

Format:

All Homework Assignments and Lab Reports are to be submitted to Erick Oberstar via e-mail to oberstar@engr.wisc.edu in Microsoft Office 2003 format (.doc) (NOT Office 2007 .docx format) by 5:00PM US Central Time on the due date. – Note: Lab reports will only be accepted in digital format complying with the below description.* Lab Handouts are provided in .doc format allowing students to insert content where needed as the framework for the digital submission format. Simply insert your results inline inside the Lab Handouts, adding your names to the page headers without removing any handout material.

Your files should use the naming convention “**LastName(FirstInitial(s))-me447-hw**.doc**” for homework or “**LastName1-LastName2-me447-lab**.doc**” for labs (lab handouts will be in .doc form and should be used as a template for the report). The **document headers should contain your name(s), the assignment, and the due date** as shown in the above header. All **documents must be in Times New Roman 10-point or larger Font. Figures or tables must be inserted “inline”** with text as opposed to allowing text to wrap around them.

Adobe pdf format for labs will not be accepted. **Yes even problems initially requiring hand calculations need to be in MSWord format as well.** Microsoft equation editor 3.0 Objects, Microsoft equation fields, or MathType equations are the acceptable formats. DO NOT insert Office 2007 equation objects as they are not editable in the Office 2003 .doc format (they are converted to pictures that tend to look unreadable). For Matlab command window output please just copy/paste the text rather than paste a screen grab of the window. Matlab plots should be directly copy/pasted into the word format.

Do not embed external type MS Office objects into your documents as the file size gets too large to efficiently handle over e-mail. The external embedded objects are M.S. Excel worksheets/graphs, Visio drawings, PowerPoint drawings/slides etc. These types of objects should be pasted in as pictures to minimize the document file size (Edit Menu -> Paste Special-> Picture).

If the format is not adhered to it is at the instructor’s discretion to decide if the assignment is gradable. If the instructor deems an assignment ungradable a zero will be recorded for that assignment.

Under certain circumstances a one time assignment due date extension of up to 48 hours may be granted at the instructor’s discretion.

Late assignments are generally not accepted and will not be accepted a second time.

Homework & Lab Grading

1. Only electronic format work will be accepted. (this facilitates addition of corrections/explanations to your graded work)
2. Homework & Labs will be graded on the following scale:
5 - all questions complete and well addressed
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0 – work not submitted, late, or not in electronic format

Points may be deducted for formatting/labeling not complying with the format defined above in addition to other errors.