ECE 333 REPORT OPTION

Students have the option of submitting a bi-weekly “Report” per the posted course schedule.

1. **Reports** – A report consists of *class recitation notes and amplifications* that you decide are relevant to the course material and your homework. The purpose of the report is to encourage students study in detail and synthesize the course content presented by the instructor in class and drawn from the course text.

2. **Adjusted Course Evaluation Weights**. Provided that the student maintains a 65 percent average on quizzes, “report grades” will replace the “quiz grades” in the final course evaluation. Adjusted evaluation weights: 2 mid-term exams (20% each) 40%, final exam 30%, reports 30%. Failure to maintain 65 percent average on quizzes removes the “report option.”

3. **Grading**. The report (notes and homework) will be graded subjectively on the basis of this *guidance being met and obvious effort to fulfill the intent / purpose* of the Report option.

4. **Report Preparation Guidelines**.
   a. Reports should be *neatly* prepared in your own hand on engineering paper (engineering paper provides a convenient media for including properly scaled drawings and graphs in your report) – use one side of the paper. The report will include all notes taken -- notes from class should be rewritten to ensure continuity of thought and neatness. Course handouts should be incorporated into appropriate locations. Notes will be organized by lesson and topic.
   b. Reports will be submitted in a folder with your name on the cover. The report will include a cover sheet, table of contents, and tabs (to separate the report and homework). Report pages will be numbered.
   c. Once returned, the reports should be removed from the folder and retained for future reference. The binder should be reused for the next submission.

5. **Homework Preparation Guidelines**.
   a. Homework will be hand-written on engineering paper (again to aid in preparing neat, scaled drawings and graphs). Drawings and graphs can be pasted in the appropriate place when needed or appropriate.
   b. Begin each homework problem on a new sheet of paper. Copy the problem statement to start the problem. In the interest of time management, I suggest that you “Xerox” the problem statement, cut it to size, and glue it to the page.
   c. Draw a neat, scale figure with a straight edge showing the problem -- this is essential to correctly visualizing and solving the problem.

6. Students opt into this grading track when the 1st quiz is administered (tentatively 2 Feb ‘17) by handing in a Report per these instructions. Students desiring change their option must have instructor approval.