

SYLLABUS ADDENDUM & STUDENT CONTRACT

Instructor:

Diana M. Easton
301Q Embrey (or Virtual)
Email: deaston@smu.edu Telephone: 214.592.7215

Class Participation:

Since a lot of our work is in-class activity, your attendance and participation will be factors in your final grade—just as they are factors to your success in industry. Please observe the following policies for this class:

- Attend all classes and participate in class discussion and group work.
- If you cannot attend a class, notify the instructor as far in advance as possible—preferably 24 hours before the class—to discuss your reason. (NOTE: An excused absence is one recognized by the university and for which you and the instructor agreed **in advance** that your absence from class is excused. Unexcused absences will adversely affect your grade per absence.)
- Arrive to class on time—your class participation grade will be adversely affected by tardies.
- Be prepared to discuss or take a pop quiz on the reading assignments.
- Conscientiously participate in peer reviews.
- Be prepared to give impromptu briefings or presentations to the class.
- Help assess and advise peers on their performance during oral presentations.
- Help maintain a professional environment in the classroom, e.g., cell phones off, *laptop/tablet/device use is only for course-related activities*, etc.
- Cooperate fully, patiently, and enthusiastically with team members during collaborative projects.

Notes:

- Late submittals will be penalized—up to 10 percentage points are automatically subtracted for each day or part of a day that an assignment is late, including weekend days. **An excused absence does not excuse you from submitting assignments or taking quizzes at scheduled times.**
- Plagiarism: Students are expected to embrace and uphold the SMU Honor Code. Violations of the Honor Code will be acted upon in accordance with the policies and procedures outlined in the Mustang Student Handbook. If it is determined that any student has not presented their own work for any graded exercise, the penalty can be dismissal from the class and a failing grade. Further penalty may result from the standing review procedures in the Lyle School of Engineering.

I have read and understood the class Syllabus, Syllabus Addendum, and University Policies and will abide by them.

Adam Wu

Student printed name

[Signature]

Student Signature

2020.1.24

Date