

# ASEN 2012, Project 1 Submission Guidelines

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## 1 Overview

This document is intended to provide the coordinating instructions required to submit Project 1. Information in this document is considered binding; any failure to comply will be reflected in your project grade.

## 2 Preparation

I will issue you a unique ID (UID) that will be used on your report to allow for anonymous peer review. This UID is known only to you and me and is not based on your student ID, D2L login, or any other personally identifiable information. This UID will be provided to your Colorado e-mail. When writing your report or preparing code, **do not include any part of your name or login in any deliverable**. This same UID will be used in the peer review process to identify the papers that you have reviewed.

## 3 Assembly

Your deliverables shall be consolidated into a single PDF file with your UID as the filename and ‘pdf’ as the extension. An example filename is ‘123456789abc.pdf’. Since your files will be processed via automated means, **any misnamed files will slow down the grading process for everyone and result in a penalty**. UIDs are case-sensitive. This file must be uploaded to the D2L dropbox before the submission deadline, **21 October 2016 at 2359 MST. Late work will NOT be accepted and you will receive a score of zero for this assignment**. Bear in mind that D2L time will be used as the reference. If you need help composing this file, please contact me well in advance of the deadline so I have time to work with you. Any other files beyond the single PDF file will not be considered as part of your submission.

### 3.1 Report Sections

The AIAA format of reference is available at [https://www.aiaa.org/uploadedFiles/Events/Related\\_Content/Author\\_and\\_Organizer\\_Resources/Author\\_Resources/Author\\_Kit\\_\\_S1version.pdf](https://www.aiaa.org/uploadedFiles/Events/Related_Content/Author_and_Organizer_Resources/Author_Resources/Author_Kit__S1version.pdf). These guidelines are expected to be used by peer reviewers in their grading, with the project statement on D2L as the primary reference.

## 3.2 Code

When including Matlab code, **be sure that your name or any other personal information (login IDs, etc) do not appear anywhere in your code.** Particularly, ensure that headers or footers don't include this information. The method of including code is left to the discretion of each student, as long as the following requirements are met:

1. All Matlab code shall be included using a fixed-pitch font, i.e. **Courier New** in Word, or the `\texttt` directive in L<sup>A</sup>T<sub>E</sub>X.
2. Each Matlab code section shall have its file name identified before the code listing.

## 4 Peer Review

Once the submission deadline occurs, each student will receive an email to their Colorado email from me including three report files for review. The grading rubric has been posted to D2L; each student is expected to read the rubric **before** submission to ensure that maximum points are earned. The due date for reviews is **28 October 2016 at 2359 MST. Any reviewer who fails to complete his or her obligations will receive a score of zero for the project.** If two or more of the reviewers fail to meet their obligations, I will review and score your project.

### 4.1 Review Quiz Items

#### 4.1.1 UID of Paper Under Review

Please make sure that you type in the UID of the paper under review correctly. Your entry here matches the feedback with the author of the paper.

#### 4.1.2 Comments on Paper

When entering comments, provide feedback that will help the author improve his or her work. Identify particular errors and shortcomings, as well as areas of confusion. General comments such as 'Good job!' do nothing to aid the author.

## 5 Final Grading

Once all reviews are received, I will email you an interim score. I will separate each project into one of three categories to determine a final score:

### 5.1 Point Spread $\leq 15$ , No review requested

Your final score will be calculated as the average of the reviewer's scores.

### 5.2 Point Spread $> 15$

I will review your paper and assign a score. You will then receive the higher of:

1. The average of your reviewer's scores
2. My determination of your score

### **5.3 Point Spread $\leq 15$ , Review requested**

If you request that I review your paper with a point spread  $\leq 15$ , you will receive the score I determine. Your request must be made by the deadline promulgated in the interim score email.