

The following policy items apply to all sections of the course. Your instructor may give you further policy applying to his sections only.

1. Grading:

- a. This course is not graded on a curve. Typically, 90% and above is an A, 80% and above is a B, 70% and above is a C. Performance levels below 60% are usually unacceptable and will result in a failing grade.
- b. Following is the distribution of points for the course:

Event	Homework & In-class Activities	Labs & Project	Mid-Term Exams	Final Exam
Percentage	15%	13%	40%	32%

- c. In order to pass the course, the average calculated from your exams must be passing. If you have a passing average on the exams, homework, project and laboratory grades will then be figured in and may increase or decrease your final grade for the course.
- d. The laboratory activities are an integral part of the course. Failure to satisfactorily complete the laboratory activities will result in your failing the course.

2. Homework:

- a. Use green engineering paper for handwritten work and plain white paper for computer printouts, *e.g.* plots.
- b. Follow the problem-solving format given in your ES 201 text, Appendix A.
- c. On the cover sheet, state who you received help from in doing the assignment. If no-one, state that. It is both courteous and good professional practice to acknowledge when you have benefited from another person's work.

3. Laptops on Exams:

- a. Laptops are allowed on exams but not required. Our intent is to allow you to use math software (Maple, Excel, Matlab) to perform normal mathematical operations such as arithmetic, algebra, and calculus.
- b. You may not use previously prepared files, solutions, *etc.*, stored on your computer or connect to the internet.
- c. You may use your laptops to play music during exams.

4. Attendance:

- a. Excused absences should be arranged in advance. If you are absent, you are responsible for obtaining notes and assignments from other students in the class. Your final course grade may be reduced if you have more than 3 unexcused absences or 6 total absences.
- b. Attendance at laboratory sessions is mandatory. If you are not able to attend your assigned time, it may be possible to attend another section. See your instructor as soon as you are aware of a potential conflict.