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 delay.** 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 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 or research - could someone else reconstruct your work from what you place in the archive? **Neatness and clarity of the documentation are important.** You are strongly encouraged to discuss questions, concepts and theory related to homework via the course e-mail forum, send e-mail to the class discussion list at _____@mtu.edu to reach all of us. Start the discussion in the days before, not the night before!

**All assignments are individual, unless specified that pairs are allowed.** Remote students can find an online partner for paired assignments. 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) may be posted, or marked on the graded homework.

**On-Campus Students: Put your homework in Drop Box #35 on the 7th Floor of EERC.**
[Off-Campus Students: Scan and e-mail to bamork@mtu.edu as .pdf attachment. Scan as gray-scale, usually 150dpi is sufficient. As a backup plan, fax to 906.487.2949 (high-res mode).]

Graded homework may be claimed in the box outside of your instructor’s office (EERC 614). [Off-Campus students: your graded work will be scanned and returned via e-mail.] After claiming your returned homework, please follow up on any incorrect solutions.

Your professor is typically available for office hour help from 11:05-11:55pm Mon and Wed, and 10:05-10:55am Fri, plus other times by arrangement. E-mail: bamork@mtu.edu; Office: 487-2857. A classroom office hour might be scheduled on demand, this works extremely well. Contact your professor.

Your grader is available in EERC 123 from 4-6pm on Wednesdays and Fridays. Videocon with online students is also possible during this time. Your grader’s office is in EERC SB27, office hrs TBA.