

Policies of CS-139 Class

- 1. Class notes** – I make available all materials used in class on Blackboard. Generally presentation notes will be available the morning of the lecture. As many of our lectures will come from reviewing code, not all of the lecture will be in note form. Feel free to print lecture notes prior to class as a way of taking notes. All lecture materials will be archived in the lecture folder on the Blackboard site for this class.
- 2. Grade book** - I will be using Blackboard's On-line Grade Book facility, so you will be able to see what work has been submitted and graded and where you stand at any point in time. Labs will be shown individually on the grade book with a single cumulative entry that reflects the actual lab grade that you have to date. All other assignments will be listed and graded individually. Note: The cumulative grade does not take into account the grades that are not yet in. You will need to do this calculation yourself.
- 3. Communication** – I will use Blackboard's Announcements to post important announcements for the course. In case of snow days, problems with submitting programming assignments, etc, it is up to you to check out the announcements. If quick notice is required, I will also send e-mail to your JMU e-mail account.
- 4. Workload** - There will be some rote memorization required for this course as well as more creative exercises requiring you to apply and implement what you have learned. The amount of outside class time will vary considerably by person and by assignment. Begin by assuming that you will need to spend 2 hours outside of class for each hour in class. Less will be required at the beginning of the semester and much more toward the middle and end of the semester. This is a 4 credit hour course. This means that you should plan to spend a minimum of 12 hours per week on this class. Please plan accordingly.
- 5. Attendance** – I will only take formal attendance every lab meeting. It is up to you to attend class or to make up what you have missed if you cannot do so. Attendance and participation in class activities is one of the primary ways that you can be successful in this class. If you find that you must miss class for a day, do not call or e-mail me to tell me that. Certainly if you need help with the material, see me.
- 6. Longer absences** – If you will be out of class for an extended time due to illness or family emergency, **do** let me know. You may need to document such a situation, but I will try to help you catch up the work. However, realize that this class moves quickly and covers a lot of material. Long absences may prevent you from successfully completing this course during the semester.
- 7. Missing lab assignments** – I do not allow students to make up lab work or homework. The “grading” penalty for a single missed assignment is negligible. It is, however, beneficial to you to do all assignments, even if you do not get credit.
- 8. Lab assignments and homework** – Students may work together on all assignments designated as lab assignments or homework. There is educational value in having a student explain to another

how something is done or why something works the way it does. Take advantage of your peers when they can help. That said, it is important that you create the submitted assignments on your own, because you will need to do so in exams and programming tests. Make use of help when appropriate, but make sure that you can work independently when required.

9. **Programming tests and exams** – All work done for programming tests and exams should be the student’s individual work. No help from other students is permitted. You are permitted to obtain help from the designated TA’s for the course and from the course instructor. All help received on Programming tests should be cited, even if from an authorized source.
10. **Late programming tests** – Programming tests carry a 10-point per class day penalty for lateness. If you have a scheduling problem that will prevent you from completing the assignment in a timely fashion, let me know **ahead of time**. If I agree that you may have a longer time on the assignment, I will send you an e-mail to document that agreement and your individual due date. When you submit the hardcopy for the assignment, include a copy of the e-mail along with it. I will not extend the assignment for a late illness, late scheduling problem, or for the computers being down for a day. Plan to finish your programs at least two days ahead to allow for contingencies (and it will give you time off, with a clear conscience).
11. **Office hours** - My office hours are designed to give you some time when you can get individual assistance with your work. If you find that you cannot make office hours, let me know and we can set up an appointment at a different time. I am also happy to work with you on a drop-in basis. Typically, if my door is open, I am available to work with you. Do not apologize for “bothering me” in my office. That is what I am here for and it is not a bother.
12. **Exams** – We have three exams including the final exam. Exams are given at a time different than our normal lecture hours. These times, including the final exam time, have already been specified in the *Schedule* document. If you have a conflict with the exam schedule, due to other classes, let me know as soon as you are aware of the conflict. There will be a make-up time for each exam for such conflicts. No make-up exams will be offered for any reason other than scheduling conflict with other JMU classes you are taking. If you arrive late to any exam, you will be allowed to take the exam *as long as* absolutely no other student has left the examination room. You will still have to finish by the regular time.
13. **Grading** – Each type of assignment will be graded in a different fashion. Lab, homework and class participation will generally be graded on a 5 point scale, with 5 indicating a complete assignment and the other points reflecting some level of deficiency. Programming tests will be graded primarily on your success in meeting the specifications of the assignment. Other items will include adherence to programming standards of this course, use of a particular technique, and other criteria that will be stated for that assignment. Exams will contain a mixture of different question types. Partial credit may be given on some types of questions. The weekly quizzes will carry differing numbers of points.
14. **Grading appeals** – You may find that my grading of an exam question or program does not agree with how you think it should be graded. If the problem is a simple calculation error, bring that to my attention on the day the work is returned and I will make the change. If the discrepancy is with

