

Expectations for EE301/303

Mathematical Knowledge

- As in most engineering classes, a good command of mathematics is necessary to understand the concepts that will be presented in this Electrical Engineering class. This class assumes that you have mathematical knowledge at the Differential Equations level including all prerequisite courses (fractions, algebra, trigonometry, calculus). The student is responsible for review and remediation on topics that are necessary for the course but not fresh in the student's mind.

Working in Groups

Effectively working in groups can enhance learning. The key word in the last sentence was "effectively." Some key components to effectively working in groups are:

- Working with a group **after** you have reviewed the material and have attempted the problems.
- Note any problem areas so that they can be discussed within the group.
- Take personal responsibility for understanding the problems and material.
- **!!! As advised in the grading section, a passing grade for the class requires that each student pass the "individual events" of quizzes, exams, and the lab final exam. Homework and laboratory grades cannot be used to raise an "F" on quizzes and exams to a passing grade.**

Use of Tools (Calculators, MathCad[®], Matlab[®], Excel[®]...)

The use of tools to solve problems is encouraged on homework and pre-labs. However, students should not use any tool as a substitute for learning the required material.

- Most tests and quizzes will **NOT** allow calculator use. Therefore, students should be able to understand the concepts and work a solution without the use of computing tools.
- Learning to use a computational tool is the **student's** responsibility. There are many avenues for learning to use your tool of choice. These resources should be exhausted before the instructor is approached for help.
 - The user manual or help files.
 - On-line tutorials (searching on www.google.com usually provides a good starting point).
 - Other students using the same calculator or software package.

Homework and Laboratory Report Deadlines

Our industrial advisory board has emphasized that meeting deadlines is a critical skill for our students to learn. With this goal in mind, the expectations are

- Late homework and laboratory reports will be assessed a penalty of 20% per day. No homework will be accepted after the solution is posted. The only acceptable variances will relate to serious illness, death in the family, and other extreme cases.
- If you feel that you want to hand your homework in incomplete, it may be advisable to make a copy of your work so that you can seek help and finish the assignment to ensure the topic is understood before a quiz or test.
- A due date may be revised by the instructor to a later date if sufficient material has not been covered in class.

Classroom Behavior

Classroom behavior is to be consistent with a good learning environment for all. While the “rules” of good behavior should not be a mystery at this point, a reminder is given.

- Do not talk in class unless participating in class discussion.
- Keep your body parts to yourself and do not be a distraction to your classmates.
- Do not take cell phone calls – in cases of emergency, take the call outside the class. Please turn ringers off before class.
- Do not play on electronics devices. The noise (even clicking of keys) is distracting for other students.
- Any tablet PC use should be for note taking only.
- The **PENALTIES** will be as follows:
 - Do not count on a warning before being penalized.
 - You will be asked to stop the bad behavior or leave class immediately.
 - You will receive a “0” for any homework and quizzes due that week. A “0” for behavior will NOT be eligible for the “drop quiz” policy.

Laboratory Behavior

Basically the same rules apply as for the classroom, but with added responsibility that safety practices are important to keep everyone from being injured.

- Follow all safety rules in the manual.
- If the instructor or TA can smell alcohol on your breath, you will be asked to leave the lab. It is not safe to operate laboratory equipment under the influence of alcohol.
- If the Instructor or TA request to see pre-labs before you start, please comply. This is done to keep you from building a dangerous circuit.
- All labs must be completed to pass the class. Make-up labs for unexcused absence will be scheduled for 6am.

Examinations

- No electronic device can be present during an exam. All cell phones, audio players, calculators (unless specified by instructor), PDA, computer, etcetera must be turned off and put away during exams.
- No beverage containers are allowed in the exam.
- All hats must be removed and put away.
- Random seating will be assigned at the time of the examination.
- Different versions of the examination may be used.