

# Course Guidelines

Welcome to the course guidelines! As you may have read in the Syllabus, this document contains important information about how to succeed in the course, and you are expected to have read it. If you have any questions about course policy, the syllabus, or this document, please post a question on Piazza (see “Using Piazza” below). If you are unable to use piazza, you may email the instructor directly.

## Using Piazza

You will be enrolled in Piazza automatically using the Georgia Tech email address reported on the T-Square course roster. (It takes 24 hours for your email to appear in the t-square roster after you register for the course, and another 24 hours to propagate to Piazza, so if you have just registered, hold tight for 48 hours before complaining that you are not registered with Piazza!)

If you already have a Piazza account using a different email address, **we require your Piazza account to be associated with your official gatech.edu email address**. Please verify that your existing Piazza account is registered with your gatech email, so that you can add the class. You can find your official GaTech email alias (*which may be different from your login ID*) at <https://passport.gatech.edu>.

Here are instructions on how to associate your official GaTech email address with your pre-existing Piazza account: you will need to access the Piazza account settings menu (gear icon in the upper right) → Account Email and then add your Georgia Tech email address as an “Other Emails” in the Personal settings so that you are not automatically dropped from the class at the next update period.

### Public questions:

On Piazza, you may ask two types of questions (Public & Private). Public questions are for anything about the course content, policy, problem sets, etc that any student may be interested in knowing the answer. Please use public questions by default, as we prioritize our limited TA and instructor time answering public questions first, because the entire class can benefit from seeing the answer.

If you ask a question about a specific Udacity video/quiz, **please include both the lesson number and the “slide” or “section” number** so that we (and other students) can refer to the exact section of video/quiz content you are asking about.

As a student, **YOU ARE ENCOURAGED TO ANSWER QUESTIONS!** If you know the answer, or can provide extra information, feel free to edit the “student answer” portion of a post. A history of consistently providing quality answers will be considered as part of your extra credit pool at the end of the semester.

### Best effort Pseudo-anonymity:

If you do not wish to share your name with your classmates in connection with a question, you may choose to ask the question “anonymously”. *Please note that the INSTRUCTORS can see your name, you are only anonymous to your classmates. [It is possible that an instructor may miss the small “anonymous to classmates” label in Piazza and use your name in their public reply, but we try very hard to not do this.]*

**Private questions:**

Private questions are used when you have an issue that is specific to you, such as a question about a grade, that other students would not benefit from. Also, we ask that you NOT post code or solutions to problems publicly, so if you need to ask a question about a bit of code that you are working on for a project or problem set, you should post that privately to only the instructors.

**Answer Correctness:**

It is possible that a student answer on Piazza will not be 100% correct. If that occurs, we will generally correct or expand upon the correct answer in the instructors answer portion of the post. In a rare case, it may even be possible that an instructor or TA makes a mistake and types something incorrect (for example, using an “or” instead of an “and” which completely reverses the meaning of a bit of logic....). We will do our best to correct any issues we find, and ask you to notify us if you believe something is incorrect. However, if something on Piazza is in contradiction with the course syllabus or an assignment specification document, please wait for us to update the syllabus or assignment before believing it 100%.

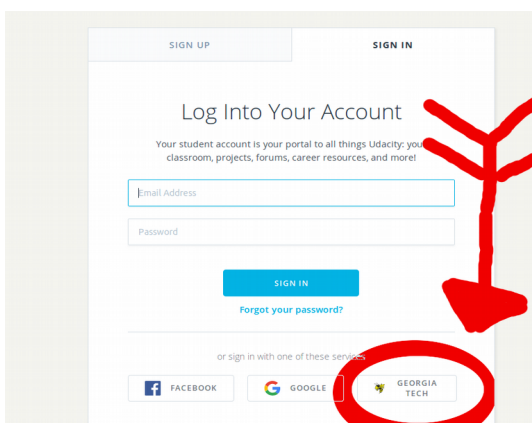
**Don’t spoil things:**

You may discuss code or solutions for ungraded quizzes (e.g., the programming quizzes in the Lessons **but not the Problem Sets**) on Piazza at any time, but please put the word “Spoiler” in the title of the post to alert other students who may not wish to see the answer until after they have attempted that quiz.

## Using Udacity

Make sure to check the minimum requirements for using the Udacity platform.

<https://www.udacity.com/tech-requirements>



When you log into Udacity, you **MUST** select the “Georgia Tech” button in the list of alternate login service below the main username/password area. You will be directed to the standard Georgia Tech login screen and then bounced back to Udacity after you authenticate.

This allows you to access the course content. Note that it may take 24 hours after you register for the course for your access rights to propagate to Udacity, so if you can’t see the lecture videos immediately after registering for the course, please hold tight for a day.

Also, and perhaps more importantly, **if you are not logged in using your Georgia Tech credentials**, you will **NOT RECEIVE CREDIT** FOR COMPLETING THE PROBLEM SETS!

We have had a few instances where students have completed their problem sets on Udacity, but they did not receive credit for having done so because they were logged into a personal account instead of their Georgia Tech account, or had not refreshed their login immediately before doing the problem sets.

