Hey let’s face it, some of us need deadlines and a set of clear expectations for our work. Most of you are likely self-motivated high achievers, but history in this class has shown that some people work best if given guidelines and deadlines. Our goal is to receive homework assignments on the due date and for them to be neat and readable. Therefore, to make the lives of your instructor and TAs manageable, we will use the following structure for homework due dates and quality (and the accompanying draconian penalties for failure to heed these criteria).

In CEE 3510 you will act as an independent “consultant.” As the course instructor, I will act as your “client” who has hired you to complete a task: your homework. In “real-life” (i.e., the rest of the world outside of Cornell), your client will expect you to carry out your task within a certain time period, and to submit a product that is neat and accurate. We will mimic this process in CEE 3510. Here are the terms of your work contract.

**Due Dates:** All homework must be submitted in class, the day it is due (not put in the Prof.’s mailbox, slid under his office door, or given to a TA). Late homework will be subjected to a penalty (i.e., you’ll get less pay). The late penalty will be -20% for homework that is handed in after class and received by the Professor on the due date, and -50% for homework that is 1 day late (after which the assignment won’t be accepted). **Exceptions** to the due date may be arranged at least 2 days in advance of the due date by individuals who anticipate schedule conflicts or other difficulties. Other than for extreme circumstances (ex. a doctor documented illness) exceptions will not be made the day before or on the day of the due date (in other words, please plan ahead).

**Neatness:** You are expected to turn in a neat, legible final product. As a rule of thumb, turn in a product that compares to what you’d give someone who was paying for it (and who you wanted to hire you again). Neat handwriting will suffice; your problem solutions do not have to be typed. Pay deductions will be made for homework solutions that resemble edited drafts or look like they have been torn out of a spiral notebook. Please STAPLE loose pages together; do not fold corners over in place of a staple and do not use paper clips. Individuals that do not follow these instructions will receive significant pay deductions (-10% for failure to use a staple, or for work that is not neat).

**Accuracy:** As you might expect, your homework point score will also reflect how well you solve the problems.

**Transmittal:** Each homework solution set for this class must be accompanied by a letter of transmittal. Letters of transmittal should be on a separate page stapled to the front of your work. The purpose of this brief note is to formally transfer the work product from your firm to the client (me and your grader). The letter should be addressed to “Incredibly Demanding Professor Lion” (or something else you deem suitable), it should bear an accurate date, and be signed by you as a representative of your firm (pick any firm name you like, but please make sure the graders can tell who the homework is from). **People who work in groups should hand in**
only one copy of the homework. Please be sure all members of the group are clearly indicated on the cover page (remember the group size for problem sets is limited to four). All members of the group will receive the same score. Problems that involve use of the STELLA software must be handed in separately and should have a separate transmittal letter (the maximum group size for STELLA assignments is two individuals).

We would especially like you to use the transmittal letters to point out problems you had with the homework, to ask questions, or to transmit other comments related to the homework or the class. Was the lecture about the topic covered by the homework clear? Were you able to get useful outside help from the Professor or TAs? Did you have trouble getting access to the STELLA software? Your feedback about this class is always appreciated!