## Massachusetts Institute of Technology

Department of Electrical Engineering and Computer Science Department of Mechanical Engineering

6.050J/2.110J

**Information and Entropy** 

Spring 2004

## Guidelines for Homework Submission

This document outlines the 6.050 electronic and paper submission policy.

Problem sets are distributed weekly. They are typically placed on the course Web site Monday morning (or if possible the previous Friday or during the weekend), and are due on Friday of the same week. They deal with concepts presented in the lecture that week. Students may submit their homework solutions either electronically by emailing 6.050-submit@mit.edu, or at the 6.050J / 2.110J office, Room 38-344, by 5:00 PM on relevant Friday. Official solutions are posted shortly after the problem sets are due. Late submissions do not receive any credit.

When submitting homework electronically or in paper, please follow the following guidelines:

- 1. Please do not turn in files in any format other than TEXT or PDF. Avoid Microsoft Word, Excel, or Access files, or zipped, gzipped, tar'd, LZW'd, or otherwise compressed files.
- 2. If you attach your files to your email message, rather than including them in the body of the message, make sure to attach them in "Text/PLAIN" format, not in MIME or Binary/Hex or another format. If you cannot figure out how to do that, cut and paste your text directly into your email.
- 3. Clearly label and demarcate your problems. If you do not, you risk confusing the TA and inadvertently lowering your grade. Labelling means the problem number and your name at the top of each page.
- 4. If you are turning in handwritten homework, make sure that it is neat and understandable. Hard to read homework will suffer due to its incomprehensibility.
- 5. Please do not turn in multi-media homework, i.e., stick with electronic or paper, but not both.

**Remember:** The easiest way to help yourself do better on homework is to make it clear to the TA what exactly you are doing. Even if your answer is wrong, you can still get partial credit if the TA understands your thinking!

Problem sets that do not follow the above guidelines are likely to be returned to their owner with a polite request to bring them into compliance. Please "help me help you" and submit your homework according to the guidelines above. Questions or comments, please email the TA, Mark Finlayson, at markaf@mit.edu Thanks!