

# Course Policies

Attendance	Students are expected to attend every class. Though attendance may or may not officially be recorded, it will always be noted; and I rarely forget.
Etiquette	Students are expected to be on-time for every class, return to class after breaks, and keep their mobile devices silent during class unless their ringtone is really cool.
Communication	The official means of communication for this course is in-class announcements. Missing class is no excuse for failure to act as required by these announcements.
Returning your work	I will not chase you down to return your work. If you are not in class when I return things then you must come to my office at some later point and beg me for it.
Taking Notes	You are expected to take notes in class. Note what we talk about in class: what I say, what you say, what others say. Everything mentioned in class or assigned as homework or lab work is fair game for tests, quizzes, and projects. I do not often (if ever) distribute notes, so you must take them on your own; it's part of the learning process. To that end, a good way to prepare for an exam is to rewrite your notes, thereby reinforcing and organizing the material, and also embracing your inner OCD.
On Writing	I do not expect you to write perfectly, but I do insist that you respect writing and produce good ideas and polished prose. Everything you hand in must be proofread for spelling as well as for errors in usage and mechanics. Anything less will be penalized.
Professionalism (Adapted from Molly Worthen)	<p>This is college, and while you are in college your coursework is your job. You should behave as you would in a professional environment. When in doubt about how you should speak, write, or act, always err on the side of formality, even in e-mail. Any e-mail you send to a me (or any professor) should sound like a formal letter, not a text message or a demand to a customer service representative. Here is an excellent resource on the topic: <a href="https://www.math.uh.edu/~tomforde/Email-Etiquette.html">https://www.math.uh.edu/~tomforde/Email-Etiquette.html</a> .</p> <p>Hand-written work will not be accepted unless it's from an in-class test. All submitted material must be typed or otherwise electronically composed. Learn to master Pages and Keynote and LaTeX. Learn to produce PDFs. Neatness counts in life, especially in this class.</p>
Class Discussions and Participation (Adapted from the late David Foster Wallace.)	<p>Our class cannot function if there isn't student participation — it will become just me blathering on and on, which (trust me) will be horrible in all kinds of ways. There is, therefore, a percentage of your final grade that will concern the quantity and <b>quality of your participation</b> in class. But the truth is that I'm way more concerned about creating an in-class environment in which all students feel completely free to say what they think, ask questions, object, criticize, request clarification, return to a previous subject, response to someone else's response, etc. Clinically shy students, or those whose best, most pressing questions and comments occur to them only in private, may do their discussing with me outside of class.</p> <p>With that in mind, anyone gets to ask any question about any class-related issues that they want. There are, with few exceptions, no stupid questions. In fact, <b>you are forbidden to keep yourself from asking a question</b> or making a comment because you fear it will sound obvious or unsophisticated or lame or stupid. Because computer science and software development are such difficult, weird, topics to study, a stupid-sounding comment or question can end up being valuable and even profound. I am deadly-serious about creating a classroom environment where everyone feels free to ask or speak about anything he or she wishes. The best learning happens in a relaxed environment.</p>

