

## EE322N: Signals and Systems Course Policy Statement

Instructor: Prof. Sellami  
Office: Maury 319  
Phone: X-36177  
e-mail: [sellami@usna.edu](mailto:sellami@usna.edu)

### Grading:

Homework	10%
Lab Work	10%
Quizzes	10%
Hourly Exams	40% ( <u>2@20%</u> each)
Final Exam	30%

### Homework:

1. The problems listed in the syllabus will be collected daily and special homework assignments may also be given.
2. Homework assignments must be neat and clearly labeled with your name and section number, and multiple sheets must be stapled together. **Failure to follow these rules will result in the loss of credit.**
3. Group effort on homework is encouraged; however blind copying of someone else's answers is not allowed.
4. Homework must be turned in to your section leader before the start of class. **Late homework is not accepted.**

### Quizzes:

Quizzes will be given on Mondays 15 to 20 minutes before the end of the lecture. No make-up and no penalty will be given for a missed quiz. **All quizzes are closed book/notes, unless otherwise specified.**

### Lab Work:

Preliminary work must be completed before a lab. Lab reports are due at the start of the following lab session. You must complete any missed lab work on your own and in your own free time prior to the following lab session. **Under no circumstances should you leave the classroom early if you have not fully completed your lab work.**

### Final Grades:

The instructor reserves the right to issue final grades by taking into account factors such as effort, progress, and class participation in addition to course numerical averages.

### EI:

By appointment or by e-mail: [sellami@usna.edu](mailto:sellami@usna.edu) (for quick questions).

### Instructor absence:

In the event of instructor's absence from class, every attempt will be made to find a substitute. If no substitute is available, you are to remain in the classroom until the end of the period and use the time to work on homework and or reading assignments.

### Prohibitions:

1. Sleeping in the classroom.
2. Eating and drinking, except for water.
3. Sharing of calculators during quizzes and exams.
4. Scheduling PRK or any other elective surgery so as to interfere with the exams.