

Course Practices:

Attendance Policy, and Relationship of Course Sessions to Readings: Announcements are sometimes made in class of new or changed course policies, requirements, modifications to assignments, etc., that may not appear anywhere in the course documentation. Furthermore, course sessions will cover *some* of the material in the readings, but will *also* include some material *not* covered by the readings. Therefore, students **must** do all of the readings and must **also** attend classes. Attendance is normally taken at every class, although information on attendance does not get factored directly into the grading process. The instructor's purpose in taking attendance is two-fold: it sometimes provides advance information when a student may be in trouble due to medical or personal problems or for some other reason. In addition, I may also make use of your attendance record in deciding how much I am willing to extend myself in providing help should you get into academic difficulty during the semester. You are in much better position to ask for a "break" if you have been conscientious about your class attendance. If you do miss out on a class, it is **your** responsibility to find out what was covered in class and what announcements might have been made, and to obtain the missed material from one of your fellow students. "I wasn't in class when you made that announcement" is **not** an acceptable excuse for your failure to comply with any directives issued in class.

Grading of Tests and Assignments, and the JMU Honor Code: You will eventually be assigned an overall course grade based upon your performance on quizzes, exams, homework assignments, projects, etc. Integrity of the grading process requires that you be graded on the basis of **your own work** and not on someone else's. Yet, sometimes a student may get stymied and not be able to complete an assignment on his/her own. *If you find it necessary to obtain help from someone else in completing your assignment, you are required to indicate that by clearly marking that on your assignment.* Thus, if one of your colleagues contributes a line of code to your program, you should plainly mark that via a comment inserted into the text of the program, as in the following example¹:

```
//Hieronymous Johnson kindly contributed the following line of code to my program:  
for (int i=0, k=4-I; i<10; k=Math.abs(4-++I+(i>4?1:0)));
```

Similarly, non-programming assignments should be clearly footnoted or annotated to indicate where someone else's help contributed to the product. In the absence of a clear annotation, you will be assumed to be the sole author of all work that you submit. Failure to do that will be accounted as an honor code violation and will be dealt with severely. Details of the JMU Honor Code are to be found at: <http://www.jmu.edu/honor/>

As is specified in the JMU Honor Code, every assignment, whether written or electronically submitted by a student, is submitted pursuant to the Honor Code, and must contain a declaration stating that "This work complies with the JMU Honor Code.", together with your signature. I

¹ I am indebted to Prof. David Brunner for contributing the coding example shown above.

Course Practices

require that you place this signed declaration on the first page of your assignment. If the Honor Code declaration is not included, your grade for that assignment will be a zero.

Assignment, Homework, and Term Project Policy: All work submitted must be machine-generated (i.e., not hand-written), and must be submitted **both** in hard- and in soft-form.

Format: The source code of your program and the output should be on separate sheets of paper. The hard copy must be stapled together, and **both** hard and soft copies must have, in the upper left corner of the first page:

- (a) your name
- (b) course number
- (c) section number
- (d) semester (Fall 2001), and
- (e) date of submission.
- (f) Honor Code declaration, with your signature

Note that your instructor has no trouble remembering his or her own name, and therefore you do not need to write it on the document.

Content: All written work should be thoroughly professional in accordance with the highest standards. Your writing should be clear, should comply with the rules of English grammar as well as with good writing practice, and should be correctly spelled and punctuated and free of slang and jargon.

Late Submissions Policy: All work is due at the designated date and time. Under some circumstances, late submissions might be accepted. If so, then late submissions are subjected to the following penalties:

Date Submitted	Penalty from Maximum Credit
One day late	10%
Two days late	20%
Up to one week late	40%
Up to two weeks late	60%
Over two weeks late	100%