# Course Policies

Tests	Tests cover material presented up to the class in which the test is administered. No makeup tests will be given. If you anticipate missing a test, make arrangements with me in advance to take and submit the exam prior to its scheduled date.
Due Dates	All assignments must be handed in, pushed to GitHub, and/or uploaded by the beginning of class on the day in which they are due. If you're going to miss a class (which, itself, is a bad idea) arrange to submit your work on or before schedule anyway.
Late Submissions	Late submissions <b>will not be accepted</b> . We will discuss assignments during the class in which they are due. Discussion is an important part of the learning process, and once we cover the assignment in class you clearly cannot hand it in after that.
Appealing Grades (Adapted from Chris Vertullo.)	<p>Fairness in evaluating and grading your work is of paramount concern to me. To help insure that, I have an appeals process to handle any questions you might have about the grading of your work. I will address each and every one of your concerns. To that end, and in order to be fair and efficient, you must to write a letter of appeal if you want me to alter your grade.</p> <p><i>Rules for Submitting an Appeal</i></p> <ul style="list-style-type: none"><li>• Appeals must be in the form of a neatly written letter, on paper.</li><li>• Appeals must be on a separate paper and stapled to the work in question.</li><li>• Every appeal (if there is more than one) requires its own paragraph.</li><li>• Appeals are due the next class period after the work is returned.</li><li>• Appeals must be very specific.</li><li>• Appeals must be content-based, not personal or emotional.</li><li>• Insufficient time is not a basis for an appeal.</li><li>• You must communicate what action you would like me to take (e.g., give full credit, add points, etc.).</li></ul> <p>This process empowers you, advances learning, and moves you toward academic maturity, and in that manner it benefits both of us. Further, when you are given a method to argue your points in an appropriate manner and explain your reasoning, I get an opportunity to learn too.</p>
Collaboration, part 1	<p>You are welcome to talk to other students about homework and projects, but unless you have been assigned to work as a team (and in my class that's quite unlikely), <b>your writeup and submission must be entirely your own</b>.</p> <p>List all collaborators and all sources that you consulted on the top of your homework and in the comments of your source code. If you had no collaborators and consulted no sources, then write, "I worked alone." Homework and projects without a collaboration statement will not be graded. (Collaboration on exams is not allowed.)</p> <p>If you somehow violate the collaboration policy, your best option is to tell me before I notice. (I'm OCD and I notice a lot, quickly.) Mistakes you confess in advance are forgivable; others . . . not so much.</p>

# Course Policies

Collaboration, part 2

Programming, like writing prose, is an individual creative process. You must reach your own understanding of the problem and discover your own path to a solution. During this time, as noted in part one of this section, discussions with classmates are encouraged. However, when the time comes to write the code that solves the problem, such discussions are no longer appropriate: your code must be the work of you alone. (You may ask for help in debugging). You are encouraged to adopt ideas suggested by classmates or reference sources but **you must acknowledge those sources** in your code and documentation. Do not, under any circumstances, copy another student's code. Writing code for use by another or using another's code in any form is a violation of Academic Honesty and will result in an unsatisfactory mark on your official record, followed by death.

Some Criteria By  
Which I Grade  
Programs and Projects

All programs, databases, and applications must be free of syntax errors to receive any credit. Programs that [(compile or interpret) and execute] cleanly but contain logic errors will be graded based on the severity of the errors and how well your work demonstrates your approach to solving the problem.

When evaluating your programming assignments I will ask myself the following questions about your program, database, or application:

- Is it correct, free from faults in specification, design, and implementation?
- Is it usable? About the interface...
  - Is it “clean” and well-organized? Would an OCD professor be proud?
  - Does it obey the Laws of Least Astonishment?
  - Is it accurate?
  - Is it easy to use?
- Is it reliable and robust? I.e., can it perform its functions without breaking down, even given unexpected input and under other circumstances?
- About the readability and maintainability of the source code...
  - Are the comments plentiful, clear, meaningful, and helpful?
  - Are the identifier names accurate, clear, and meaningful?
  - Does it compile or interpret cleanly?
- About the design...
  - Is the solution well-designed?
  - Is it reusable in a way that makes actual sense?
  - Does it illustrate the points made and principles discussed in class?
  - Have any lazy shortcuts been taken?
  - Can the program be unit-tested and system-tested?
- About the results, are they accurate and the output free of error?
  - Does it perform as assigned?
  - Is the output well-formatted and meaningful?
- About the development, was version control used?
  - Are there many small and descriptive commits (as opposed to few large ones)?

Remember, neatness and style count. If you hand in a program that works, but that does not adhere to reasonable style standards, is inadequately commented, or is poorly designed, you will be penalized. Good habits are important and I will reward you for developing some, and penalize you if you do not.

# Course Policies

## Learning to Learn

Capable professionals know how to solve problems, even — perhaps most especially — in the absence of complete knowledge. This is a large part of what I want to teach you. To that end, I will encourage and at times require you to practice finding things out for yourself. There will be occasions when you need to look things up and find things out *on your own* to complete an assignment. This is an important skill, and one that will serve you for the rest of your life, so we might as well begin practicing it now.

