

Ph/CS 219b logistics

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Winter 2016

1. Contact information

- Email address: nicoleyh@caltech.edu
- Office: 229 Annenberg
- Office hours: Tuesdays, 7:10–8:40 PM, 106 Annenberg.
To access Annenberg's first floor in the evenings, please contact Jackie (see below).
If you can't attend office hours but need help, please email to set up a meeting.

2. Please submit assignments in a large font.

You want for your TA to be happy when she reads your homework, right? :) Here's an easy route to happiness.

If you LaTeX (preferred), please use 12-point font; no other LaTeXing will be accepted. You can set this font, e.g., by starting your document with `\documentclass[12pt]{article}`. If you handwrite solutions (acceptable, but not preferred), please write large.

I have an unusual vision problem that renders the reading of small fonts extra painful. Thank you for your help!

3. Please show and explain your work.

Please embed your mathematical steps in a prose explanation. (If you're angling toward doing research, think of this as practice for paper-writing.)

4. After-hours access to Annenberg:

- Office hours will likely take place on Annenberg's first floor, which locks in the evenings. To gain after-hours card access, please email Jackie O'Sullivan (jackieos@caltech.edu) ASAP.
 - After-hours access to Annenberg's second floor (which contains the homework box) is unavailable. Sorry about the inconvenience! If you submit homework after hours, please have security let you onto the second floor.
5. **If you solve a homework problem with code, please (1) explain, in prose separate from the code, what the code does; (2) attach your code; and (3) comment your code thoroughly.** Practice with (1) may come in handy if you write quantum-information research papers!
 6. **Ask questions early.**
I cannot necessarily answer questions emailed after 6 PM on the night before any due date. But if you email me questions early, we can chat some afternoon or evening, or via email.
 7. **Homework will be due at 5 PM, in the box outside my office (229 Annenberg).**
You can pick up graded homework from the same location.
 8. **Late policy** (Not that anyone will submit late, right?)
 - Each student can submit one assignment up to one week late without penalty.
 - If you exhaust your free extension and then submit any assignment up to one week late, 25% of the grade that you would have received will be deducted.
 - Assignments submitted over one week late will not be graded.
 - If an emergency, illness, etc. interferes with an assignment, please talk with John and me as early as possible.

I look forward to spending the term with you!