## FORT LEWIS COLLEGE DEPARTMENT OF PHYSICS AND ENGINEERING SUBMITTING PROBLEMS

Homework problems must be neatly and legibly done. Use one side of  $8 \frac{1}{2}$ " x 11" paper only. Do not submit problems on paper torn from a spiral notebook.

The engineer eventually has to present his work to someone, a client, a colleague, or his boss. Stated another way, the engineer must constantly be communicating what he is doing to someone else. The success of a particular piece of work; and indeed the success of his entire career, depends upon his effectiveness in communication.

The following rules are offered as highly desirable suggestions which represent good engineering practice and will produce good presentations.

- 1. Problems should always be presented in a <u>neat</u> and <u>orderly</u> fashion.
- 2. <u>Always</u> put the <u>date</u> and your name on your problem (on every page). It is surprising how frequently an engineer wishes to know the date on which work was done and how significant this can be.
- 3. Use good quality paper. It is often desirable to use coordinate paper which is ruled in horizontal and vertical lines. For example, engineering computation paper. (Horizontal lines help keep writing in line, and coordinate lines aid in drawing diagrams, etc.)
- 4. Print all the words and letters neatly in preference to writing unless the problem involves much English prose. It is desirable for the student to develop a neat style of printing using regular engineering letters.
- 5. Use <u>pencil</u> only, erasing errors instead of crossing them out. (The one exception is recording observed data in the laboratory or field.)
- 6. Use only one side of each sheet of paper and staple all sheets together.
- 7. Neither crowd nor spread the work too far apart.
- 8. Do not use shortcuts or skip steps in presenting a solution, but include all significant calculations and explanations.
- 9. Designate significant answers by underlining, etc. Units must be indicated on all numerical results. For example, the number 35 by itself means nothing, since it could be gallons, feet per second, or dollars.

Summarized from Engineering: Principles and Problems by Lee H. Johnson.

## Illustration of "ENGINEERING FORM" for the

## solution of engineering problems.

