

# Syllabus

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Welcome to CSC392: Computer Systems and Programming Tools.

In this syllabus you will find an overview of the course, information about your instructor, course policies, restatements of URI policies, reminders of relevant resources, and a schedule for the course.

This is a live document that will change over time, but a pdf copy is available for direct [download](#) or to [view on GitHub](#). If you download it, it will be outdated.

## Computer Systems and Programming Tools

### About this course

In this course we will study the tools that we use as programmers and use them as a lens to study the computer system itself. We will begin with two fundamental tools: version control and the shell. We will focus on git and bash as popular examples of each. Sometimes understanding the tools requires understanding an aspect of the system, for example git uses cryptographic hashing which requires understanding number systems. Other times the tools helps us see how parts work: the shell is our interface to the operating system.

### About this syllabus

This syllabus is a *living* document. You can get notification of changes from GitHub by “watching” the [repository](#). You can view the date of changes and exactly what changes were made on the Github [commit history](#) page.

Creating an [issue](#) is also a good way to ask questions about anything in the course it will prompt additions and expand the FAQ section.

### About your instructor

Name: Dr. Sarah M Brown Office hours: listed on communication page

Dr. Sarah M Brown is a third year Assistant Professor of Computer Science, who does research on how social context changes machine learning. Dr. Brown earned a PhD in Electrical Engineering from Northeastern University, completed a postdoctoral fellowship at University of California Berkeley, and

worked as a postdoctoral research associate at Brown University before joining URI. At Brown University, Dr. Brown taught the Data and Society course for the Master's in Data Science Program. You can learn more about me at my [website](#) or my research on my [lab site](#).

You can call me Professor Brown or Dr. Brown, I use she/her pronouns.

The best way to contact me is e-mail or an issue on an assignment repo. For more details, see the [Communication Section](#)

# Schedule

## Overview

The following is a tentative outline of topics in an order, these things will be filled into the concrete schedule above as we go. These are, in most cases bigger questions than we can tackle in one class, but will give the general idea of how the class will go.

### How does this class work?

*one week*

We'll spend the first two classes introducing some basics of GitHub and setting expectations for how the course will work. This will include how you are expected to learn in this class which requires a bit about how knowledge production in computer science works and getting started with the programming tools.

### What tools do Computer Scientists use?

Next we'll focus in on tools we use as computer scientists to do our work. We will use this as a way to motivate how different aspects of a computer work in greater detail. While studying the tools and how they work, we will get to see how some common abstractions are re-used throughout the fields and it gives a window and good motivation to begin considering how the computer actually works.

Topics:

- bash
- linux
- git
- i/o
- ssh and ssh keys
- number systems
- file systems

### What Happens When I run code?

Finally, we'll go in really deep on the compilation and running of code. In this part, we will work from the compilation through to assembly down to hardware and then into machine representation of data.

Topics:

- software system and Abstraction
- programming languages
- cache and memory
- compilation
- linking
- basic hardware components

## Tentative Schedule

Content from above will be expanded and slotted into specific classes as we go. This will always be a place you can get reminders of what you need to do next and/or what you missed if you miss a class as an overview. More Details will be in other parts of the site, linked to here.

## Tools and Resources

We will use a variety of tools to conduct class and to facilitate your programming. You will need a computer with Linux, MacOS, or Windows. It is unlikely that a tablet will be able to do all of the things required in this course. A Chromebook may work, especially with developer tools turned on. Ask Dr. Brown if you need help getting access to an adequate computer.

All of the tools and resources below are either:

- paid for by URI **OR**
- freely available online.

## BrightSpace

On BrightSpace, you will find links to other resource, this site and others. Any links that are for private discussion among those enrolled in the course will be available only from our course [Brightspace site](#).

## Prismia chat

Our class link for [Prismia chat](#) is available on Brightspace. Once you've joined once, you can use the link above or type the url: prismia.chat. We will use this for chatting and in-class understanding checks.

On Prismia, all students see the instructor's messages, but only the Instructor and TA see student responses.

### Important

Prismia is **only** for use during class, we do not read messages there outside of class time

### Note

Seeing the BrightSpace site requires logging in with your URI SSO and being enrolled in the course

You can get a transcript from class from Prismia.chat using the menu in the top right.

## Course Website

The course website will have content including the class policies, scheduling, class notes, assignment information, and additional resources.

Links to the course reference text and code documentation will also be included here in the assignments and class notes.

