

## Homework Guidelines

Professor A. Mason

The following guidelines should be followed for all homework papers submitted to Dr. Mason.

- **Basic Info:** Homework papers should have your name and the name of the assignment (e.g., Homework 3) on the top of the first page. No additional information, date, PID, course name, etc. is required but may be included if you would like.
- **Professional Presentation:** All papers should be written so that they are neat and easy to read. The work you submit reflects on your character as a professional and should be something you would be comfortable giving to your boss in a job setting. Sloppy work, sloppy drawings, etc. which make it difficult to read and grade may result in up to a 50% penalty regardless of the correctness of your answers.
  - You are NOT required to submit type-written solutions, and it is not the intention here to force you to spend hours making your papers look good. Just don't turn in sloppy papers.
- **Provide Solutions not Answers:** Your homework paper should provide *solutions* to the problems, not just an answer. This means you need to show your work at each step of the process in solving the problem. Written comments about what you are doing in each step are appropriate. Someone else should be able to read your solution and follow your procedure. Try to put yourself in the grader's position and make sure you have shown enough that it is clear how you got to the final answer. No partial credit will be given unless there is adequate effort to show your work.
  - You are NOT required to copy the problem statement into your solutions, but it may sometimes be necessary to show some data from the problem, such as given parameter values.
  - Typically for calculation problem, you should show the relevant equations, show any necessary derivation/reduction of the equations until you reach the final form, then show the equation with the values substituted for the variables, and then finally show your answer.
- **Formatting Answers:** All answers should be clearly visible and in appropriate engineering units. Highlighting your answer by circling/boxing it in or underlining are good ways to indicate where your final answer is. An answer without units is an incorrect answer (unless, of course, it is a unitless result). Try to avoid the use of scientific notation in your final answer if an appropriate engineering unit is available. For example,  $5 \times 10^{-8}$  V should be written as 50nV. Only use scientific notation if the problem specifies a unit for which your answer is several orders of magnitude away, e.g.,  $4 \times 10^{-5}$  m can be written as  $4 \times 10^{-3}$  cm if the answer was requested in cm, otherwise you should write it as 40 $\mu$ m.

## Homework Grade Corrections

After you have received your graded homework AND compared it to the provided solutions, if you feel your paper was graded incorrectly or that you deserve more credit for some reason, you may appeal your grade. To do this, you must provide a written explanation of what you feel should be re-graded, why you think it is correct (or worth more points), etc. Submit this along with your graded homework paper and Dr. Mason will personally review the matter.