Homework Guidelines

SEC502S20

All documents submitted in this class should demonstrate the professionalism expected of ASU graduate students in the STEM fields.

Here are some content expectations:
1. The assignments, memos, and reports should be clear, concise, neat, and thorough.
2. They must be stand-alone work products. That is, anyone should be able to pick up any document and without referring to the class webpage or to the course textbook, be able to understand the purpose of the assignment, what questions were asked, and what answers were submitted for review.
3. The documents must contain relevant calculations, analysis, and references.
4. A homework set may be word processed, or handwritten, but if handwritten it must be submitted on engineering (or similar) paper.
5. Charts and graphs must be constructed with graphing software, such as Excel or MATLAB.

Here are some format expectations:
1. Please attach a cover page to each homework set, that lists assignment number, due date, your name. Also, if you worked with others on the assignment, you must list their names on the cover sheet.
2. Start each problem on a new page and begin with an exact statement of the problem.
3. Make the pathway to the problem solution and the solution itself crystal clear – do not hide or obscure the work.
4. If you found help or referred to materials in a text, in a trade journal, on a webpage, describe the reference in a standard, professional manner.

Don’t forget, working with others on an assignment is generally expected and encouraged (unless specifically forbidden) – but do give credit where credit is due. Anything else is completely unprofessional.