## GitHub

You will need a [GitHub](#) Account. If you do not already have one, please [create one](#) by the first day of class. If you have one, but have not used it recently, you may need to update your password and login credentials as the [Authentication rules](#) changed in Summer 2021.

You will also need the [gh CLI](#). It will help with authentication and allow you to work with other parts of github besides the core git operations.

## Programming Environment

In this course, we will use several programming environments. In order to participate in class and complete assignments you need the items listed in the requirements list. The easiest way to meet these requirements is to follow the recommendations below. I will provide instruction assuming that you have followed the recommendations. We will add tools throughout the semester, but the following will be enough to get started.

### Warning

This is not technically a *programming* class, so you will not need to know how to write code from scratch in specific languages, but we will rely on programming environments to apply concepts.

## Requirements:

- Python with scientific computing packages (numpy, scipy, jupyter, pandas, seaborn, sklearn)
- a C compiler
- [Git](#)
- A bash shell
- A web browser compatible with [Jupyter Notebooks](#)
- nano text editor (comes with GitBash and default on MacOS)
- one IDE with git support (default or via extension)
- [the GitHub CLI](#) on all OSs

## Recommendation

### Windows- option A

### MacOS

### Linux

### Chrome OS

- Install python via [Anaconda video install](#)
- Git and Bash with [GitBash](#) ([video instructions](#)).

## Zoom

(backup only & office hours only)

This is where we will meet if for any reason we cannot be in person. You will find the link to class zoom sessions on Brightspace.

URI provides all faculty, staff, and students with a paid Zoom account. It *can* run in your browser or on a mobile device, but you will be able to participate in office hours and any online class sessions if needed best if you download the [Zoom client](#) on your computer. Please [log in](#) and [configure your account](#). Please add a photo (can be yourself or something you like) to your account so that we can still see your likeness in some form when your camera is off. You may also wish to use a virtual background and you are welcome to do so.

For help, you can access the [instructions provided by IT](#).

## Grading

This section of the syllabus describes the principles and mechanics of the grading for the course. The course is designed around your learning so the grading is based on you demonstrating how much you have learned.

Additionally, since we will be studying programming tools, we will use them to administer the course. To give you a chance to get used to the tools there will be a grade free zone for the first few weeks.

## Learning Outcomes

The goal is for you to learn and the grading is designed to as close as possible actually align to how much you have learned. So, the first thing to keep in mind, always is the course learning outcomes:

By the end of the semester, students will be able to:

1. Apply common design patterns and abstractions to understand new code bases, tools, and components of systems.

2. Differentiate the different classes of tools used in computer science in terms of their features, roles, and how they interact and justify positions and preferences among popular tools
3. Identify the computational pipeline from hardware to high level programming language
4. Discuss implications of choices across levels of abstraction
5. Describe the context under which essential components of computing systems were developed and explain the impact of that context on the systems.

These are what I will be looking for evidence of to say that you met those or not.

## Principles of Grading

Learning happens through practice and feedback. My goal as a teacher is for you to learn. The grading in this course is designed to reflect how deeply you learn the material, even if it takes you multiple attempts to truly understand a topic. The topics in this course are all topics that will come back in later courses, so it is important that you understand each of them correctly so that it helps in the next course.

This course is designed to encourage you to work steadily at learning the material and demonstrating your new knowledge. There are no single points of failure, where you lose points that cannot be recovered. Also, you cannot cram anything one time and then forget it. The material will build and you have to demonstrate that you retained material. You will be required to demonstrate understanding of the connections between ideas from different parts of the course.

- Earning a C in this class means you have a general understanding; you will know what all the terms mean; you could follow along in a meeting where others were discussing systems concepts and use core tools for common tasks. You know where to start when looking things up.
- Earning a B means that you can apply the course concepts in other programming environments; you can solve basic common errors without looking much up.
- Earning an A means that you can use knowledge from this course to debug tricky scenarios; you can know where to start and can form good hypotheses about why uncommon errors have occurred; you can confidently figure out new complex systems.

The course is designed for you to *succeed* at a level of your choice. As you accumulate knowledge, the grading in this course is designed to be cumulative instead of based on deducting points and averaging. No matter what level of work you choose to engage in, you will be expected to revise work until it is correct. The material in this course will all come back in other 300 and 400 level CSC courses, so it is essential that you do not leave this course with misconceptions, as they will make it harder for you to learn related material later.

