

## MANE-4430 LINAC Laboratory Grading Policy

**Teaching Assistant:** Wang, Benjamin

**Email:** wangb16@rpi.edu

**Office Hours:** Tuesday 1-4pm or by appointment via my personal WebEx room (link below)

**WebEx Room Link:** <https://rensselaer.webex.com/meet/wangb16>

**WebEx Teams:** Students are encouraged to contact the TA via WebEx Teams for clarity or help on assignments outside of office hours

### Assignment Due Dates

Homework and Lab Reports are due one week after they are assigned and should be submitted in LMS. **If for some reason you cannot submit the assignment by the due date, please inform the TA *before* the due date with a full explanation of the reason. For most cases, an extension of the due date will be given.** Assignments submitted after the due date will receive a lower maximum grade. The half-life of the assignment is 7 days: assignments will not be accepted after 14 days and will be recorded a 0 grade. Assignment grades will be calculated according to the following equation:

$$\text{Assignment Grade} = \text{grade} * e^{-\left(\frac{\ln 2}{7 \text{ days}}\right) \# \text{ of days late}}$$

### Additional Grading Criteria

**Homework (20%):** Consistent with modern engineering roles, specialized software packages will be required to successfully complete many of the assignments. It is expected that additional effort may be required to learn how to properly utilize the software prior to completing the assignment. Students are encouraged to seek assistance from every available resource to learn how to use the software properly in order to complete the assignments prior to the due date.

Students are encouraged to discuss homework and lab assignments to facilitate learning. To ensure academic integrity, any collaboration between students should be noted on the submitted assignment. Each homework assignment must represent individual student work and each lab report must represent the work of only the associated group in accordance with the Academic Integrity Policy.

**Lab Report (60%):** Lab Reports are expected to be written consistently with professional engineering documentation standards. Students should use clear and concise language that effectively communicates mastery of the associated learning objectives. Since the LINAC Lab is not listed as a Communication Intensive course, grading comments related to formatting / references / other communication-centric topics may be added to the report without an associated points deduction early in the semester. Repetition of significant errors may result in points deduction in subsequent lab reports.

**Mid-Term & Final Exam (20%):** Exams will be administered according to guidelines provided by the professor.

**\*\*Students are encouraged to discuss concerns about unfair or incorrect grading directly with the TA or Professor \*\***