



DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING

HOMEWORK GUIDELINES

The following guidelines are to be followed when preparing homework for submission. These guidelines are meant to establish a level of neatness and quality in engineering computations which will help the student in organization, and enable others to follow your reasoning and your work to be checked. Homework that does not follow these guidelines will not be accepted.

I. FORMAT

- A. Use 8½ x 11 paper, with engineering paper being preferred. Use only the front side of the paper. No ragged edge paper.
- B. Label homework with name and date in the upper right hand corner. Each page should at a minimum include your initials, date, and page number. Staple sheets together in upper left hand corner.
- C. Set up the problem in form of Given, Required, and Solution. Clearly identify each problem and assignment. The "cut-and-tape method" using a photocopy from the text or handout is also acceptable. A sketch or drawing is often useful.
- D. All work should be done in pencil.

II. PROBLEM SOLUTION

- A. Write legible and neatly (e.g., use a straight edge for making straight lines). Do not try to put all of the problems on one page. If a page becomes hard to read due to a lot of erasing, rewrite the page. Figures should be large enough so that all dimensions and design details can be clearly labeled.
- B. Write all equations in symbol form before substituting in values.
- C. Include all units in equations and in the final answer.
- D. State all assumptions, and provide reference for equations and values that are not obvious.
- E. Clearly indicate answer by enclosing in a box or by some other method of identification.
- F. All test should be printed or typed. Use proper grammar.

III. GRAPHING

- A. Use either graph paper or engineering paper for graphs. Use log-log or semi-log paper for all graphs requiring the use of a log scale.
- B. Label all graphs with titles, legends, axis labels, and units.
- C. Data points must be shown with symbols.
- D. Computer generated graphs (such as from a spreadsheet program) are preferred.

IV. COMPUTER SOLUTIONS

- A. Indicate the name and version number of the program being used.
- B. Clearly indicate what was input to the program, and the results that were obtained. A sketch for the input and graph from the output is often useful. Unless it is in the form described in section II above, output directly from the computer does not constitute an acceptable solution. The output should be attached as an appendix, but the results summarized and given in a readily understandable form.
- C. Where appropriate, such as with a spreadsheet, provide sample calculations.