## Penalty-free Zone

Since learning developer tools is a core learning outcome of the course, we will also use them for all aspects of administering the course. This will help you learn these tools really well and create accountability for getting enough practice with core operations, but it also creates a high stakes situation: even submitting your work requires you understanding the tools. This would not be very fair at the beginning of the semester.

For the first three weeks we will have a low stakes penalty-free zone where we will provide extra help and reminders for how to get feedback on your work. In this period, deadlines are more flexible as well.

### Important

If there are terms in the rest of this section that do not make sense while we are in the penalty-free zone, do not panic. This zone exists to help you get familiar with the terms needed.

During the third week, you will create a course plan where you establish your goals for the course and I make sure that you all understand the requirements to complete your goals.

# Learning Badges

Your grade will be based on you choosing to work with the material at different levels and participating in the class community in different ways. Each of these represents different types of badges that you can earn as you accumulate evidence of your learning and engagement.

- experience: guided in class activities
- review: just the basics
- practice: a little bit more independent
- explore: posing your own directions of inquiry
- build: in depth- application

To earn a D you must complete:

- 24 experience badges

To earn a C you must complete:

- 24 experience badges
- 18 review badges

To earn a B you must complete:

- 24 experience badges
- your choice:
  - 18 practice badges
  - 12 review + 12 practice

For an A you must complete:

- 24 experience badges
- your choice:
  - 18 practice badges + 9 explore badges
  - 18 review badges + 3 build badges
  - 6 review badges + 12 practice badges + 6 explore badges + 1 build badges
  - 12 review badges + 6 practice badges + 3 explore badges + 2 build badges

You can also mix and match to get +/- . For example (all examples assume 24 experience badges)

- A-: 18 practice + 6 explore
- A-: 6 review + 12 practice + 9 explore
- B-: 6 review + 12 practice
- B+: 24 practice
- C+: 12 review + 6 practice

## Warning

These counts assume that the semester goes as planned and that there are 26 available badges of each base type (experience, review, practice). If the number of available badges decreases by more than 2 for any reason (eg snowdays, instructor illness, etc) the threshold for experience badges will be decreased.

## Important

There will be 20 review and practice badges available after the penalty free zone. This means that missing the review and practice badges in the penalty free zone cannot hurt you. However, it does not mean it is a good idea to not attempt them, not attempting them at all will make future badges harder, because reviewing early ideas are important for later ideas.

You cannot earn both practice and review badges for the same class session, but most practice badge requirements will include the review requirements plus some extra steps. At the end of the semester, there will be special *integrative* badge opportunities that have multipliers attached to them. These badges will count for more than one. For example an integrative 2x review badge counts as two review badges. These badges will be more complex than regular badges and therefore count more.

## Experience Badges

You earn an experience badge in class by:

- preparing for class
- following along with the activity (creating files, using git, etc)
- responding to 80% of inclass questions (even incorrect or :idk:)
- reflecting on what you learned
- asking a question at the end of class

You can make up an experience badge by:

- preparing for class
- reading the posted notes
- completing the activity from the notes
- producing an “experience report” OR attending office hours

An experience report is evidence you have completed the activity and reflection questions. The exact form will vary per class, if you are unsure, reach out ASAP to get instructions. These are evaluated only for completeness/ good faith effort. Revisions will generally not be required, but clarification and additional activity steps may be advised if your evidence suggests you may have missed a step.

## Review and Practice Badges

The tasks for these badges will be defined at the bottom of the notes for each class session *and* aggregated to badge-type specific pages on the left hand side.

You can earn review and practice badges by:

- creating an issue for the badge you plan to work on
- completing the tasks
- submitting files to your KWL on a new branch
- creating a PR, linking the issue, and requesting a review
- revising the PR until it is approved
- merging the PR after it is approved

### You should create one PR per badge

The key difference between review and practice is the depth of the activity. Work submitted for review and practice badges will be assessed for correctness and completeness. Revisions will be common for these activities, because understanding correctly, without misconceptions, is important.

#### Important

Revisions are to help you improve your work **and** to get used to the process of making revisions. Even excellent work can be improved. The **process** of making revisions and taking good work to excellent or excellent to exceptional is a useful learning outcome. It will help you later to be really good at working through PR revisions; we will use the same process as code reviews in industry, even though most of it will not be code alone.

## Explore Badges

Explore badges require you to pose a question of your own that extends the topic. For inspiration, see the practice tasks and the questions after class.

Details and more ideas are on the explore page.

