Assignments: Regular solution of assigned homework problems is essential if a passing grade is expected in the course. Homework problems are due on Fridays as noted on Desire2Learn and if for some reason, extra time is required, can be turned in as late as the following Monday, but will lose 10% credit for tardiness. Assignments later than this will not be graded except in exceptional medical or other pre-excused circumstances. Assignments are intended to help you learn the material – you should expect to struggle with the homework some.

Quizzes: A number of unannounced (POP) quizzes may be given during the semester. Quizzes are usually closed book and closed notes and may be given at any time during the class period. There will be no make-up quizzes for unexcused absence. If a quiz is missed, a score of zero will be given. For Quizzes given on Desire2Learn, you can use notes, the book or any class materials (but not advice from another student or consultant of any type) and quizzes will be timed.

Projects: At least one project may be assigned during the semester. These projects may either be individual projects or group projects. You must exercise sound academic and moral principles when completing these projects. All help from sources outside yourself or your group MUST be documented (see academic dishonesty below). The projects will typically be assigned like any other assignment, but will be more involved, require significant design and development and will be given more time for completion. Due dates will likewise be Friday for full credit and Monday for 10% tardiness penalty – projects later than this will not be graded except in exceptional medical or other pre-excused circumstances. Projects are intended for you to demonstrate your ability to use skills, knowledge and apply theory learned, so most often they are the last assignment and they are weighted more than normal assignments.

Examinations: All exams may be comprehensive due to the nature of engineering courses. The dates and times of the examinations will be announced in class and noted on Desire2Learn. There will be no joint use of calculators, drawing implements, or other personal equipment during examinations. All examinations must be turned in promptly when indicated by the instructor. Make-up examinations may be given depending on the circumstances and the consent of the instructor. An oral exam is likely. If an examination is missed, the grade for the examination will be zero. In the event of serious illness or family emergencies notify the instructor via email or message at 928-777-6929 before class. If you cannot, have a friend or relative.

Regrades: If you want any exam to be considered for regrade, you must inform the instructor during the week that the assignment has been returned in class or on Desire2Learn. The entire homework or test is then subject to
regrade -- be forewarned. Your reasons for requesting a regrade MUST be clearly stated via e-mail or in person and include the original submission.

Attendance: Regular attendance is necessary if progress is to be made in the course. Students who do not attend class regularly normally do not pass the course, however roll will not be taken regularly. Each student is responsible for anything that is discussed, said or handed out in class. Do not expect the instructor to repeat lectures that you missed during office hours.

Due Dates: Unless otherwise announced, assignment deadlines are firm unless the class or team leaders and faculty negotiate alternative dates BEFORE the deadline. This policy is required in order to effectively and professionally conduct class business in a timely fashion. All individuals and teams must have equal opportunities. Late submittals will receive an automatic grade penalty of 10% for 3-days late or less and may not be graded if more than 3 days late and IF accepted beyond 3-days late with extremely good reason (not excuse), then no more than 10% penalty.

Integrity: Academic dishonesty will not be tolerated. Please see our Honor Code at CU Boulder. If it is determined that a student cheated, plagiarized or committed fraud on any graded event, that student and anyone who may have assisted will, as a minimum, receive a zero for that event. Students may discuss the homework problems in a group, but the assignments must be done individually. The penalty for academic dishonesty may be an F in the course and possible further action according to the Honor Code. Academic dishonesty includes cheating (accepting or providing unauthorized assistance in preparing graded material), plagiarism (presenting as one's own the ideas, works, or products of another without appropriate acknowledgement), or fraud (gaining unfair advantage through deceit, trickery or falsification of records). Academic dishonesty includes any type of activity using another person's work as your own. The bottom line is: Do NOT copy another person's work!

Collaboration: If you have any questions about what collaboration is allowed – ask the instructor. All individually graded work (e.g., report sections/sub-sections) is to reflect individual effort. When the work of others (either written, verbal or otherwise obtained) is used, credit for that work will be documented in written submissions by citing it in footnotes or references. In oral presentations, credit will be documented by annotations on the briefing charts. All teams will work under these TEAM PROJECT COLLABORATION guidelines. Collaboration is defined here to mean persons working together in joint intellectual effort. Collaboration does not include copying another’s work without attribution; that is plagiarism. All collaboration with individuals not on the team requires documentation in accordance with the paragraph above. This includes all written or reference material used by members of your team and interviews with anyone other than the instructor. Failure to follow these guidelines will
result in penalties for the submittal in question and possible failure of the course.

Class Notes: Taking notes during class is one of the ways in which our minds organize and ingest information. Notes also serve as useful tools for reviewing the course material before the tests. If you intend to study from your course notes -- it is **highly** recommended that you develop a note-taking style which produces legible and useful notes. I recommend examining other people's note-taking styles to determine what is effective and works best for you.

Professionalism: You are on the path to becoming engineers and are expected to work in a professional manner. Honesty, integrity, hard work, clarity in work, and good communication are essential to becoming a good engineer! Respect for the instructor, school and your colleagues are a requirement.

As professionals, you are required to be respectful of others. The use of **personal electronics** during class or lab is disrespectful and unprofessional. Unprofessional behavior may result in up to a **letter grade penalty**. I intend to warn you the first time for a minor infraction. Texting, emailing, disrupting others in the class, and working on outside material during the class are examples of unprofessional behavior.

Atmosphere: As professionals, you will be required to act in a manner which is respectful of others. A university campus is a sanctuary where opposing ideas can be discussed in a thoughtful, **civil** manner without fear. Threatening or abusive language or actions will NOT be tolerated and will be considered **unprofessional behavior**. These actions may also be referred to the appropriate authorities for disciplinary action!

Access To Learning: CU Boulder is committed to the success of all students. It is University policy to provide reasonable accommodations to students with disabilities who qualify for services. If you would like to discuss and/or request accommodations, please contact Disability Support Services at 303-492-8671, Willard 322, **Disability Services**.

Continuity: In the event of a temporary campus closure, courses will continue to the maximum extent possible through Desire2Learn or other means. Communications would most likely be focused through Desire2Learn, so be sure to check Desire2Learn if there is a campus/town emergency situation where the campus is temporarily closed.

Course Evals: Your feedback is invaluable in determining what worked and what didn’t in terms of the content and instruction given in this course. PLEASE be sure to fill out the end-of-semester course evaluations!! They are important!!!