

EE301 Course Policy Statement Addendum
FALL 2005
LT R.C. Schultz

A. Introduction: Welcome to EE301. The Course Coordinator has published a Course Policy Statement for this course. The purpose of this addendum is to provide further guidance on the procedures I will use this semester.

B. Contact Information:

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C. Grades:

	6W	12/16W	Final	
6 Week Exam	80%	25%	20%	<i>I reserve the right to adjust your final grade based upon my evaluation of your overall course preparation and participation.</i>
12 Week Exam	0%	55%	20%	
Final Exam	0%	0%	35%	
Lab Practical Exam	0%	0%	5%	
Homework	15%	15%	15%	
PEs	4%	4%	4%	
Quizzes	1%	1%	1%	

D. Homework: Homework for each lecture is assigned in the syllabus and on the EE302 Web Page. The following applies to homework.

1. Homework is due at the beginning of each class following its assignment.
2. Homework that is turned in late will not be accepted and will receive a zero.
3. Homework will be turned in on 8½x11" paper.
4. Homework will have your name, section number, and problem set number neatly written at the top right hand corner of the page as indicated above.
5. Homework will be stapled at the top left hand corner of the page.
6. Homework grading will be based on a combination of *effort*, *neatness*, and *accuracy*.
7. Homework will be spot checked. You should check your answers against the solutions after the solutions are made available.
8. Since late work is not accepted for ANY reason, the lowest two homework grades will be dropped automatically.
9. Don't wait until the day homework is due to ask questions about it. Use group EI, see me in my office, send me an email asking about it or ask another student/instructor. If you wait until the day homework is due, you are behind.
10. I encourage you to take advantage of midshipman study groups if that helps you. Collaboration on homework can enhance your learning. You may exchange ideas and methods of solving problems but the numbers, equations, and calculations must be your own. Duplication is not authorized! If you work in a study group, put the other participant's name on the top left side of your paper.
11. Homework that does not meet the above criteria will lose points.

E. Quizzes: Quizzes may be given throughout the semester. The quizzes are designed to challenge you and prepare you for the exams. Quizzes will cover concepts, homework problems and PEs. There will be no makeup for missed quizzes. Missed quizzes during a valid absence will be made up within two scheduled class periods up on returning to class.

- F. Practical Exercises:** Practical Exercises are due at the end of the class unless otherwise instructed. You must *bring a copy of the PE* to the class as one will not be provided for you. The PEs are designed to reinforce the concepts from the lectures. You should have sufficient time to complete the PE during class.
- G. Missing Class:** If you are going to miss a class, work must be completed and turned in *before* the absence.
- H. Excusals:** Exams missed due to emergencies may be made up. For non-emergencies, requests for missing instruction should be submitted no less than one week in advance, along with a plan to make up the missed material. Pay attention to the Commandant's List of Priorities. Elective surgery (PRK) is *NOT* an excuse to miss a scheduled exam.
- I. Extra Instruction:** I am available throughout the day for appointments or walk-ins. If you desire EI during lunch, make prior arrangements. Email, drop by, or call to ask for help. If you want to make sure I am in my office at a given time, send me an email requesting EI.
- J. Class Leader Duties:** I will appoint a class leader and an assistant class leader. The Assistant Class Leader will carry out the duties of the Class Leader in their absence. The Class Leader will perform the following duties.
1. Call attention on deck
 2. Record absences on the class folder.
 3. Collect Homework and PEs.
 4. Ensure the class is cleaned up after each class
 5. Call my office at 3-6170 in the unlikely event that I am more than 5 minutes late. If you can not contact me, call the ECE office at 3-6150 and lead the class in a study hall. Do not leave class early. The class should sit down, work on the next homework assignment and complete the PE while the ECE office sends an instructor to fill in for me.
- K. Course Materials:** Bring your book and calculator to every class unless I say otherwise.
- L. Leaving Early:** Don't expect to leave class early. If you finish the Practical Exercises early, I expect you to use the remaining time to work on your homework and reading assignments. If you finish that before the end of class, read ahead or help others.
- M. Miscellaneous:** Check your email at least once a day. I will use email to communicate with the class. Both the EE301 website and my personal website will have information to help you in your studies. They are

<http://www.usna.edu/EE/ee301/> <http://www.usna.edu/EE/people/rschultz/>

Enjoy the Class!