### **Udacity Problem sets also require T-Square Submission**

You will find problem sets 1-6 on Udacity. They typically consist of a few questions that have multiple choice or numerical answers, and one or two python programming problems. Udacity can “run” your python code directly so that you may develop & test in your web browser. HOWEVER, in addition to running your code you **MUST press the “SUBMIT” button** to test your code against additional test cases and to receive credit for completing the programming problems.

Because we have had problems in the past with students who thought that they had completed the problem sets on Udacity, but the udacity platform not having a record of it, we are **requiring** that students submit their problem set solutions to T-Square (using the Assignments tool) before the deadline. To do this, create a text file (not a word doc, not a PDF, not a markdown or latex file, a plain text file using Vi, Emacs, NotePad, WordPad, TextEdit, etc...) named “answers.txt” and place your numbered answers for each of the multiple choice / numeric answer problems in this file. Also include one .py file for each of the programming assignments, named “Q#.py” where the # is replaced by the question number. Copy and paste the entire set of code from the Udacity programming interface.

Upload these files (your answers.txt and Q#.py) to the assignments tool and submit them before the deadline listed in the Syllabus. You should receive an email from T-Square once you have successfully submitted the answers. Be careful, there is a separate “upload” and “submit” step, don’t forget the second bit! We will check Udacity for your answers, but if we do not find them there, we will look for them on T-Square as a backup. If you fail to upload to t-square, you will have a small grade penalty applied. If Udacity has no record of your problem set completion AND do not upload them to t-square, you will receive a zero.

## **Academic Integrity Policy & Guidance**

All Georgia Tech students, including students in the OMSCS program, must read and uphold the Georgia Tech Academic Honor Code. ( <http://osi.gatech.edu/content/honor-code> ) Georgia Tech expects honest and ethical behavior of you at all times. We will report all incidents of suspected dishonesty to the Office of Student Integrity (OSI). If OSI finds you responsible for violating the Honor Code, you can expect, at an absolute minimum, to receive a score of zero on the assignment or project in question and to receive a warning posted to your academic record.

A few notes on honorable behavior with respect to this class:

- You may only discuss Problem Set answers & code after the submission deadline for that Problem Set has passed.

- You should address any questions about Project or Problem Set code directly to “Instructors” (the alias for all instructors and TAs) using a **private message** on Piazza so that other students can not see your code.
- You may discuss code for ungraded quizzes (e.g., the programming quizzes in the Lessons but not the Problem Sets) on Piazza any time, but please put the word “Spoiler” in the title of the post to alert other students who may not wish to see the answer.
- When writing code for problem sets or projects, you may use small sections of code that you see in the lecture videos or find on the Internet, but you **MUST** place a comment before and after the code listing the source where you copied it from. (including the lesson & sub-part number for lectures, or a URL to the specific page where you found the code on websites such as StackOverflow, etc...). If our automated systems detect the same bits of code in multiple submissions, and they are not properly attributed we will consider it evidence of unauthorized collaboration and report the issue to OSI.
- You **MAY NOT** look at or copy code solutions for projects or problem sets from previous semesters or from other students in the course this semester.
- You **MAY NOT** share your code with another student. (Showing it to an instructor for feedback is acceptable.)

## Technical Requirements & Data Backups:

Make sure to check the minimum requirements for using the Udacity platform.

<https://www.udacity.com/tech-requirements>

Additionally, Georgia Tech's Office of Student Computer Ownership issues minimum hardware requirements to incoming undergraduates; you should meet or exceed these guidelines with the system you use (it does not need to be a laptop).

<http://sco.gatech.edu/documents/>

As an online student, you are responsible for the proper working and maintenance of your computer system(s). Having access to a second backup system and a functioning off-site data backup solution is strongly suggested, as technical problems such as computer crashes, hard drive crashes, etc are not a valid excuse for missing a deadline. At a minimum, keep your work for this course in a cloud backed folder, such as OneDrive, Google Drive, Dropbox, etc, so that you can recover if your computer dies.

## Extensions:

Due to the large-scale nature of this course and to be fair to all students, it is not possible for us to make exceptions to deadlines except for a Dean of Students recognized emergency situation (e.g. illness or death in the family) or an officially sanctioned Georgia Tech absence (usually not applicable for online students). Therefore, we will not accept late submissions except in these circumstances. Note that getting a cold the day before the deadline is not the same as an emergency illness. Please work ahead and plan to finish and submit assignments well in advance of the deadlines so that if you run into unexpected circumstances such as work emergencies, failing computer equipment or minor illness you will still be able to submit the assignments on time.

If you have an emergency involving personal illness or family illness or death, you should file a care request with the Office of the Dean of Students ( [https://gatech-advocate.symplicity.com/care\\_report/](https://gatech-advocate.symplicity.com/care_report/) ) so the office can verify your situation and forward notification to all of your instructors. If you have an emergency situation not covered by the above, send a private message to the instructors on Piazza with the details of your request.

## Grade Appeals

We do our best to grade every student's submissions accurately and fairly and return your scores to you via the t-square gradebook as soon as possible. If you believe we have made a mistake in grading your assignment, please notify us via a private post on Piazza within one week of receiving the grade so that we may resolve the issue quickly. [Asking us to re-grade your project 1 at the end of the semester will be denied....]