how I interpreted your answer or method of solving the problem, prepare a brief (one paragraph or less) argument for why I should award more points and submit it to me with your original work and my comments. This should be submitted no later than the next class period following return of the work.

- 15. Classroom etiquette** – I expect that no cell phones will be turned on during any class or lab period. These can be very distracting to other students as well as the professor. If you are expecting an emergency phone call, put the phone on vibrate and leave the room before answering the call. If you must arrive for class late or leave early, please do so discretely, minimizing the interruption to the students around you. Food and beverage is allowed in the lecture room, ISAT/CS 236, but not in the labs. During the lecture, you are expected to sit with your feet on the ground, not on a table. Talking to others during the lecture is not expected, unless as part of an organized class activity. In lab, you must work on one of the assignments at hand. Using instant messenger, e-mail, on-line games, etc while working in the lab is distracting not only for you, but for others around you and is not tolerated.. It is expected that you will bring money on your JAC card for use in the printers. Some assignments may require printing during lab class. I will minimize this cost, but there may be some instances where printing is required.
- 16. Questions** – I like to run class in an informal fashion. We will usually have a prepared lecture or activity. However, at any time that you have a question, please feel free to interrupt me by raising your hand. Questioning what you hear or getting clarification on a point that is confusing to you is an excellent way to learn.
- 17. Groups** – I am planning to run a few group activities during the semester. When we do so, I will organize the groups in a random fashion to have you work with students that you might not otherwise get to know. These structured activities will carry only a participation grade with no penalty, so all classroom activities will be valued at 5 points.
- 18. Success** – You will be successful in this course if you do the following things:
 - a. Come to class prepared and participate in any class discussions.
 - b. Question anything that is confusing to you. Seek extra help from me or a TA if you need it.
 - c. Participate in the lab activities. These will often be small programming projects that will be used in the larger programming assignments and are designed to let you practice your new skills.
 - d. Start the programming tests early. Students who wait until the last minute will find themselves very frustrated with this course and will not successfully complete the assignments. Leave time for contingencies at the end of the assignment span.
 - e. Expect that this course will take a good deal of time and plan accordingly. You are welcome to sit in on additional lab periods if you need more time or assistance.
- 19. Extra Credit** - I do not provide extra credit assignments so please do not ask for them. Get it right the first time.
- 20. Preparation** - On lecture days, you should come prepared with your textbook (usually Java), printed lecture notes (if you choose to use them), pencil, paper and any completed work. On lab days, you should come prepared with your Java textbook, pencil, paper, and your JAC card with

some money on it for printing during the lab.

21. **HONOR POLICY** – I take very seriously the JMU Honor Code. Any violation of the Honor Code will be dealt with within that policy. Collaborating with other students on Programming Tests is the major violation that I see each semester and I do report all violations to the Honor Council either through the informal resolution mechanism or the formal procedure.
22. **Withdrawal** – If you decide to withdraw from this class be sure to do so by the deadline set by the University. At that point, you will have enough grades to determine whether or not you can successfully complete the course.

You **MUST** send me an e-mail with the subject "CS 139 Policy" indicating you have read and accepted the above policy.