

EE414 Course Policy Statement

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This is the second half of your capstone sequence of your electrical engineering education.

There are several purposes of this course but the primary focus is continuing the work you started in EE411 to achieve a working design. You get supervised practice in the design, proto-typing, packaging, testing, and presentation of a realistic electrical engineering project. Your grade will depend not only upon the successful completion of your project but also on the impression that you make upon your customer (your mentors, the course coordinator (me), and the various faculty who will be visiting the lab and will be attending your formal presentation of your project). You should grasp every opportunity, such as library and internet research, full documentation of your work, and timely submission of paperwork, to appear knowledgeable, responsible, and professional.

Hopefully you learned this valuable lesson over your previous 2 ½ years: Do not try building your entire project without intermediate testing and expect it to work. It won't. And you won't be able to find what went wrong until you break it into manageable parts.

Lab Notebooks: You should be maintaining one lab notebook per group project. You should also maintain this notebook in an organized fashion. It is your written record of accomplishment and will be checked periodically by myself and your mentors. It is the easiest way to document success and failure, so you can repeat the former and NOT repeat the latter.

Attendance: You are expected to be actively working on your project during your scheduled class times, either in the Project Lab or some other approved location. Appearing at the beginning of the scheduled time and then disappearing to perform "research" for the next hour and a half is not acceptable. You are also expected to meet with your primary mentor on a regular basis, preferably each week, but a minimum of every 2 weeks. Specific meetings are required. A meeting log sheet will be provided.

Weekly Progress reports: Each week you are required to send me an email progress report. See handout on "Deliverables" for format and content.

Late Policy: Deliverables handed in more than 1 day late will not be accepted. For electronic submissions, "turned in" means sent by you – via email – by 1700 on the due date.

Grading: Your grade will be determined by the following, with approximate percentage weightings as shown:

Mid-Semester Report and Design Review	15%
Progress Meetings & Adherence to Project Plan	10%
Team Member Peer Ratings	10%
Final Report	20%
Final Presentation & Faculty Evaluation	20%
A Working Project!!	25%

email and the Internet: I rely heavily on email to get messages out. Make it a practice to check your email every night. I may inform you of a quiz that will be given, a change in the homework, etc.