

INF 115

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Initial: <u>MM</u>	<p>Course Etiquette: Piazza can be a useful tool for the course when used properly. For example, a question can be answered quickly by your classmates, the TAs, and the Instructor. Rather than emailing your course or homework content questions to the teaching staff, you will be expected to post your questions on Piazza. However, it is important to use Piazza wisely.</p> <p>Piazza or Canvas discussion should not be treated like 4Chan, Reddit, or your other favorite social media platform. We will not tolerate any type of personal attacks, memes, cyber bullying, negativity or hurtful behavior. If you don't have anything nice to say, don't say anything!</p> <p>Any grade or course concerns/comments/criticisms should be discussed directly with the Professor, not publicly posted on Piazza or Canvas discussion. Also, remember that tone is difficult to convey via online mediums and word choice matters! Improper behavior will result in the deactivation of Piazza and reporting of the individual's behavior to University Office of Community Standards.</p>
Initial: <u>MM</u>	<p>Attendance: Students are responsible for material that is distributed and orally communicated during class. If you miss class, please arrange before-hand with a friend to get notes/handouts for you. If you know you are going to miss something important, contact the instructor beforehand.</p> <p>Students are responsible for all material taught in this course. If you join the class later in the quarter, you are expected to complete all missed work immediately, including this assignment.</p>
Initial: <u>MM</u>	<p>Communication with instructor: If you need to communicate with Prof. Ahmed, do it using the following channels, by order of preference:</p> <ol style="list-style-type: none">1) Before or after class2) During office hours3) Email
Initial: <u>MM</u>	<p>Email correspondence: While communication in general is encouraged, Email communication is highly discouraged. Nevertheless, if you cannot do it via the other channels, please use the following guidelines to ensure a timely response:</p> <ul style="list-style-type: none">• use your official @uci.edu email account• use a descriptive subject line that includes "[INF115]", identifies the item you are emailing about, and a brief note on the topic (eg. [INF115]: HW1 Canvas Grade")• begin with a proper greeting, such as "Hi Prof. Ahmed"• briefly explain your question, concern, or request• end with a proper salutation that includes your full name, netid, and ID number <p>I will try to answer properly composed email messages within 48 hours during business days.</p> <p>Email communication will not be answered during weekends or holidays. Messages without the prefix in the subject line will not be answered.</p>

Initial: <u>MM</u>	<p>Announcements: Critical announcements will be announced in Canvas. Please make sure it is set up properly and being forwarded to whichever account you normally read email from. Make sure it is not on your spam list or being filtered as junk mail. A test announcement has been sent to this address. If you do not receive by the end of the first day of class, please investigate the problem so that you do not miss required information.</p> <p>Many non-critical but important announcements will be made in class.</p>
Initial: <u>MM</u>	<p>Late Homework Penalty: Due dates are usually 11:59 pm local time on the day an assignment is due. Late homework will be accepted for 1 week after due date with the following penalties: 1) -1% for every late hour on the first 24 hours after the due date 2) flat 25% from thereafter until 1 week after due date</p> <p>No late homework 1 week or more after due date.</p>
Initial: <u>MM</u>	<p>Sick Policy: Generally, sicknesses will be treated on a case by case basis. If you find that you are unable to honor a deadline due to sickness, please get some documentation from a health care provider to assist me in maintaining fairness to the other students in the class. The normal cold/flu will not be given any special consideration. I will accommodate your more serious illness as best as we can, depending on the circumstances.</p>
Initial: <u>MM</u>	<p>Incompletes: I will only offer an incomplete grade to a student who, through some unforeseen emergency, is unable to complete the requirements of the course. Failing to turn in the assignments on time will likely get you an F, but never an Incomplete.</p>
Initial: <u>MM</u>	<p>Academic honesty: Please familiarize yourself with the latest UCI academic honesty policy: http://www.editor.uci.edu/catalogue/appx/appx.2.htm In a nutshell - you may never use anyone else's work without clearly acknowledging the source. This includes code you find on the web, text from books, and answers from friends. Plagiarism is any work that you use that you did not create and do not credit. If you plagiarize another work without crediting the source, you will receive a failing grade for the entire course at the discretion of the instructor. Our academic system relies on properly crediting the source for everything to function. It takes 2 seconds to cite your source. If you want to be intellectually lazy, take a different course.</p> <p>If an assignment explicitly requires you to do the work yourself, then acknowledging the source of an answer does not fulfill the requirements of the assignment. When in doubt, ask the instructor.</p>
Initial: <u>MM</u>	<p>Web Materials: The web page for the class is subject to update. Check it frequently and be sure to refresh / reload the Web pages when you browse them. Please follow the assignments exactly. If you need clarification, ask before the assignment is due.</p>
Initial: <u>MM</u>	<p>Students with Disabilities or Special Needs: Any student who feels he or she may need an accommodation based on the impact of a disability, religious observance (or anything else) should contact me privately to discuss his or her specific needs. If appropriate, contact the Disability Services Center at (949) 824-7494 as soon as possible to better ensure that such accommodations are implemented in a timely fashion.</p>

I acknowledge these course policies: Martin Murata