You can earn an explore badge by:

- creating an issue proposing your idea (consider this ~15 min of work or less)
- adjusting your idea until given the proceed label
- completing your exploration
- submitting it as a PR
- making any requested changes
- merging the PR after approval

For these, ideas will almost always be approved, the proposal is to make sure you have the right scope (not too big or too small). Work submitted for explore badges will be assessed for depth beyond practice badges and correctness. Revisions will be more common on the first few as you get used to them, but typically decrease as you learn what to expect.

### Important

Revisions are to help you improve your work **and** to get used to the process of making revisions. Even excellent work can be improved. The **process** of making revisions and taking good work to excellent or excellent to exceptional is a useful learning outcome. It will help you later to be really good at working through PR revisions; we will use the same process as code reviews in industry, even though most of it will not be code alone.

**You should create one PR per badge**

## Build Badges

Build badges are for when you have an idea of something you want to do. There are also some ideas on the build page.

You can earn a build badge by:

- creating an issue proposing your idea and iterating until it is given the "proceed" label
- providing updates on your progress
- completing the build
- submitting a summary report as a PR linked to your proposal issue
- making any requested changes
- merging the PR after approval

**You should create one PR per badge**

For builds, since they're bigger, you will propose intermediate milestones. Advice for improving your work will be provided at the milestones and revisions of the complete build are uncommon. If you do not submit work for intermediate review, you may need to revise the complete build. The build proposal will be assessed for relevance to the course and depth. The work will be assessed for completeness in comparison to the proposal and correctness. The summary report will be assessed only for completeness, revisions will only be requested for skipped or incomplete sections.

## Community Badges

Community badges are awarded for extra community participation. Both programming and learning are most effective in good healthy collaboration. Since being a good member of our class community helps you learn (and helps others learn better), some collaboration is required in other badges. Some dimensions of community participation can only be done once, for example fixing a typo on the course website, so while it's valuable, all students cannot contribute to the course community in the same way. To reward these unique contributions, you can earn a community badge.



Community badges can replace missed experience, review, and practice badges, upgrade a review to a practice badge, or they can be used as an alternate way to earn a + modifier on a D,C, or B (URI doesn't award A+s, sorry). Community badges are smaller, so they are not 1:1 replacements for other badges. You can earn a maximum of 14 community badges, generally one per week. Extra helpful contributions may be awarded 2 community badges, but that does not increase your limit. When you earn them, you can plan how you will use it, but they will only be officially applied to your grade at the end of the semester. They will automatically be applied in the way that gives you the maximum benefit.

Community Badge values:

- 3 community = 1 experience badge
- 5 community = 1 review
- 7 community = 1 practice.
- 5 community badges + 1 review = 1 practice.
- 10 community = + step to a D,C, or B, **note that this is more efficient.**

You can earn community badges by:

- fixing small issues on the course website (during only)
- contributing extra terms or reviews to your team repo
- sharing articles and discussing them in the course discussions
- contributing annotated resources the course website

#### Note

Some participation in your group repo and a small number of discussions will be required for experience, review, and practice badges. This means that not every single contribution or peer review to your team repo will earn a community badge.

Example(nonexhaustive) uses:

- 22 experience + 17 review + 11 community = C (replace 2 experience, 1 review)
- 24 experience + 17 review + 5 community = C (replace 1 review)
- 24 experience + 18 review + 10 community = C+ (modifier)
- 24 experience + 18 practice + 10 community = B+ (modifier)
- 23 experience + 18 practice + 13 community = B+ (modifier, replace 1 experience)
- 24 experience + 16 practice + 2 review + 10 community = B (upgrade 2 review)
- 24 experience + 10 review + 10 community + 6 practice + 3 explore + 2 build = A (replace 2 review)
- 24 experience + 14 review + 10 community + 4 practice + 3 explore + 2 build = A (upgrade 2 review to practice)
- 24 experience + 12 review + 14 community + 4 practice + 3 build =A (replace 2 practice)

These show that community badges can save you work at the end of the semester by reducing the number of practice badges or simplifying badges

## Deadlines

There will be fixed feedback hours each week, if your work is submitted by the start of that time it will get feedback. If not, it will go to the next feedback hours.

## Experience badges

Prepare for class tasks must be done before class so that you are prepared. Missing a prepare task could require you to do an experience report to make up what you were not able to do in class.

If you miss class, the experience report should be at least attempted/drafted (though you may not get feedback/confirmation) before the next class that you attend. This is strict, not as punishment, but to ensure that you are able to participate in the next class that you attend. Skipping the experience report

for a missed class, may result in needing to do an experience report for the next class you attend to make up what you were not able to complete due to the missing class activities.

