Bossier Parish Community College

# Section Syllabus Fall 2024

## CTEC 243 – Data Structures

CTEC 243-901  
Online Asynchronous

## Asst. Professor Steven Turner

* Email: sturner@bpcc.edu
* Office: G 123
* Office telephone: 1-318-678-6549
* Office hours:   
  Monday through Friday – Noon to 2pm  
  (Other Hours Available on Request)
* Course related correspondence occurs through myBPCC (Inbox).

## Method of Delivery of Instruction

Online with no scheduled meetings

Students will receive communications via Canvas and will be expected to view Canvas on a regular basis to review reading materials, lecture materials and complete assignments. All materials will be available via Canvas.

Canvas Messages and Email are the preferred methods of contacting your instructor. If your instructor is not responding to messages in a reasonable amount of time (at least 48 hours), you may want to check in with BIT division staff at bit@bpcc.edu.

## Section Requirements

Students should frequently check Canvas for notifications and updates to the course.

Students are expected to use the online resources provided by BPCC to

* Track course assignments and progress
* Discuss topics and issues with fellow students
* Turn in assignments, quizzes, and tests
* Check for any updates, changes or alterations to the course
* Access all course materials to include presentations, assignments, quizzes and tests.

### Attendance Requirements

For this class, attendance will be taken by the following activities:

* Completion of graded assignments each week. Failure to complete assignments for a week’s module on Canvas will count as a lack of attendance for that week.

Class attendance is regarded as an obligation as well as a privilege, and students are expected to attend all classes regularly and punctually. Failure to do so may jeopardize a student’s scholastic standing.

For all modes of delivery, attendance will be reported, with the following guidelines:

* Attendance will be checked every class meeting. Class meetings may come in a variety of forms, including face-to-face class meetings and synchronous online class meetings. Dates and times of such meetings are stated on the academic bulletin and in the class syllabus. For asynchronous online classes, attendance will be checked every week through the submission of assigned work. This assigned work will be outlined in the syllabus and in the course posted in the College’s Learning Management System (LMS).
* Any student who ceases to attend a class may be subject to a College-Initiated Withdrawal. A student who wishes to withdraw from a course or resign from the College must do so officially by dropping or withdrawing from courses through LoLA. It is the student’s responsibility to contact the Business Office for payment of any remaining balance.
* When a student has missed 15% of a course, the instructor may remove the student by assigning a College-Initiated Withdrawal. As a result of this action, the student will receive a grade of “WN” for the course if action is initiated prior to the last day to drop.
  + **NOTICE:** More restrictive attendance requirements may apply in some specialized classes such as laboratory, activity, and clinical courses because of the nature of those courses. Neither the instructor nor the College assumes responsibility for students who are absent from these classes.
* Students who are absent due to participation in school-sanctioned activities, mandatory military exercises, mandated appearance in a court of law (jury duty or subpoena obligations), or physician documented physical or emotional condition must submit official documentation to the instructor to be eligible for assistance in meeting missed course requirements.
* Students who are receiving any type of financial aid, scholarships or tuition assistance should consult the rules governing that aid before withdrawing from a course or resigning from the College.

\*Note: Financial Aid Students: Please refer to the [Financial Aid Policy](https://www.bpcc.edu/admissions/financial-aid/policies) regarding attendance and withdrawal.

#### Show/No Show

Whether face-to-face, hybrid, or online, students must begin attendance in their classes on the first-class meeting of each session. Students who attend class at the first-class meeting of the session will be considered a “**Show”** for that class in accordance with college policy.

Online classes with scheduled meetings OR Hybrid classes with scheduled meetings (see meeting times and days above): For students enrolled in online or hybrid courses with regularly scheduled meetings, the first class meeting will be the first virtually scheduled meeting with the instructor.

Online classes with no scheduled meetings: Students who are enrolled in online courses without regularly scheduled meetings will be required to complete an assignment within the first 24 hours of the first day of class.

#### Note to Online Students

Submission of work is required to be listed as a **Show** in LOLA for online courses. Simply logging into a course does not constitute attendance. Online students must actively participate in each academic activity that is due on the official start date of each session. Students enrolling in an online class after the start date must complete the activity within 24 hours of enrolling.

#### Course Specific Information for Online

To avoid being marked a NO SHOW in the course, students must complete the Course Introductions Discussion and/or the Netiquette Discussion assignments.

Students who do not officially withdraw or resign and do not attend class in accordance with the published start date of the Class Session will be considered as a “No Show.”  Students must begin attendance in their classes at the official start date of each Session. Students who do not attend or participate in their classes, and do not officially withdraw or resign in accordance with the published start date of the Class Session will be considered as a “No Show.” Students who are considered a “No Show” will have 100% of the tuition and fees removed from their student account and for each course, the student will be reported as “No Show” in that class.’

