

Course Practices:

Attendance Policy, and Relationship of Course Sessions to Readings: In class, announcements are sometimes made of new or changed course policies, requirements, modifications to assignments, etc. Information provided in such announcements 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** not only do all of the readings, but must **also** attend **all** classes.

There are only three acceptable grounds for a student's missing a class: (1) grave medical or (2) serious personal problems affecting the student him/herself, or in some cases affecting a member of the student's immediate family. Immediate family is defined for the purpose of this policy as father/grandfather, mother/grandmother, sister, brother, or spouse. NOTE: I do **not** consider a girlfriend/boyfriend to be a member of your immediate family.) The other acceptable excuse for a student's missing a class is (3) *force majeure* (overpowering force due to an unexpected and uncontrollable event). An example of *force majeure* is the occurrence of a flat tire or of a motor vehicle accident involving your vehicle while you are traveling to class. If you want to claim exemption on one of these three grounds, be prepared to submit evidence (e.g., a note from a licensed physician on physician's stationery, or copy of police accident report).

I normally take attendance at every class. Attendance does not get factored directly into the grading process. Why, then, do I take attendance? The purpose is two-fold: (i) attendance data sometimes provide me with advance information that a student may be experiencing academic difficulty because of medical or personal problems, or for some other reason. In addition, I may also consult attendance records 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 a much better position to get a "break" if you have been conscientiously attending class.

Note that if you do miss out on a class, it is **your** responsibility to find out both what was covered in class and also what announcements might have been made. It is also your responsibility to obtain the missed material. "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. Please see a companion document entitled, "[Policy on Classes Missed by Students](#)".

E-mail on Course-Related Matters: All E-mail messages related to the course must be identified by a Subject header of the form: *CS-xyz-n {additional subject identification}*, where *xyz* is the three-digit course number, *n* is the section number, and additional subject identification is appended following the course and section numbers. Thus, a submission of homework assignment 47 for course CS-789 Section 13 would have a Subject header: *CS-789-13-Assignment-47*.

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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 it 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 example:

```
//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)));1
```

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 in your submitted assignment you will be assumed to be the sole author of all work that you submit. Should that turn out not to be the case, it 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/>

The JMU Honor Code specifies that 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** personally 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 program's output should be on separate sheets of paper. The hard copy must be **stapled** together², 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)
- (e) date of submission, and
- (f) Honor Code declaration, with your signature.

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

² If you do not own a stapler, there is one available for student use in the Copy Center (HHS Room 1002).

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Please note that I have no trouble remembering my own name,. Therefore, you do not need to write my name 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%