

Civil and Environmental Engineering Department
 Homework problem. Being this format as the

written, it will be some sound nature to you and your ability to communicate technical solutions
 meet professional standards well before you graduate.

1. All submitted assignments should include at the top of the first page the statement "I pledge to the ODU Honor Code" followed by your signature. The ODU Honor Code is in force at all time. It is an honor code violation to copy the work of others and submit it as your work.
2. The homework solutions that you submit should stand on their own (i.e. anyone reviewing your submittal should be able to understand the solution). This information is then followed by a description of the problem. Problems often occur in a series of steps with each step typically providing a result that is used in the following step. Each solution step should be clearly identified, and this is typically done with headings that are underlined. Ultimately what you submit should be a

problem solution that consists of a well-organized series of steps that follow a natural progression leading to the final answer. Your instructor may give you examples of this format to further illustrate what is expected.

3. Always put a date on the first page of your submittals (typically near your name). This should include the month, day, and year.
4. Your answers should stand out so that they are easily found. Underline, double underline, or

9. Your solution of an engineering problem should be neat and well space so that the individual steps can be easily followed. For problems with engineering calculations, engineering paper should be used. When drawing a Mohr's circle, a compass must be used.
10. Use a straight edge to draw lines and a French curve, flexible curve, or other curved objects when drawing curves. Where a circle is required (e.g., Mohr's circle analysis) a compass should be used. In place of hand drawings, computer programs with graphics capabilities may be used.
11. All pages must be numbered typically in one (**not both**) of the formats used on this handout (see upper right-hand corner and lower right-hand corner). The format at the top is the style used when you are using engineering paper.
12. When graphs (usually called figures) are included, each figure should be numbered and accompanied by a figure title that identifies what the figure is (e.g., Figure 1. Relationship Between Flow Rate and Head Loss). Figure titles should be placed below the figures. Axis titles identifying the plotted variables and their units should always be included with each graph. If a graph is plotted in landscape mode on paper (i.e., turned sideways), the bottom of the graph should be on the right-hand side of the paper when viewed normally. Hand-drawn figures must always be on engineering or graph paper.
13. When a table is included in your work, a table title should be assigned (e.g. Table 1. Student Test Scores on Mathematics Placement Tests) and be directly above the table.
14. Your homework should be completed in a timely manner. The deadline that is set should be adhered to. If you are late with a submission, either points will be deducted or it will not be accepted (each instructor sets this policy). If an answer key is posted before you hand in your homework solution, it's too late to hand in your assignment.
15. You are encouraged to utilize computer software packages (or write your own) that will assist you in completing homework assignments. If you use word processing software, you should master the equation writing feature in the software and use it where you would normally be writing out equations in your solution.