

EE488 Course Policy Statement

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Text : Daniel E. Hart. *Power Electronics*. McGraw-Hill, New York, NY. 2011.

Grading:

Homework	10%
Quizzes	5%
Labs	10%
Project	10%
Hourly Exams (2)	40% (20% each)
Final Exam	25%

Homework: Homework and reading assignments will be completed prior to class. Completing the homework is essential to understanding the concepts in this course and will prove vital in your successful performance on quizzes and exams. Homework:

1. Will be collected Friday of each week unless otherwise specified.
2. Must be neat and clearly labeled with your name and section number on the top right corner, and multiple sheets must be stapled.
3. Will be spot checked. Check your answers against the solutions.
4. Must be turned in to your section leader before the start of class. **No late HW.**
5. Don't wait until the day homework is due to ask questions about it.
6. 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.
7. Must be turned in to your section leader before the start of class. **Late homework is not accepted.**

Quizzes: Quizzes will be given even 1-2 weeks, both announced and unannounced. **No make-up and no penalty will be given for the quizzes missed.** Closed book/notes.

Exams: All exams are normally closed book and require a calculator. All work on exams must be your own, and must be in accordance with USNAINST 1531.49 and USNAINST 1531.53. If you cannot make an exam for any reason, it is your responsibility to inform your instructor far in advance. Box all answers, with units. Use pencil.

Labs: The lab exercises are a tool to reinforce the theory presented in the classroom. You are responsible for studying the lab experiment and in most cases doing pre-lab work prior to the actual experiment. Students will normally work in pairs; however, all students are individually required to know how to perform the lab. If you work in pairs, submit only one lab report. Labs reports are due a week from the scheduled date of the Lab. Each

student will individually be expected to demonstrate proficiency on all necessary laboratory skills on the scheduled laboratory examinations. You must complete any missed lab work on your own and in your own free time prior to the following lab session. ***Do not leave 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 numerical average.

Projects: There is one major project in the class

Calculators: Students should have an FE calculator in class with them at all times. The use of pocket calculators will be permitted for all labs, homework, and scheduled exams.

Instructor absence:

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 doing homework etc.

Classroom Protocols:

1. *No computer or phone use during lectures*
2. No sleeping or eating in the classroom.
3. Sharing of calculators during quizzes and exams.
4. Do not scheduling PRK or any other elective surgery during exams.
5. Head calls should be made prior to the start of class.

Plagiarism, Collaboration & Documentation:

Plagiarism is the act of presenting someone else's work or ideas as your own. Examples include (but are not limited to) copying homework from a colleague or from a solution manual, copying computer code, copying text or figures from the Internet, or using another's data in a lab report. It is your responsibility to use proper documentation to always give credit where it is due.

Collaboration is encouraged on homework. However, all parties must acknowledge collaboration with a statement of "Help given/received to/from _____" on the first page of the assignment. Examples of acceptable collaboration include discussion of how to approach a problem and discussion of reasonable order of magnitude for a result. It is strictly forbidden to copy another person's work or to provide your work (in any format) to someone else. If you are in doubt if you can do/ask something, please ask your instructor for guidance.

You should include citations for all figures or ideas taken from other sources, including the Internet. Citations to material from the Internet should include the URL and access date. If copying text verbatim, the text should be set apart with quotation marks. In technical writing, paraphrasing is preferred. Paraphrasing is presenting the ideas of the referenced text in your own words. It is not copying the text with a few words changed.

Plagiarism is a dishonorable act. It diminishes both the perpetrator and the institution. Err on the side of too much documentation, and if you have any questions ask your instructor.