

ECE 333 REPORT OPTION

Spring 2018

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** (information that **you decide** is 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 with page numbers, 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 2d quiz is administered (tentatively 1 Feb ‘18) by handing in a Report per these instructions. Students desiring change their option must have instructor approval.