Class Admin Topics EEE452

Md. Nagib Imtiaz Hussain

2 Outline

- Overview
- How to study
- How to handle assignments
- · How to handle quizzes
- How to handle for exams
- How important is timeliness
- How to answer
- What to expect in the end

3 Overview

- · Lots of materials to study and write
- Follow up a lecture with study to save time
- Work extra hard at the beginning to secure good marks in guizzes and assignments
- Use Canvas for all class / communication/materials/submissions
- Follow class calendar as posted

•

4 VERY IMPORTANT

ANY POSTING/UPDATE FROM FACULTY ON CANVAS CLASS MEANS ITS OFFICIAL AND YOU HAVE BEEN DUELY NOTIFIED.

- Its YOUR responsibility to stay updated

5 How to study

- Relate to real life what you learn- as much as possible.
- Think of how you will apply in job / entrepreneurship as an engineer.
- Cure of ignorance is in asking.
- · Understand the concept. Avoid memorization.
 - Memorization may earn you average marks
- Missing a lecture makes your life difficult

6 Marks allocation

- Class participation/Attendance = 5%
- Assignments/Homework = 10%
- Quizzes = 15%
- Mid exam = 35%
- Final exam = 35%

•

Participation / Attendance

- Class participation test
 - Within first 15 min from the start of class time
- If you attend over 60% classes you will get full score for attendance.
- Warning:
 - However, if your attendance falls below 60% you will suffer from heavy study load to cover up concepts missed out due to absence.

8 How to handle assignment

- · Marks 10% of final grade
- · Best 3 out of 4 counted

9 Assignment Grading Rubrics

10 How to handle assignment

- Max 750 words
- Min 5 independent and verifiable citations
 - use MLA/APA/IEEE format
- Brief but solid introduction and conclusion
- Run spell checkers. Avoid passive sentences. Avoid redundancy. Make it legible.
- Run a readability check on MS word
 - Try to score above 30

11 How to handle assignment

- Before submission, check plagiarism by using Gramarly or Google's originality tool detects issue, rewrite the passage with your own words containing the data you need to quote.
- There is no restriction to what you can/cannot include in assignment. However, remember the idea is to make it concise and high density write up.
- Do not write any elaborate introduction. Try dive into the main topic as soon as possible.

12 How to handle assignment

- Write a short conclusion to relate to the introduction but make it stronger.
- Introduction can provide
 - a bit of expectation from the write up
 - Background / context of the topic.
 - Any assumption that form the basis of the write up.

13 How to handle assignment

- Submit online at Canvas
- Late submitters earn max 5/10 marks
- Limit your assignment within 750 words
 - Use no additional cover page. Keep it plain and simple.
- · Put your original words. Plagiarism gets strict penalties
 - Use Gramarly / Google originality tool to check before submission

14 How to handle quiz

- Best 3 out of 4 counts towards final grade 15%
- · Makeups allowed
 - With valid medical grounds only
 - No makeup after the day all classes end for this semester
- MCQs, concept questions, maths, diagrams
 - Requires details knowledge

15 How to handle quiz

MCQs, concept questions, maths, diagrams

2

- Concepts testers are tricky
- · Follow class lectures carefully. Sniff for cues
- Take your own class note despite posted Lecture Notes (LNs).
- · Read books and the lecture slides carefully.
- What is important for job / business is important for quiz
- · Freshen up your calculus and linear algebra
 - They become essential tools for quizzes

16 How to handle exam

- Mid=35%, Final = 35%. 60 min exams, 70 marks each
 - usually comes with additional bonus +10 marks
- · No Makeup-Final if missed
 - One may request for "I" grade if attended all others before (i.e. quizzes, assignments, etc..)
 - medical certificate + parents/guardian's memo
- · Math problems, concept questions, scenario questions, diagrams. MCQs

17 How to handle exam

- · Get clear concepts, read books + materials
- · Understand definitions
 - It helps to answer scenario based questions
- Understand and practice math
- · Learn to interpret graphs and charts correctly
- Scenario questions: Stay updated on current technologies, trends and their economics
- · Bonuses boost your score
 - · However, they are generally complex.

.

.

18 How are Makeups?

· Expect catastrophic complexity

19 How important is timeliness

- Get online on time.
 - If one comes 10 min late he missed the recap of the last class
 - If one comes 20 min late he missed at least 10 min of concept/story/overview of the lecture and attendance
- Late submission earns max 50% of total marks.
- Assignments, guizzes, exam dates are all scheduled.
 - They don't change unless academic calendar changes or faculty runs into contingency

20 How to answer

· Question: Assess the fever of this patient

•

21 How to answer (scenario)

Adopt a

Rational

Economic

Standpoint

22 How to answer (scenario)

- Example:
 - You invented something and you what type of protection will you seek? Patent/copyright?
 - You cannot be philanthropic and answer: 'I will not file anything for saving humanity..'

_

23 How to answer (scenario)

- · Example:
 - -A. If you run your own harvesting you get 105 taka
 - -B. If you lease your land you get 100 taka
 - You decide rationally on A. Don't say that you don't like hassle and like option B.

.

24 What to expect in the end

- Good learning and indexing what you don't know yet
- Understanding of motivation behind engineering decisions and strategies
- · Improved reading and writing skills
- · Leadership's insight into technology management and its economics

25 Grading

- Everything right = 10/10
- Formula application, process, steps, concept applied all right = 8/10
- Concept seems alright, but applied all wrong = 4/10
- Fraction of concept/understanding = 2/10
- Wrote nothing / a page full of garbage = 00/10

•

26 Curve Fitting

- Based on the whole class's performance.
- The best and the worst outliers are excluded from the curve fitting
- Curve max cut off point: average of the best 10% marks excluding the best outliers
- Curve min cut off point: average of the worst 10% marks excluding the worst outliers
- Fitted between A~D.
- Worst outliers: missed/poor guizzes, missed/poor mid term

•

27 Curve Fitting

- No curve fitting if as per raw marks tabulation
 - Everyone passes (outliers excluded)
 - Above 30% landed in As

_

28 IMPORTANT

- Office Hours will be posted on Canvas.
- Use Canvas discussion to ask your questions
- · Brush up your calculus, geometry, algebra
- If a medical situation makes you default at any assignment/exam early notify by email.
 - As soon as possible.
 - A late notification may not get approval

29 Warning

NON-COMPLIANCE IN EXAM OR QUIZ SUFFERS PENALTY OF (-5) OR WORSE. NO LEVEL OF SOLICITATION REMOVES THIS PENALTY. CHEATING IN EXAM EARNS COMPLETE FAIL OR WORSE.