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## PLEASE PAY ATTENTION TO THE FOLLOWING INSTRUCTIONS

### Dropping:

Although it is the responsibility of the student to freely drop the course for non- attendance or other reasons, the instructor has the obligation to report his/her status to the School Administration.

A student may be dropped from the course after the student has failed to submit his/her IW, TW, midterm and final exam.

### Participation:

Each student is expected to participate actively in class and team activities. Active participation involves being awake, responding to questions and engaging in class activities & discussions as much as possible.

### Late Submission Policy:

**The professor will provide specific due dates for all assignments. Late assignments will be sanctioned by lower marks, thus affecting final scores.**

### Technology Policy:

You are allowed to use the electronic devices but smartly and for the purpose of learning in each class meeting. However, cell phones **MUST BE PUT OFF** in class. If you have an emergency, you should step out into the hall so as to not disturb others in the class. If you are using your cell phone too much instead of paying attention in class, I will ask you to put it away. If the problem persists, I may ask you to leave class. This is for the good of everyone.

### **Homework Expectation:**

Students are expected to spend approximately **three (3)** **hours** a week, on average, reading the chapters and completing homework assignments in order to achieve the learning objectives for this 14 weeks lecture course.

### **Academic Honesty:**

Each student assumes the responsibilities of being a member of the NHSAI-ENSIA academic community. All acts of plagiarism are not tolerated including: **cheating, claiming one's work as their own, fabrication and helping one to commit any of these acts. Any violation of academic honesty will receive strict disciplinary action, which can include suspension and even expulsion from NHSAI-ENSIA.**

### **Violations:**

Possible punishments for **academic dishonesty may include a grade of "0" or "F" on the particular assignment, failure in the course, and/or recommendation for probation or dismissal. A recommendation for suspension or expulsion will be referred to the School Deputy Director for disciplinary disposition.**

### **Instructional Methods:**

PowerPoint, class short discussions, YouTube videos, questions and answers, and selected individual checks-feedback.

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**> EXTRA MARKS WILL BE POSSIBLE BUT WITHIN LIMITS**

**> HIGH ATTENTION IS REQUIRED**

**> GOOD BEHAVIOUR IS REQUIRED**

**> TIMING IS A SIGN OF SELF RESPECT**

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