4323 & 6521 – Course Policy Addendum for Maj Forney

On Tuesdays the SL will also collect completed homework and submit it to me at 1330. The SL and ASL will also be responsible for mustering the class during emergencies and drills.

In the unlikely event that I am late for class (in excess of 10 minutes), the SL will contact the ECE Dept. Office (x 6150) to inquire about my whereabouts. Pending the arrival of another instructor, the SL will direct the class in a study period, collect any HW due for that period and deliver the HW to the ECE Dept. Office at the end of the period.

Expect SL and ASL duties to rotate during the semester.

10. Grades. The basic breakdown for the final grade is listed in the Course Policy Statement. The following provides a further breakdown of the final grade for HW, PE and quizzes.

Instructor's 22%

HW	8 %
PE	4 %
Quizzes	10 %

} x Participation Factor

Note: Intermediate grades (6/12/16 week) will be weighted to IAW the course policy based on work completed up to that point in the course.

11. Class participation & conduct. I will track your professionalism, course preparation and classroom participation and assign you a Participation Factor (PF) at each grading period. This PF can range between 0.00 and 2.00, but will not allow your W/PE/Quiz grade to exceed the 22% cap. Your PF starts the semester at 1.00 and adjusts from there. The following factors affect your PF:

1. Check your e-mail and Blackboard for course updates prior to class and don't show up claiming ignorance.
2. Show up on time to every class and be in your seat when the class starts.
3. Prepare for the lecture – read the text, preview the lecture, do the HW, bring the PE and text to class.
4. Stay engaged and confident – ask questions, attempt answers (even if you may be wrong), volunteer to do examples/HW at the board.
5. Assist your shipmates. Note – there is no form of cheating that assists your shipmate.
6. Ask for EI when needed. I am a huge fan of EI and feel it reflects positively on your academic effort. If you commit to EI, I will do everything I can to assist you in making it through. For EI to be effective, you need to be adequately prepared. Do not show up in my office expecting me to just repeat a lecture. Prepare for EI by reviewing your lecture notes and HW, and make the effort to bring your notes, PS and/or specific questions with you. Do not wait till the last moment of desperation. Seek EI early.
7. Behave like a professional. Display appropriate courtesies and bearing at all times. Maintain uniform standards. If you fail to do so, you will be corrected.
8. Sleeping will not be tolerated. Sailors and Marines would not be impressed to find their Division OIC or Platoon Leader asleep on the job, so kill that tendency here. If I find you asleep you get one warning to remain awake. After that I will let you sleep, record you as departing class early and communicate that fact to your chain of command.

Finally, above and below average participation/professionalism will be reported by me to your company officer via personal communication and a MAPR for the official record at grade intervals or as needed.

12. Other NOTAMs.

1. Use units and pay attention to significant digits. If you're confused by this, ask for help early.
2. Show your work. You can't show too much. Only use your calculator for things you are incapable of.
3. Drinks are permitted at desks, but not lab stations. Clean your desk and lab station prior to departure.

13. Instructor Philosophy. I am far more concerned with your development as a future military officer than with you developing an intimate understanding of EE. To that end, this course will be treated just like any briefing presented in the Fleet. So,...

- Do not waste any opportunity to learn and better yourself.
- Show up on time with preparation complete and ready to engage.
- Conduct yourself professionally

Constructive feedback on my instructional style is invited and strongly encouraged. Please help me do a better job preparing you for the Fleet.

Semper Fi,
Bryan J. Forney
Major USMC