

EE 322: Signals and Systems Course Policies for Fall 2012

1. Course Instructors –

Section 2111 – Professor Robert Ives (Course Coordinator), Maury 334, 3-6162, ives@usna.edu
 Sections 3321– Associate Professor Brian Jenkins, Maury 216, 3-6159, bjenkins@usna.edu

2. Prerequisites – EE241, Electronics I or approval of Department Chair.

3. Course Text – *Fundamentals of Signals & Systems*, Roberts; – *Introduction to MATLAB 7*, Etter

4. Grading –

Graded Work/Item	First marking period	Second marking period	Third marking period	Final Grade
Exam 1	50 %	30 %	25 %	↑
Exam 2	-	30 %	25 %	50 %
Exam 3	-	-	25 %	↓
Final Exam	-	-	-	25 %
Quizzes/Homework/Labs*	50 %	40 %	25 %	25 %

*Formal lab reports count twice as much as regular lab reports

Note: your professor will determine how Quizzes, Homework and Labs count towards your grade in each marking period.

Average (%)	Grade
90-100	A
80-89	B
70-79	C
60-69	D
< 60	F

We reserve the right to change your final grade based upon our overall assessment of your course performance, including preparation, participation, and officer potential.

5. In-Class Behavior.

Do not disrupt the class while it is in session!. Examples of unacceptable disruptions include, but are not limited to: unauthorized cell phone or computer use, communicating with other students, entering or leaving the classroom except when absolutely necessary (getting a drink does not constitute an absolute necessity). Offenders may be counseled, have distracting items confiscated, or be dismissed from class.

6. Software –

MATLAB will be used extensively in this course. At times, you will be directed to turn in MATLAB function code, in homework, labs and exams. An example of a well-written MATLAB function is included later in this policy statement. Be sure to comment it well and include the “help comments.”

7. Course Policies –

a. Class Meetings: Unless otherwise indicated, we will meet in our assigned classroom, Ri061. Labs will be conducted in the same room, and the lab is available during regular duty hours and during the evening (if the department grants the door combination to EE/CE students).

If you are given the door combination, do not disseminate it without permission!

b. Class preparation: Read the assigned portions of the text(s) *prior* to coming to class.

c. Late Work Penalty: Notify your instructor *in advance* if you know you will miss a graded event (quiz or exam) for any reason. If you miss a quiz for a valid reason, your instructor will decide whether you need to make it up. Homework will be assigned ~daily, and will be due at the beginning of the next class period. Lab reports are due at the beginning of the lab period in the following week. If a worksheet is assigned during a lab period (instead of an actual lab), it will be due the following lab period. Assignment due dates (for homework or labs) may be extended under special circumstances. **You must hand in the homework/lab at the beginning of the class period on the date it is due. LATE ASSIGNMENTS EARN A ZERO, unless you have a valid reason and it has been approved by your professor!!** For valid reasons on late assignments, write the reason it is late at the top of the assignment.

d. Destruction of Equipment: Accidents happen! You will not be academically penalized for accidentally damaging components or equipment. Bring your mistakes to your instructor's attention so that they can be rectified.

e. Quizzes: Count on a quiz every week. They will usually be announced in advance.

f. Labs: Labs are scheduled for most of the lab periods. These labs may comprise theory, simulation and/or hardware. One or more of the labs will require formal lab reports—you will be told which labs in advance. An example of the format is provided at the end of this document. **If you do not use this format, your lab grade will be reduced.** Labs requiring formal reports count twice as much as other labs.

g. Exams: The 3 midterm exams will be given during the lab period of each exam week. There will be a written part to be done at your seats, as well as a MATLAB part to be done at the lab benches. They will be closed book, although for the written part, you will be allowed one side of one 8.5" x 11" sheet of paper for additional notes or equations of your choosing (handwritten, no photocopying). Turn this sheet in with the written part of the exam. No additional notes sheet will be allowed for the MATLAB portion; only MATLAB's help is allowed. For the final exam, you will be allowed two sides of one 8.5" x 11" sheet of paper.

Extra Added Benefit: If you earn $\geq 90\%$ on each of the 3 midterms, turn in all assignments on time, AND have an overall average $\geq 90\%$ at the end of the semester, you may be excused from taking the final exam, with your professor's approval.

h. Calculators: **New policy!** For calculator use in Electrical and Computer Engineering (ECE) courses taught to engineers, it is the policy of the ECE Department to only allow calculators that have been approved for the Fundamentals of Engineering Exam (FE). Acceptable calculators are listed at: http://www.ncees.org/Exams/Exam-day_policies/Calculator_policy.php. These calculators are the ones that you should be using in EE322; they run in price as low as \$15, and are required for all ECE Department courses.

i. Cease work: The command "cease work" will be used to clearly indicate that a graded event is over. At this point, you must immediately stop working on the quiz or exam and put your pen or pencil down or away.

j. Computers:

There are no restrictions on the use students may make of computers in class except:

- The computers in the classroom are for official use only! Do not change their setting or configuration without permission. Do not install a program on a class computer without permission.
- You may not use computers during class for any purpose not directly connected to the subject matter of the course.
- You may not get assistance from anyone during quizzes, tests, or exams, so the use of communications program such as Internet Messenger or file-sharing software to do so is expressly forbidden.

