

INF 370 - Course Agreement

Class Attendance

- ❑ **Discussion Classes:** The attendance of discussion classes is compulsory for everyone. These classes are very important since all the details of the next deliverable will be discussed during these. Whilst there is a restriction on the number of students that can be allowed to attend, students can attend the class online during class time by joining the appropriate Blackboard Collaborate session.

Team Work

- ❑ **Team Marks:** Work will be done in teams, but marks can be allocated individually if needed. As per normal, marks will be allocated per team and used as the team marks. Team member contributions have to be submitted at the same time as the Iteration is submitted. Consequently, mark redistribution is built into the marks of every iteration. This will be done using a formalised process as will be explained by the course coordinator. Individual students may only fail one deliverable due to contribution problems. If a second deliverable is failed, s/he **cannot** obtain exam entrance.
- ❑ **Team Problems:** Teams can lodge a complaint with the course coordinator against a team member if s/he does not do their allocated work on time or to the required quality. This must be substantiated with details of the planning agreed upon, as well as the actual work delivered (as documented in the team's project management file). If found guilty, a team member will then, depending on the severity and frequency of the complaints, receive one of the following disciplinary actions: a warning; a deduction in the team member's marks (using the mark redistribution process) for the deliverable; or expulsion from the team.

If a team member is expelled from the team, s/he will be disciplined, according to the severity of the complaint/s. This disciplinary action can range from getting a fail mark for the applicable deliverable(s); to failing the course; or to further disciplinary action by the University.
- ❑ **Team Discussions with Course Coordinator:** All discussions will be confidential and will be treated professionally. Such a discussion could be initiated by either the team itself, or by the course coordinator. Team members should ensure that all decisions taken during such a meeting are documented and filed with the course coordinator to revisit should problems reoccur at a later stage. The purpose of such meetings could be to discuss changes to the system; deviations from the required project; or team problems such as unsatisfactory contribution by a member(s) or team conflict. All members of the team **must** be present for these discussions.
- ❑ **Team peer evaluations:** Team members will be required to do anonymous peer evaluations per team member to evaluate each team member's teamwork skills. Should the peer evaluation point out non-contribution or insufficient contribution by (a) member(s), the course coordinator will call a meeting to discuss the issues which could possibly involve the redistribution of marks between members.

Marking of Iterations

- ❑ **Submission of iterations:** Iterations must be submitted online on or before the due date as specified on the course schedule. All documents must be submitted in electronic format and adhere to the naming requirements as set out in the clickUP announcement for each submission deadline. Deliverables have to be presented to the allocated lecturers during the team's scheduled marking session.
- ❑ **Team Repository:** All teams need to generate a web page to present the details of their team and their client. See more details under Iteration 9b in the study guide.
- ❑ **Old INF370 Repository:** <http://infserver.up.ac.za/inf370> – This server contains the work of students of previous years for referencing purposes only (note that this server is only accessible from on the campus).
- ❑ **Marking sessions:** Teams need to book for each iteration session by using the INF 370 Google calendar (same calendar which is used to book consultations). It is very important that all the members of the team are present during the marking sessions. If any member cannot attend this, s/he will not receive any marks for the deliverable.
- ❑ **Late submissions:** All iterations will be submitted online. As a consequence, team members need to ensure that they allow sufficient time to complete the online submission as the drive will close promptly as stipulated in the course schedule. If any iteration is submitted (for any reason) within one day after the deadline, a team will lose 50% of the mark for the deliverable. **Handing in more than one day after the deadline, will lead to the team not receiving any marks for the deliverable. No excuses will be acceptable for handing in late.** A good suggestion is to ensure that the deliverable is completed at least one day before the deadline. The team must hand in a deliverable in order to receive the lecturer's sign off. See below for more details.
- ❑ **Late demonstrations:** For every deliverable, a marking session is booked. If team members are late for this session they will lose up to 50% of the deliverable's marks. See the table below for specific details:

Late	Marks deducted	Action to be taken
1 - 5 minutes	-10 %	Mark in remainder of booked session
5 - 10 minutes	-20 %	Mark in remainder of booked session
10 – 15 minutes	-30 %	Mark in remainder of booked session
More than 15 minutes	-50 %	Reschedule for another session

A good suggestion is to arrive 15 minutes early for your appointment. If something unforeseen happens, arrangements have to be made beforehand. No excuses will be accepted after the session has started.

- ☐ **Course Coordinator Sign Off:** After marking the iteration, the course coordinator will announce whether it is signed off. Without a sign off from the course coordinator, the team cannot hand in the next iteration. Normal penalties for late submission will apply for handing in redo's. If you fail the iteration, the course coordinator will not sign off the iteration, and the team must redo the full iteration or sections of the interaction (as indicated during the marking session) in order to obtain the sign off by the course coordinator. You can then resubmit the iteration, and it will be remarked, but the team will not receive a new mark for the iteration. You will only receive the sign off, which would be the green light to continue.

- ☐ **Presentations:** Most iterations are formal presentations to the lecturers. Every team member must present an equal part and will be marked on the professionalism of the presentation, as well as the content of the demonstration.

- ☐ **Complexity:** The size and complexity of the system must be at least **150** points for a team of five team members and depends on the number of students in the team. During the presentation of deliverables 8 & 10a, the size of the system will be determined and marks will be adjusted proportionally for deviations under the required points.

- ☐ **Own Work:** All members of the team must at all times do the work themselves and all members of the team must accordingly be able to explain and understand everything in every deliverable. If help is used, ensure that it is only tips and advice, and not someone else doing the work for you. In the case of a third party involvement, the involved member or the entire team could be expelled from the deliverable, the team or the course and further disciplinary action could be taken.

- ☐ **Changes after hand-in:** No changes (to either the documentation or the system code) may be done to any iteration between the hand-in of that iteration and the presentation of the iteration. In the case of any changes to the iteration after hand-in, the involved member or the entire team could be expelled from the iteration, the team or the course, and further disciplinary action could be taken.

- ☐ **Client Involvement:** You have to work with a real life client. Keep all communication with the client professional and well documented. Ensure that the client sees, understands and signs off each deliverable **on time**.

- ☐ **Sub Minimum:** A sub-minimum of 40% is required for each iteration (iterations 1 to 9). A sub minimum of 40% is required for iteration 10 (examination). If you fail INF370, the normal University regulations will apply.

I, _____ (Student number: _____) hereby agree that I have read, understand and will comply with the course agreement as set out above.

Signed on this _____ day of _____ 20____ at Pretoria.

Student Signature