



Problem Set Guidelines

The problem sets are an important means for us to provide feedback to you about your progress in understanding the course material. Please observe the following guidelines.

1. The problem set must be submitted by the end of class on the day it is due. There will be a turn-in folder at the front of the room.
2. You may discuss the problem set with your classmates, but the work you turn in must be your own. For example, handing in two copies of the same solution file with different names will result in both problem sets earning zero credit.
3. Submit your printed problem set; be sure to include your name on the first page. There are no electronic submissions.
4. Be neat and professional; treat the problem sets as you would projects at work.
5. The answers to short answer and essay questions should be typed.
6. Mathematical derivations and calculations can be neatly written by hand, but MS Word has a convenient equation editor. [How to use the MS equation editor.](#)
7. If you think you need to submit a worksheet from an Excel workbook, read the problem again. You are probably asked for either a table or a plot.

Problem Set Grading

There are five problem sets throughout the semester. Each problem set is worth 1% of your final course score. The computation of your final course score is outlined in the syllabus.

- A score of “check plus” signifies that the problem set is entirely, or almost entirely, correct. The problem set earns the full 1%.
- A score of “check” signifies that the problem set is mostly correct, but some parts need attention. The problem set earns the full 1%.
- A score of “check minus” signifies that the problem set is mostly incorrect. The problem set earns 0%. If you receive a check minus, you should follow up with the professor or the TA.
- Problem sets that are not handed in on time earn 0%.