Backup your work and do not assume that files stored on a lab computer's hard drive will not be erased or corrupted by others. The best backup is to email yourselves those documents you wish to keep safe. **Additionally, the hard drives within the computers will be reformatted about once per month.**

8. Documentation – The following guidelines will be used in EE322.

Documentation refers to a written statement in your assignment that "gives credit where credit is due." It allows your professor to assess how much of the assignment you did on your own and how and where you received help. This is no different from citing references in a paper you may write for this or any other class you are taking.

Homework is a special case! You are **highly encouraged** to work in groups or teams to solve the assigned problems. However, you should also document it if you received help. Every Midshipman must turn in his/her own work (copying from others is absolutely not permitted). Remember, **learning is the goal!**

9. Supplemental Policies – Instructors will provide supplemental information as needed.

10. Course Website – <http://www.usna.edu/EE/ee322/>

11. Instructors' Schedules

Provided below so that you might schedule EI as needed. Be sure to schedule EI sessions in advance, to make sure we're in our offices.

Professor Ives:

	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
Lunch					
5	EE322 (Ri061)	EE322 Lab (Ri061)	EE322 (Ri061)		EE322 (Ri061)
6					

Assoc. Professor Jenkins:

	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3	EE322 (Ri061)		EE322 (Ri061)	EE322 Lab (Ri061)	EE322 (Ri061)
4					
Lunch					
5	EE221 (Ri061)		EE221 (Ri061)	EE221 Lab (Ri061)	EE221 (Ri061)
6					

Lab #/Lab Name
Midshipman Name(s)

I. Purpose

What was the purpose of the lab?

II. Procedure/Algorithm

Describe the procedure followed. Include a discussion of theory/simulation/hardware as applicable to this lab. Also, when writing code, there could be many ways to approach how to accomplish things. Describe how you decided to approach the problem and why. If you tried several ways to do things before something finally worked, describe the problems encountered here.

III. Results & Conclusions

Discuss and include the results you obtained and any conclusions you reached. If your results include any plots, remember the things a good plot should include: title, label on the x-axis, label on the y-axis, and a legend. Images submitted should have a title, and typically don't have any axes.

IV. Code

Submit your MATLAB code, if applicable, including functions and programs. This helps the professor track down any incorrect results you reached. You should have a lot of comments in your code to describe how things worked. Any functions you write for any labs MUST have "help" comments...these are comments that appear right after the "function" line in the m-file, and describe how the function is used. The "help" comments should describe the inputs and outputs of the function, and state the author of the function.

V. Acknowledgements

If you received help in completing the project, give credit to who helped and how they helped you.

VI. Feedback (Optional)

If you have some suggestions about how to improve this lab, or other ideas, put them here. Good feedback is a form of class participation.

A “Well-Written” MATLAB function

When you write a MATLAB function or program, there are a few items that should be included. The following is an example of a well-written function. It contains comments right after the “function” line that tell the user how to use the function (these are the “help” comments, which will appear in the MATLAB command window when a user types “help” along with the name of the function. Since this example code is stored in a file called “sinc322.m”, if a user typed “help sinc322” at the MATLAB command line, these comments would appear. These comments should describe the inputs and outputs, and also list the author(s). In addition, some comments are placed after certain lines of code to help explain what that line does (I refer to these as “help comments”). Note that you must include your name within the “help comments.” Use this as a guide to writing your own code.

```
function z=sinc322(x)
% function z=sinc322(x)
%   This function returns the sinc function. Based on MATLAB's sinc.m.
%   For any input value(s) x, the function returns value(s)
%   y = sinc(x) = sin(pi*x)/(pi*x).
%   The input can be a single value or a vector of values.
%   For EE322 students.
%   Author: R.W. Ives, USNA
%   Date: 20 Sep 2004

z=ones(size(x)); % set all OUTputs = 1...this will make sinc(0)=1
i=find(x);      % find all INputs not equal to 0
z(i)=sin(pi*x(i))./(pi*x(i));
% this last will make sinc(x)=sin(pi*x)/(pi*x) for all values
% of the input except x=0, which is already set to 1
```