

# ELEC 391 - Course Requirements

## Class Participation

All students are expected to attend all class sessions and to participate in the discussions. If a student must miss a class due to circumstances beyond his or her control, a procedure (defined below) exists for making up a limited number of such absences.

## Presentation reports

Each student must submit a reflective report on the most important points of each class discussion, in a document one-half to one page in length. This report **must** include the following information at the beginning of the document:

- TITLE: The title of the presentation
- PRESENTER(S): The person or persons and affiliation(s) presenting
- DATE: The date of the presentation
- SUBMITTED BY: The name of the person submitting the report (you)

The report must briefly describe the subject and list 3 to 5 specific points that were most significant to you or interested you the most. These may be points raised by the presenter(s) or in the class discussion. Your own thoughts or ideas may also be included if they are clearly indicated as your own and not part of the presentation.

The reports have two main educational purposes. First, the exercise of reflecting on what seemed most important and then writing it down shortly after you heard it is a good way of moving this information from short-term memory to long-term memory. Second, this should be an opportunity for you to improve your ability to communicate effectively through short memos and email. Many of us tend to be a little sloppy in the way we organize our email messages and in the attention we give to ordinary conventions of the language, including spelling and grammar. (Use a spell checker!) When you are communicating with fellow engineers and supervisors in industry, or with fellow students and faculty as a graduate student, you should make an effort to organize your thoughts before clicking "send," and your abilities as an engineer or student will be judged in part by the quality of the communications you produce. Now is the time to cultivate a sense of style and clarity that will benefit, not hinder, your future careers.

The reports are to be submitted electronically via OWL-Space. They must be received no later than 12:00 noon on the Friday following the seminar. Each week five reports will be randomly selected for inclusion in the course web pages. Reports that in the

instructor's opinion are inadequate will be returned for revision. A rejected report counts as a missed class, and must be made up in the manner described below.

See the course site in OWL-Space for a sample of reports from a previous year for an example of what an acceptable report might look like.

## Missed Class Makeup

If you miss a class or have a report rejected, you may make it up in the following way:

- Read all of the reports for that class when they are posted, and
- Write a summary of these reports and submit it via OWL-Space. Note that this defines the audience for your reports of classes that you attended - you are writing for your fellow students and in particular your peers who did not attend the class and will be writing their summaries based on what you write.
- This summary of reports must be received by Wednesday at 1:00 pm following the missed class.

You may not make up more than two missed classes this way. If you miss more than two, your grade will be reduced.

If you miss the 12:00 noon deadline for submitting a report for a class you **did** attend, you may use one of the two allowed "missed class" days to avoid the lose of credit. If your report is received before the following Wednesday at 1:00 pm, it will be accepted and your grade will not be lowered. However this counts as one of your two allowed misses. That is, your grade will be lowered if the total number of misses and/or late reports is greater than two.

## Course Grades

Final grades for the course will be determined by the following procedure:

- Your grade will be based on attendance and the rating of your group's presentation.
- Students that attend all classes and submit acceptable reports for all classes will start with a grade of A, before the group presentations are taken into account.
- Students may miss up to two classes and still receive an A for this part of their grade if they make the missed classes up by writing acceptable summaries of the posted reports as explained above.
- For each missed class that is not made up, the student's course grade will be reduced by one letter grade. That is: 1 miss - B, 2 misses - C, 3 misses - D, 4 or more misses - F.
- If your group presentation is rated as satisfactory, your grade for the course will be the grade X based on attendance. If you do an exceptional job, your grade will be

raised from X to X+. If the presentation is rated poor, your grade will be lowered from X to X-, and, if unsatisfactory, your course grade will be lowered by one full letter grade.