POLICIES: OMS CS6250 Computer Networks Summer 2019

Instructor: Maria Konte, Ph.D.
Head TA: Matthew McKinzie

Students are responsible for reading and following these policies throughout the course.

POLICIES CONTENT:
1. Academic Honesty
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1. Academic Honesty

Students are expected to follow the Georgia Tech Honor Code, including the Graduate Addendum. All incidents of suspected dishonesty will be reported to and handled by the Office of Student Integrity. In addition, the following specific policies apply to this course. If in doubt as to whether an action is allowed in this course, please ask the Instructor/TAs.

Collaboration: You are to complete all projects yourself. You may discuss the projects with your classmates, but you may not share code/data/solutions with other students. For specific projects, we provide explicit instructions about what pieces of information can or cannot be shared with the entire class.

Plagiarism: You may not copy solutions (fully or in part) from any source. Every file you turn in must be written entirely by yourself. If it is a file provided with the project, the modifications to the file must be made entirely by yourself.

2. Piazza

Private posts: If you have a question about your code, please send it to the instructors using a private message on Piazza. Projects cannot be 'pre- graded'. When making private posts on Piazza, please select all "Instructors" to share with, so that they are able to view and respond to your post.

Volume of posts: Please try to avoid posting duplicate questions. Posting duplicate questions can lower the turnaround time of responses significantly. You can use the search bar (to the right of the "New Post" button) and the folders listed across the top of the page to look for related posts where your question may have already been asked & answered.

Anti-harassment policy: Please follow these guidelines to ensure that everyone has a beneficial, positive and harassment-free experience:

- Any type of hostile behavior will not be accepted.
  Abusive/degrading/hostile/intimidating language, language that creates discomfort, or interferes with a person's participation or opportunity for participation will not be tolerated. Excuses such as "It was obvious" or "I was just joking" will not be accepted.
- Students that are violating this policy, may be excluded from participation at Piazza. If you believe that you or a classmate has been harassed, please contact the Instructor/TAs immediately.
- Please remember that on the other end of a posted question, follow up, or comment there is a real person - like you - who will react not only to the content of your response, but also to the tone. Please remember that students in this class have a wide variety of backgrounds and prior experience. Students with more experience or background in a topic are strongly encouraged to share - through useful and practical responses – in a supportive way so that others can learn as well. When you answer a question, please remember that your primary purpose is to help the student who asked.
- You are encouraged to suggest ways to improve questions that are posted, so that students will receive faster and better answers. You are expected to do so using positive and supportive language and tone. For example, if a question does not have all the information you need to provide an answer you may politely ask for what you specifically need in order to help (e.g. "Could you please provide an example of some code that produces that error message?").

3. Tests

Format: Tests will be administered via Proctortrack. Please check the class schedule for open/close dates of the exam window. Proctortrack will allow you to start your test any time before the testing window closes but will stop your test when the window closes. This means if you are allotted 2 hours to complete a test, but if you start your test one hour before the testing window closes, you will only have one hour to complete your test. Give yourself plenty of time prior to the end of the testing window to complete your test. Late test submissions, after the window has closed, are not allowed – except in case of emergency. Not taking the test, or late test submission, defaults to score 0 for that test.

Academic Integrity: You must take all tests by yourself, and all answers must be provided entirely by you. You may not give (or ask for) direct answers to test questions to classmates, online forums, chats, websites, etc. (Asking about concepts presented in class is acceptable, so

long as the question is not soliciting a response that would directly answer a specific test question, and provided it is not done during a proctored test period where such materials or websites may be disallowed.)

Tests in this course do not allow supplemental materials, e.g. notes, scratch paper, books or digital reference material. All proctored tests will have specific instructions regarding what materials are and are not allowed to be used during the test – usually only a calculator app is allowed, and <u>earbuds or headphones are not permitted</u>. Using any disallowed materials during a proctored test will be considered an academic integrity violation.

While preparing for the test, it is entirely up to you to evaluate the relevance and accuracy of any information you find outside of the official class materials. If you use information you found on the Internet to answer a question, and it is wrong because the information was either inaccurate or was actually answering a slightly different question than the one on the test, then that question is wrong and will be graded as such.

4. Discussion Threads

Format: We will be having several discussion threads (minimum of 3 discussions across the semester) on topics that are in focus for a given week. To receive extra credit, students are asked to post at least one post per discussion thread about their thoughts on open research problems, a recent publication they came across, or challenges of existing approaches.

Valid posts: The Instructor and TAs will be reviewing students' participation on the weekly discussion threads. To receive the extra credit for participation, a student needs to participate with posts that reflect her/his thoughts/understanding/ideas and effort to be involved in a discussion. Posts such as "I agree" or "+1" do not count as valid posts. The Instructor/TAs will not be reviewing the posts to "grade" them for correctness or length, but rather to identify valid participation.

5. Grading

Grading will be based on five projects and two tests completed throughout the course. In addition, there are opportunities for extra credit: a) an additional section of Project 5, and b) participation at discussion threads (please see below for description). The grade breakdown is as follows:

Projects
Project 1: 10% (100 points)
Project 2: 15% (150 points)
Project 3: 15% (150 points)
Project 4: 15% (150 points)
Project 5: 15% (150 points)

Projects Total: 70% (700 points)

Tests
Test 1: 10% (100 points)
Test 2: 20% (200 points)
Tests Total: 30% (300 points)

Extra Credit
Extra credit portion of Project 5: 5% (50 points)
Discussion threads: 1% (10 points)
Extra Credit Total: 6% (60 points)

There is no curve in CS6250: letter grades are calculated from a total of 1,000 points as follows:

A $\geq$ 90% (900 points)
B $\geq$ 80% (800 points) and < 90% (900 points)
C $\geq$70% (700 points) and < 80% (800 points)
D $\geq$ 65% (650 points) and < 70% (700 points)
F   < 65% (650 points)

6. Late Policy
Late projects will not be accepted. Projects must be submitted by the due date posted in the course schedule, and Tests must be completed prior to the closing of the testing window. It is your responsibility to keep track of the deadlines and complete them all on time. Please pay attention to the deadlines (e.g., date, AM/PM, and time zone).

Canvas might automatically lock you out once the exact deadline has passed, so do not be a single second late! Also, allow a little extra time in case your connection is slow or for any technical glitches might occur.

7. Extensions to Deadlines
Extensions to deadlines will be allowed only in the case of a medical or personal emergency, or in the case of a military exercises/deployments for service members. These situations have to be approved by the office of Dean of Students. Please contact the Office of the Dean of Students: see the Division of Student Life and the "Get Help Now" link.

8. Regrade Requests
Format: All requests for a regrade on any assignment (project, test, etc.) or other questions regarding your grade must be made in writing via private post to all instructors on Piazza.

Please use the provided regrade request tag in Piazza. For general questions about the answer key / model answers not specific to your submission, please make a public post on Piazza.

Deadline for regrade requests: Regrade requests must be made <u>no later than one week</u> from the grade release date for that assignment. Due to the volume of this class, there will be no exceptions.

Valid requests: Please submit a request if you think there has been an error in grading or applying the rubric. Other requests for regrading will not be considered: e.g. you need a higher grade for Institute/program requirements or reimbursement, your grade is close to the cutoff for the next grade level, you disagree with the rubric, etc.

Volume of regrade requests: Please submit a regrade request only if there has been an error. Please refrain from submitting multiple requests, as they consume significant amounts of TA time, and this can result in slower turnaround time, that may affect the entire class.