### Grading

Grades are based on the completion of assignments on Canvas (myBPCC), in class and via other online tools when specified.

Final Grade Percentage Breakdown:

* Process Discussions: 5%
* Submission Discussions: 25%
* Reading Discussions: 5%
* Quizzes: 15%
* Midterm Exam: 25%
* Final Exam: 25%

All students are required to take a final exam. Students who are scheduled to graduate during the current semester must inform their instructors and arrange to complete all course requirements, including the final exam, prior to the published deadline for graduates.

#### Turnaround Time for Grades

Grade posting will usually occur within fourteen days for a 13-or 16-week session and seven days for an accelerated session.

All “No Show” students will be removed from class by the Registrar.  If a student is reported as a “No Show” in error, the student should contact his/her instructor immediately.

### Technology Requirements

* Access to high-speed Internet
* Windows, Linux or Mac OS (Latest version including updates)
* Web Browser (Compatible with myBPCC Canvas)
* IntelliJ IDEA Community Edition (Available online as a free download)

## Testing Procedures

Exams will be administeredonline via canvas. No proctoring will be required for this course.

## Last day to drop Course

Last day to drop *without* a grade of “W” and *with* a grade of “W”:

| **Session** | **Last day to drop without a grade of "W"** | **Last day to drop with a grade of "w"** |
| --- | --- | --- |
| Session A | August 29, 2024 | November 19, 2024 |
| Session B | August 24, 2024 | October 2, 2024 |
| Session C | October 21, 2024 | December 3, 2024 |
| Session D | August 22, 2024 | September 10, 2024 |
| Session E | September 20, 2024 | October 7, 2024 |
| Session F | October 18, 2024 | November 4, 2024 |
| Session G | November 14, 2024 | December 6, 2024 |
| Session J | September 16, 2024 | November 19, 2024 |

* Last Day to Drop without a grade of a W: August 29, 2024
* Last Day to Drop with a grade of W: November 19, 2024

Students receiving any type of financial aid, scholarships, or tuition assistance should consult the rules governing that aid before withdrawing from a course or resigning from the College. For more information, visit [BPCC Financial Aid](https://www.bpcc.edu/admissions/financial-aid/).

## Student Academic Integrity

Students should be aware of the Student Academic Integrity policy described in the [Student Handbook](https://www.bpcc.edu/current-students/student-handbook/index) and that if the policy is violated, they will be subjected to disciplinary sanctions listed in the Handbook.

### Due Process

BPCC affirms the rights of students to fair and judicial resolution of problems which may accompany conditions of their enrollment. Toward this end, the College maintains informal and open access to instructors and administrators as an avenue by which grievances may be discussed. Students are encouraged to discuss concerns first with the instructor and then with the Division Dean. A description of the formal grievance procedure is available in the [BPCC Student Handbook](https://www.bpcc.edu/current-students/student-handbook/index).

### Section 504 and ADA

All students who may need special accommodations according to the guidelines of Section 504 of the Rehabilitation Act and Title II of the ADA should contact

Angie Cao, Student and Disability Services Specialist

Disability Services, F254, 6220 East Texas Street, Bossier City, LA 71111

318-678-6511

[acao@bpcc.edu](mailto:acao@bpcc.edu)

To be compliant with ADA accommodations, lectures or course instruction in online classes will be recorded during synchronous class meetings.

### Course Calendar

This is a tentative calendar and is subject to change. It is each student's responsibility to check Canvas (myBPCC) and BPCC student e-mail for calendar/schedule updates. Students should check Canvas (myBPCC) at least once per class period for assignments and other notifications.

|  |  |  |
| --- | --- | --- |
| Week | Date | Subject |
| 0 | 8/15 to 8/18 | Course Overview |
| 1 | 8/19 to 8/25 | Chapter 1 |
| 2 | 8/26 to 9/1 | Chapter 2 |
| 3 | 9/2 to 9/8 | Chapter 2 |
| 4 | 9/9 to 9/15 | Chapter 3 |
| 5 | 9/16 to 9/22 | Chapter 3 |
| 6 | 9/23 to 9/29 | Chapter 4 |
| 7 | 9/30 to 10/6 | Chapter 5 |
| 8 | 10/7 to 10/13 | Midterm |
| 9 | 10/14 to 10/20 | Chapter 6 |
| 10 | 10/21 to 10/27 | Chapter 7 |
| 11 | 10/28 to 11/3 | Chapter 8 |
| 12 | 11/4 to 11/10 | Chapter 9 |
| 13 | 11/11 to 11/17 | Chapter 10 |
| 14 | 11/18 to 11/24 | Chapter 11 |
| 15 | 11/25 to 12/1 | Fall Break |
| 16 | 12/2 to 12/3 | Final Review |
| Finals | 12/8/2024 | Final Exam |