

ELEC 391 - Course Requirements

Class Participation

You 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 (see Missed Class Makeup) exists for making up a limited number (at most 2) of such absences.

Presentation reports

Each student must submit a reflective report on the most important points of most class discussions, 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. This report is not a summary or outline of the presentation and class discussion; neither will be deemed satisfactory. The only exceptions for the report requirement will be explicitly posted on OWL-Space.

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 (most?) 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 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 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 career. Organize your thoughts before writing, and review your submission, including spelling and grammar, before clicking "send."

Submit your reports electronically via OWL-Space to the ELEC 391 001 Sp09 site.

Each must be received no later than 12:00 noon on the Friday following the class that is the subject of the report. The only exception applies to the report for the class of April 1, because of Mid-Term Recess (April 2-3). That report will be due on Monday, April 5, at 12:00 noon. A report that in the instructor's opinion is inadequate will be returned to you for revision, and you must revise your report and resubmit it within 48 hours of being notified. If you do not resubmit, or if you fail to submit a revision within 48 hours that is acceptable, the report will be rejected and your course grade will be lowered one letter grade.

If you do not make the Friday noon deadline (as determined by the OWL-Space time stamp on the submission), you may submit your report by no later than 12 noon on the following Monday (or, in the case of the Feb. 25 class, noon on Monday, March 9, because of Spring Break, or in the case of the Apr. 1 class, noon on Wednesday, April 8). The late report will count as a missed class or rejected report, which can be made up as described below.

Each week we will select four reports at random to be posted on the course web pages. The same rules for submitting acceptable reports apply, except that if you are notified that your original submission is unacceptable and you do not submit an acceptable revision with the 48-hour period, your course grade will be lowered one letter grade.

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

Missed Class Makeup

If you miss a class, you can 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 noon following the missed class, or within 48 hours of the late deadline if it is a report for Feb. 25 or Apr. 1.

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

As mentioned above, 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 (acceptable!) report is received before the following

Wednesday at noon. This counts as one of your two allowed misses. That is, your grade will be lowered if the total number of misses, rejected reports, 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 an evaluation of your group's presentation.
- Students who 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, your 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 your group does 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.