If you miss multiple classes, create a catch-up plan to get back on track by contacting Dr. Brown.

## Review and Practice Badges

These badges have 5 stages:

- posted: tasks are on the course website
- planned: an issue is created
- started: one task is attempted and a draft PR is open
- completed: all tasks are attempted PR is ready for review, and a review is requested
- earned: PR is approved (by instructor or a TA) and work is merged

### Tip

these badges *should* be reviewed and started before the next class. This will set you up to make the most out of each class session. However, only prepare for class tasks have to be done immediately.

These badges must be *started* within one week of when they are posted and *completed* within two weeks. A task is attempted when you have answered the questions or submitted evidence of doing an activity or asked a sincere clarifying question.

If a badge is planned, but not started within one week it will become expired and ineligible to be earned. You may request extensions to complete a badge by updating the PR message, these will typically be granted. Extensions for starting badges will only be granted in exceptional circumstances.

Once you have a good-faith attempt at a complete badge, you have until the end of the semester to finish the revisions in order to *earn* the badge.

### Tip

Try to complete revisions quickly, it will be easier for you

## Explore Badges

Explore badges have stages:

- proposed: issue created
- in progress: issue is labeled “proceed” by the instructor
- complete: work is complete, PR created, review requested
- revision: “request changes” review was given
- earned: PR approved

Explore badges are feedback-limited. You will not get feedback on subsequent explore badge proposals until you earn the first one. Once you have one earned, then you can have up to two in progress and two in revision at any given time.

## Build Badges

You may earn at most one build badge per month, with final grading in May. To earn three build badges, you must earn the first one by the end of March.

# Support

Academic Enhancement Center

Academic Enhancement Center (for undergraduate courses): Located in Roosevelt Hall, the AEC offers free face-to-face and web-based services to undergraduate students seeking academic support. Peer tutoring is available for STEM-related courses by appointment online and in-person. The Writing Center offers peer tutoring focused on supporting undergraduate writers at any stage of a writing assignment. The UCS160 course and academic skills consultations offer students strategies and activities aimed at improving their studying and test-taking skills. Complete details about each of these programs, up-to-date schedules, contact information and self-service study resources are all available on the [AEC website](#).

- **STEM Tutoring** helps students navigate 100 and 200 level math, chemistry, physics, biology, and other select STEM courses. The STEM Tutoring program offers free online and limited in-person peer-tutoring this fall. Undergraduates in introductory STEM courses have a variety of small group times to choose from and can select occasional or weekly appointments. Appointments and locations will be visible in the TutorTrac system on September 14th, FIXME. The TutorTrac application is available through [URI Microsoft 365 single sign-on](#) and by visiting [aec.uri.edu](#). More detailed information and instructions can be found on the [AEC tutoring page](#).
- **Academic Skills Development** resources helps students plan work, manage time, and study more effectively. In Fall FIXME, all Academic Skills and Strategies programming are offered both online and in-person. UCS160: Success in Higher Education is a one-credit course on developing a more effective approach to studying. Academic Consultations are 30-minute, 1 to 1 appointments that students can schedule on Starfish with Dr. David Hayes to address individual academic issues. Study Your Way to Success is a self-guided web portal connecting students to tips and strategies on studying and time management related topics. For more information on these programs, visit the [Academic Skills Page](#) or contact Dr. Hayes directly at [davidhayes@uri.edu](mailto:davidhayes@uri.edu).
- The **Undergraduate Writing Center** provides free writing support to students in any class, at any stage of the writing process: from understanding an assignment and brainstorming ideas, to developing, organizing, and revising a draft. Fall 2020 services are offered through two online options: 1) real-time synchronous appointments with a peer consultant (25- and 50-minute slots, available Sunday - Friday), and 2) written asynchronous consultations with a 24-hour turn-around response time (available Monday - Friday). Synchronous appointments are video-based, with audio, chat, document-sharing, and live captioning capabilities, to meet a range of accessibility needs. View the synchronous and asynchronous schedules and book online, visit [uri.mywconline.com](#).

## General URI Policies

### Anti-Bias Statement:

We respect the rights and dignity of each individual and group. We reject prejudice and intolerance, and we work to understand differences. We believe that equity and inclusion are critical components for campus community members to thrive. If you are a target or a witness of a bias incident, you are encouraged to submit a report to the URI Bias Response Team at [www.uri.edu/brt](http://www.uri.edu/brt). There you will also find people and resources to help.

