

## 2 - Homework Policies

### 2.1 Background

The following information on homework guidelines is an updated version of the “Homework Format Guidelines” written by Dr. Gary Ybarra for ECE 27L. It was updated by Dr. Michael R. Gustafson II with items from the EGR 224L “Homework Format Guidelines” and reviewed by Dr. Ybarra in August of 2012, and further expanded by Dr. Gustafson in August of 2014. In Spring of 2015, the guidelines were made more general to all upper-level classes taught by Dr. Gustafson, with minor modifications added through Fall of 2019. Other modifications were made in Summer 2020 based on online homework submissions.

### 2.2 Guidelines

Please follow the guidelines below for homework solution presentation. It is required that you follow each guideline carefully. Following the format guidelines promotes accurate grade records and decreases the likelihood of lost assignments in the grading process. As you will find, it will also lead to reduced solution troubleshooting time.

- (1) **IMPORTANT:** While you are certainly welcome to use any answers printed in the book for *comparison* purposes, you are *not* allowed to use any other resources that provide solutions to homework or lab problems before completing your assignment. While the following is not an exhaustive list, note specifically that you are not allowed to use any solution manuals, prior semesters’ or other sections’ answer keys, online repositories, or similar materials in producing the work you intend to turn in for a grade. Improper use of resources will result in engagement with the Office of Student Conduct.
- (2) Do **not** write down or submit the numerical answer printed in the book (or elsewhere) if your work does not lead to it. This is dishonest and will result in a significant penalty and potentially engagement with the Office of Student Conduct.
- (3) Always draw the circuit or mechanical diagram for every homework problem involving a circuit or mechanical system.
- (4) You are generally required to label elements with symbols (e.g.  $R_1$ ,  $M_2$  etc.), set up (and sometimes solve) the problem symbolically first, and then substitute numerical values. If the problem starts by giving numerical values only, you will generally need to decide how to label the system symbolically.
- (5) Present your solutions to homework problems in the same order they are assigned.
- (6) In cases where you need to turn in your work, you need to submit clean scans or tablet outputs in PDF form. Please pay attention to the assignment itself in terms of how to organize your work properly - sometimes you may be turning in one PDF per problem and other times you may be turning in one PDF for the entire assignment.
- (7) You may work in pencil or pen (or tablet printout) but in any case, your work needs to be legible and needs to clearly demonstrate your train of thought. If you choose to use color or highlighting to annotate or otherwise clarify your drawings and other work, you may do so neatly.
- (8) You should clearly indicate final answers either by putting boxes or circles around them or using some other easy-to-spot and professional-looking method. Be sure to include proper units with all final numerical results.
- (9) Be sure to properly label all graphs.
- (10) If you used computer code more complicated than just making a graph or performing basic calculations to solve a problem, include the code listing in your PDF. If you have questions about whether code should be included, ask Dr. G or the TA (or just go ahead and include it).