**Assignment Guidelines:**

Assignments will be given out regularly - typically one larger one each week. You will typically have 2-7 days to complete an assignment, depending on how long it is. **Late penalties may be assigned - typically 10% off for each day of inconvenience.** If there is not already enough room on the assignment sheet, attach additional sheets of 8½ x 11 engineering grid paper or white paper (not torn-out spiral notebook paper!), stapled in upper left corner. Show all work, illustrate by schematic or a diagram, provide assumptions, give equations before substitution, show all units and underline or circle all answers. If attaching computer simulation results, highlight important results and provide complete annotations so that the significance of the results is clear - let’s develop the documentation habits of a design engineer - could someone else reconstruct your work? Is it legible enough to go into a project archive? **Neatness and clarity of the documentation are important.**

**In some cases it will be suggested or required that you work together in pairs.** Remote students may have to work alone if they are the only one at their site. Although it’s not recommended, each of you may work alone on your part of the exercise, meeting and tutoring each other on the details prior to handing in the homework. Partners are to sign off on each other’s work. Your approval signifies that:

- you’ve checked your partner’s calculations for correctness,
- you understand the theory, concepts, and solutions method of your partner’s work, and
- your partner has done a proportionate share of the work.

Answers (but not necessarily the solutions) will be posted or marked on the graded homework.

**Put your homework in Drop Box #34 on the 7th Floor of EERC.**

[Online Students: Scan and e-mail to naingle@mtu.edu as .pdf attachment, or fax to 906.487.2949 (high-res mode).] On-campus students may visit the grader/TA in his office in EERC 619.

Graded homework may be claimed in the box outside of your instructor’s office (EERC 614).

[Online students: your work will be returned via mail.] After claiming your returned homework, please follow up on any incorrect solutions.

Your professor is typically available for office hours help from 3:00-4:00pm on Mon and Wed plus other times by arrangement. E-mail: bamork@mtu.edu; Office: 487-2857. A video classroom office hour can be scheduled on demand, this works extremely well. Contact your professor.