

COURSE CONDUCT

LECTURE SCHEDULE

Lectures will initially be held all three days (MWF). Towards the end of the semester, the frequency of lectures will decrease to provide students with more time to focus on their applied homework.

TEXT, LECTURES AND ASSIGNMENTS

You are responsible for all assigned readings and lecture contents unless specified otherwise by the instructor. If you miss a class, it is your responsibility to obtain missed handouts and other information, which are often available on the class website. There is generally no makeup for missed exams, unless pre-arranged with the instructor.

USE OF THE COMPUTER-AIDED ENGINEERING CENTER (CAE)

You will need a CAE Windows account to run the Altera computer-aided design (CAD) tool for the Applied Homework and Final Project. If you do not have a CAE account, go to room 172 in the CAE building and pick up the handout "*Getting a CAE Account*". Follow the handout instructions to create your account. For computer locations, you can get a map at CAE or see the CAE website.

GROUP WORK

Unless stated otherwise on the assignment, Written Homework may be done individually or in pairs. If students work in a pair, they **MUST** indicate the name of their partner on their submission. Applied Homework and the Final Project work **MUST** be conducted in pairs, as described in the assignment. Applied Homework reports should be submitted individually. Except in extreme circumstances and with the permission of their lab instructor, students must keep the same partner throughout the course.

LATE POLICY

Unless stated otherwise in class, late Written and Applied Homework is penalized by 15% per day it is late, to a maximum of two days. Assignments will not be accepted more than two days late. Un-penalized late days may be provided in the case of severe illness (out for a week, must provide doctor's note), religious holidays, or other vitally non-optional events. When feasible, you **MUST** inform your instructor at least 24 hours before the deadline in question. When advance notice is not possible, such as due to illness, you must request the exception as soon as you are able.

LECTURE VIDEOS

A number of online eTeach presentations are available to aid students in reviewing prerequisite course topics. Links are available on the course website.

EXAMINATIONS

There are **two midterms** and **one final examination** in this course. They are both closed book examinations with no calculators or other personal computation devices allowed. Questions regarding midterm grading must be written on the cover of the midterm and returned to the instructor for reconsideration **by the day after** the midterm is returned to the student.

Midterm and final exam dates will be listed on the course website. Midterms will be held in the evening. **Please note the times and dates of the midterms and final, and do not, for example, schedule travel at those times.** Conflict with your travel schedule is not an acceptable excuse for requesting an alternate exam. It is your responsibility to attend the midterms and final exams: missing either midterm or the final is equivalent to forfeiting a large part of your grade. Only in most **extraordinary situations** will a make-up exam be given, provided the request is made prior to the exam, and any documentation requested that substantiates the reasons for missing the exam is provided.

DISCUSSION SESSIONS, TUTORIALS, CONSULTATION, E-MAIL

- **Optional Discussion Sessions:** Teaching assistants will conduct *optional* discussion sessions. These sessions provide a forum for questions and further examples.
- **Office Hours:** If you have questions on the course material, you may contact your instructor or any TA during office hours. All TA office hours will be in **3650 Engineering Hall**.
- **Email:** For technical questions, e-mail the TAs or your instructor. For homework and project questions, email the TAs. For administrative questions, e-mail your instructor.

If you are having difficulty with the course material, **please ask questions early at one of the many office hours and/or discussion**. Do not wait until you are seriously behind, or just before a deadline or an exam.

ON-CAMPUS RESOURCES

If you require special alternative testing arrangements, please seek consultation from the **McBurney Center** (<http://www.mcburney.wisc.edu/>). You must bring a written recommendation from a McBurney center counselor to your instructor within three weeks after the semester begins, so appropriate adjustments can be made. If you have problems keeping up with the course, please talk to your instructor. If you have problems with several courses, you should talk with your undergraduate advisor.

ACADEMIC MISCONDUCT

All work you submit is expected to be your own (except when a partner is explicitly permitted). Evidence indicating copying or other forms of academic misconduct will be dealt with as per the UW academic misconduct rules. If you have questions, ask your instructor or refer to <http://www.wisc.edu/students/saja/>.