

## **CE 485/585 Construction Site Erosion and Sediment Control: Report Guideline**

Reports should be typed and converted to PDF format. The first page should be the title page and should only include the items in the “Cover Material” section below. Please include the Contents, List of Figures, and List of Tables following to the cover page. The remaining page or pages should include the body of the report with headings. All reports should be submitted in electric format (only PDF format is accepted) and scanning may be required for materials without the original electric data. You can use university computer labs or any free software available online in order to convert your file to PDF format. One recommended software is downloaded from the following website and instructions are explained in the website. <http://www.pdf995.com/>. Make sure you title the subject line on the email and the file name follows the correct format: 485 “assignment name” “your name” and email all assignments to Noboru, email address shown below.

Cover Material:

**Module Number (ex. Module 1)**  
**Assignment Name (ex. Site Description)**  
**CE 485 or 585 Construction Site Erosion and Sediment Control (Summer 2009)**  
**Student Name**  
**UA or UAB or UAH**  
**Date that Assignment is due**

File name attached to the email and subject of the email should only include the items as follows: **485 “assignment name” “your name”**

Following is the contact information of Noboru Togawa and all the assignments are submitted to the e-mail address ([natogawa@crimson.ua.edu](mailto:natogawa@crimson.ua.edu)) before the due date assigned.

Please check the **Class List for Assignment** to check that your have successfully submitted the assignment. It will be updated within 1-3 days after the assignment due date. Graded assignments will be returned in the class approximately 1-2 weeks after the due date for UA and will be returned by mail to the CEE offices at the same time for UAB and UAH.

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