Class Protocol

In order to make the class run as smoothly as possible here are some administrative procedures that we should all agree on and follow. This will help minimize confusion, missteps and hopefully keep the course and your participation running smoothly. Let me know of any additions to this list that you might find helpful.

Quizzes and Assignments

- If you have a problem with the grade the TA assigned to a homework assignment please follow the protocol below.
  - Please provide to the TA a request to regrade in writing. Consistency in grading is of prime importance and the TA will ensure all grading is consistent.
  - If you are unsatisfied with the TA’s explanation/response, simply generate a description of the problem, attach any copies of documentation and turn it in to me.

- When quizzes are returned, you have until the beginning of the class period one week from the time solutions are posted (usually the same day exams are returned) to inform me of any issues related to the test, e.g., incorrect count, oversights, etc. After that requests for re-grading or reconsideration will not be accepted.

- You also have one week from the date assignments are returned to question any aspect of the graded assignment. As described above please take those questions to the TA first.

- You will be given instructions for turning in each homework.

- On exams, answer the questions in their entirety. You cannot be given credit for what you do not write or answer on your test even if it may “seem” that you know the answer.

- Remember the Georgia Tech Honor Code. All assigned work is to be done individually.

- Late assignments will not be accepted for credit. However, I encourage you to submit these anyway.

Classroom and Office Hours

- **Reading Assignments**! You are responsible for all of the material identified as required reading even if they are not expressly covered in class. Material that is straightforward may not be covered in class. If you do not understand material in the reading assignments ask me in class, electronically, or in office hours.

- In the interests of making the most efficient use of office hours prior to exams (which is when they are used the most!) please do the following before asking questions in office hours. I do realize that the following comments do not apply to
vast majority of students in the class. However, it does not take many students to affect everybody.
  o Be specific about what you are having a problem with. “I do not get it” or “do not understand” is not a useful starting point for you or me.
  o Read the related material in the text, the class handouts, and try and understand the material. I have found an increasing number of students expect a replay of class lectures and problems solved in class during office hours the day before a test especially if they (for whatever reason) missed a class. Time is at a premium at this point and it is not fair to students who have studied and have questions they need answered prior to the test. I will have review sessions before each exam. Plan on attending. Any questions are acceptable during the review sessions.
  o **Do not be shy about asking questions in class or outside of it**, however naive you might think the questions are! You need to understand the material. The sooner and more basic your questions are, the sooner you understand the fundamentals, the better off you will be. If you cannot make office hours let me know and I will schedule a time that you can see me. Do not put off understanding the material. The longer you wait the more difficult it will be to catch up.

- If you cannot make office hours due to some conflicts, send me mail and we will set up an appointment outside of office hours. Do not wait until the last moment before the test to try and figure out what is going on.

- If there are any problems with the course, they should be simply pointed out and oversights will be fixed as soon as possible. Clearly you cannot be held responsible for things that are not in your control (for example errors in the assignments). The sooner you bring them to my attention the sooner they will be fixed. If there are problems with the TA, facilities or anything else bring them to me directly. I have yet to come across any problem that is not relatively easily fixed.

- Please try to be on time to class. If you cannot be on time please do not allow the door to slam on your way in. If you need to leave the classroom early please try and do so quietly. The point is to be courteous with regards to interrupting your classmates.

- **Turn off all cell phones prior to class.**

**Getting a Good Grade**

The keys to getting a good grade in this class are the following.

- Attend class.
- Take good notes. The on-line lecture notes are guidelines. They are not intended to replace the class lecture. The on-line notes supplement the class and the textbook.
- Do complete the reading assignments at pace with the class.
- Work and understand the problems associated with each module the week the module is covered.
ECE 2020: Yalamanchili

- It is useful to pay attention to specific suggestions I make in class – they are intended to help you exercise specific technical points. They have a tendency to underscore elements that show up in exams!
- **Ask questions!**

Feedback is important in ensuring that you get the most out of this course. Please do feel free provide feedback to me, confidentially or anonymously if you wish, and as you feel necessary.

I hope you will have a productive semester!