### Disability Services for Students Statement:

Your access in this course is important. Please send me your Disability Services for Students (DSS) accommodation letter early in the semester so that we have adequate time to discuss and arrange your approved academic accommodations. If you have not yet established services through DSS, please contact them to engage in a confidential conversation about the process for requesting reasonable accommodations in the classroom. DSS can be reached by calling: 401-874-2098, visiting: [web.uri.edu/disability](http://web.uri.edu/disability), or emailing: [dss@etal.uri.edu](mailto:dss@etal.uri.edu). We are available to meet with students enrolled in Kingston as well as Providence courses.

### Academic Honesty

Students are expected to be honest in all academic work. A student's name on any written work, quiz or exam shall be regarded as assurance that the work is the result of the student's own independent thought and study. Work should be stated in the student's own words, properly attributed to its source. Students have an obligation to know how to quote, paraphrase, summarize, cite and reference the work of others with integrity. The following are examples of academic dishonesty.

- Using material, directly or paraphrasing, from published sources (print or electronic) without appropriate citation
- Claiming disproportionate credit for work not done independently
- Unauthorized possession or access to exams
- Unauthorized communication during exams
- Unauthorized use of another's work or preparing work for another student
- Taking an exam for another student
- Altering or attempting to alter grades
- The use of notes or electronic devices to gain an unauthorized advantage during exams
- Fabricating or falsifying facts, data or references
- Facilitating or aiding another's academic dishonesty
- Submitting the same paper for more than one course without prior approval from the instructors

## URI COVID-19 Statement

The University is committed to delivering its educational mission while protecting the health and safety of our community. While the university has worked to create a healthy learning environment for all, it is up to all of us to ensure our campus stays that way.

As members of the URI community, students are required to comply with standards of conduct and take precautions to keep themselves and others safe. Visit [web.uri.edu/coronavirus/](http://web.uri.edu/coronavirus/) for the latest information about the URI COVID-19 response.

- [Universal indoor masking](#) is required by all community members, on all campuses, regardless of vaccination status. If the universal mask mandate is discontinued during the semester, students who have an approved exemption and are not fully vaccinated will need to continue to wear a mask indoors and maintain physical distance.
- Students who are experiencing symptoms of illness should not come to class. Please stay in your home/room and notify URI Health Services via phone at 401-874-2246.
- If you are already on campus and start to feel ill, go home/back to your room and self-isolate. Notify URI Health Services via phone immediately at 401-874-2246.

If you are unable to attend class, please notify me at [brownsarahm@uri.edu](mailto:brownsarahm@uri.edu). We will work together to ensure that you are able to successfully complete the course.

## Office Hours & Communication

### Help Hours

```
/tmp/ipykernel_1956/2146052215.py:1: FutureWarning: this method is deprecated in
favour of `Styler.hide(axis="index")`
  help_df.style.hide_index()
```

day	time	location	host
TBA	TBA	TBA	Dr. Brown
TBA	TBA	TBA	Mark
TBA	TBA	TBA	Marcin

Online office hours locations are linked on the [GitHub Organization Page](#)

### Important


You can only see them if you are a "member" you will be invited in the first week of the course. If you do not accept via the e-mail invite, you can accept your invite from that page for 7 days. After that, ask for a new invite by e-mailing [cscstools-help-group@uri.edu](mailto:cscstools-help-group@uri.edu)

## Tips

### For assignment help

- **send in advance, leave time for a response** I check e-mail/github a small number of times per day, during work hours, almost exclusively. You might see me post to this site, post to BrightSpace, or comment on your assignments outside of my normal working hours, but I will not reliably see emails that arrive during those hours. This means that it is important to start assignments early.

### Using issues

- use issues for content directly related to assignments. If you push your code to the repository and then open an issue, I can see your code and your question at the same time and download it to run it if I need to debug it
- use issues for questions about this syllabus or class notes. At the top right there's a GitHub logo  that allows you to open a issue (for a question) or suggest an edit (eg if you think there's a typo or you find an additional helpful resource related to something)

### For E-mail

- use e-mail for general inquiries or notifications
- Please include **[CSC392]** in the subject line of your email along with the topic of your message. This is important, because your messages are important, but I also get a lot of e-mail. Consider these a cheat code to my inbox: I have setup a filter that will flag your e-mail if you include that in subject to ensure that I see it.