## Academic Honesty

As a part this class, I will uphold and **vigorously enforce** the general policies of this institution on academic honesty and plagiarism. All examinations, papers, projects, and homework assignments are subject to the usual standards of academic honesty as described in the Student Handbook and other related publications.

All work must be your own. Period. End of story. This applies to homework, tests, quizzes, projects . . . anything and everything you do for this class. You are free to use reference material (including but not limited to text books and example code or other resources you find in person or online) as a guide or for inspiration. But **you must cite all your sources and make the proper references in your work**. Further, you may not under any circumstances copy even the smallest part of those materials and present it as your own work. Any violation of this policy will result in immediate dismissal from the class with a failing grade. There will be no second chances.

Furthermore, I expect you, my students, to behave in a manner appropriate to Computer Science and Information Technology professionals. Professional ethics **demand** that you embrace traditional “thou shall not cheat” behavior, and also that you soundly reject additional forms of dishonesty and abuse which are uniquely possible working with computers.

Remember: Allowing someone to copy your work is every bit as dishonest as copying someone else's, and will be treated just as harshly.

Any violation — actual or perceived, in my sole discretion — of this Academic Honesty policy will result in one or more of the following actions in addition to any other forms of recourse available as specified by the Student Handbook:

- Your grade on the offending assignment will be the maximum point value of that assignment multiplied by -1.
- You will be ejected from the course with a failing grade.
- A letter will be sent to your department chair, your Dean, and the president of the college.
- I will do everything in my power to see that you are expelled.
- And more. (And worse!)

The bottom line is that I expect you to conduct yourself as a person of integrity. This means that **plagiarism in any form is completely unacceptable**. You are soon-to-be a computing professional, and I encourage you to consult the ACM professional code of ethics. See <http://www.acm.org/about-acm/acm-code-of-ethics-and-professional-conduct>.

# Course Policies

Students with Disabilities

Any student requesting or wondering about accommodations based on a disability should see the fine folks at the Office of Special Services (reachable at 845-575-3274) in Donnelley 226 and online at <http://www.marist.edu/accommodations-accessibility/> and [specserv@marist.edu](mailto:specserv@marist.edu).

Safety and Security

Report all emergencies or suspicious activity or persons to the Office of Safety and Security

Emergency - x5555 or 845-575-5555

All Other Calls - x2282

Outside Line 845-471-1822

SNAP Escort Service - x 7627 (SNAP)

All classrooms have a phone capable of calling Security in an emergency. The building name and room number is posted on the inside of all classrooms. Tell Security your location and nature of the problem.

Classrooms have door locks on the inside to prevent entry of intruders. (Do not use these to keep your professors out. We hate that.)

Emergency Information placards have been placed in all classrooms close to the phone. Read them and note the evacuation routes.

Close all doors as you leave.

Fire Alarms

Note the evacuation routes. All people must evacuate a building immediately when the fire alarm sounds. Do not use elevators during fire alarm. Get to a safe distance from the building and do not reenter until given the "all-clear" from the Fire Department or Security Officer. (Two fire drills are conducted each semester, so you have that to look forward to.)

Class Cancellations

If this class meets during a double slot according to the time-slot grid and either of those slots are cancelled on any given day (due to snow, flooding, alien encounters, etc.) then the entire class is cancelled for that day.

Copyright

Materials used in connection with the course may be subject to copyright protection.

**Warning:** *You must be over two years of age to view the contents of this document. Any reproduction, retransmission, redistribution, reeducation, rememorization, reverberation, retribution or other re-generalization — either explicit or implicit — from this document must be done with the express written consent of Ted Codd, Ian Fleming, and Stevie Ray Vaughan. The user of this document may be subject to alien abduction(s) and/or visitation(s). Any such events shall be at the users own expense and the creators of this document shall not be held liable for any damages incurred from said abduction or visitation. If any part of this agreement shall at a later date be determined to be void, invalid, non-existent, incoherent, or otherwise not applicable, the rest of this agreement shall remain in effect for a period of no less than 10 years beyond the existence time.*

*PS - In accordance with the Benelux Conventions, I am required to inform you that it don't mean a thing if it ain't got that swing.*