

All students in CS1440 are required to enroll in one lab section and one lecture section. You will hear a more detailed description about the lecture portion of the course and topic we will cover this semester in your lecture section.

Location: Anne Belk Hall, Rooms 309 and 311.

Public Labs: Anne Belk Hall, Rooms 309 and 311.

Help Available: See link below.

Textbook: Starting Out with Java: Early Objects, 4th Edition, Gaddis

The Labs: A typical lab has four different components:

- **PreLab** The preLab is a short assignment you are to complete *before* the lab. The preLab will be available on the Thursday of the week before each lab, and it is due at 9:00 a.m. on the day of the lab, regardless of when your lab section meets. You are expected to do the assignment specified in the preLab and submit it on AsULearn unless otherwise specified. The preLab will be worth a small portion of the lab grade. If you do not submit the preLab by the time it is due, you not earn any points for it. However, you will still be required to submit the preLab for late students before any credit can be earned for the lab itself.
- **Lab exercises** Each lab will consist of a series of exercises designed to give you hands-on practice with important elements of Java programming. These exercises are to be completed during the lab time. If you do not finish the lab during the lab time you must complete the exercises on your own during the following week. Each lab will have “deliverables” describing exactly what you must turn in. For full credit, you must make sure that all the items in the deliverable are submitted as described. Each deliverable must be submitted by 9:00 a.m. on the Tuesday of the following lab.
- **Self-Assessments** Each lab comes with several quizzes on AsULearn, which are designed to test your knowledge of the lab activities. These quizzes will collectively count as one lab in determining your overall lab grade.
- **Postlab** The PostLab is an assignment that usually asking you to review or reflect on the material covered in the lab. It is due at 9:00 a.m. on the Tuesday of the following lab.

Submissions, Attendance, and Late Work: Attendance in labs is required. Attendance will be taken via sign-in sheets. Here are some additional policies related to lab attendance and late work:

- Whatever you have uploaded on AsULearn (or Web-CAT, later in the semester) at the time of the due date is considered your final submission. *NO LATE WORK WILL BE ACCEPTED* except in extreme circumstances (e.g., extended illness or death of a close relative). It is your responsibility to make sure that what is submitted on AsULearn or Web-CAT is what you want to be graded. You should upload your file to AsULearn or Web-CAT, then download it immediately to a separate folder and make sure what you download is exactly what was uploaded. Uploading a blank file will result in a zero for the assignment. Moreover, uploading any file to AsULearn or Web-CAT after the due date deadline will overwrite the previous file and earn you a grade of 0 for the submission.
- Two labs can be missed without penalty. Every absence after the second will result in a loss of one letter grade to your *OVERALL CS1440 COURSE GRADE*. The two labs that you are allowed to miss are not “free” days. Use them only for emergencies. For example, if your third miss is a genuine emergency, but you wasted the two allowed missed days you will indeed be penalized. Note that if you fail the lab portion of CS1440 then you fail the lecture portion also.

- If you completely finish a lab (including the postLab) before the lab session is over, you may show your work to the graduate lab instructor. If the he or she explicitly verifies that all the work is satisfactorily completed, you may leave without penalty. Otherwise, you will be marked tardy for the entire lab.
- If you miss a lab you must still complete the lab exercises and postLab during the week. They are due at 9:00 a.m. on the Tuesday of the next lab. If you miss your lab session, you will be marked absent for the lab even if you make up the work.
- A preLab will be accepted for a grade only if it is submitted by 9:00 a.m. If you do not submit the preLab on time, you must still complete the lab for late students in order to earn credit for the lab itself. You will not, however, earn points for a late preLab.
- You may not leave the lab early unless all lab exercises (including the postLab) are completed. If you do leave early without all work being completed then you will be marked either tardy or absent, depending on when you leave.
- Three tardies will count as one absence.

Extreme Circumstances: Extreme circumstances include extended illness documented by a doctor's statement, death of a close relative, or other such problem. It does not include field trips, sporting events, other class work, oversleeping, bad hair days, problems with pets, working overtime, etc.

Snow Days: If the college is closed on a lab day due to adverse weather conditions, do not come to lab. You will not be counted absent, but you are still required to complete the lab for that day. The preLab and the previous week's lab must still be turned in on AsULearn before 9:00 a.m. on the day of the cancelled lab, and all lab activities for the cancelled lab will be due before 9:00 a.m. on the following lab day. Essentially, none of the due dates and times are changed; you simply do not have to come to campus when the campus is closed. It is up to you to seek out help if you need it when classes resume.

Also, if classes resume in the middle of your lab, you are still required to come to lab for the remaining hour. For example, sometimes 9:00 a.m. classes are cancelled and classes resume at 10:00. In this case, if you are in the 9:00 lab you must come to lab at 10:00.

Questions: If you have questions about the lab assignment you should first ask one of the lab TAs assigned to your lab. Outside of the lab period, you may also consult the graduate TAs during their office hours, the TAs in the department's study halls, and your *LECTURE* professor.

Grading: Most labs will be graded automatically immediately. For those that are not, every effort will be made to return graded labs within one week. If you have questions about grading, contact your *LECTURE* professor. Please *do not* contact the lab TAs; they will only direct you to your lecture professor anyway. You will not receive a separate lab grade on your transcript. Instead, your lab grades and attendance information will be forwarded to your lecture professor, who will factor these grades into your final CS1440 grade as indicated on their syllabus.

Important Notes:

- You must earn passing grades for *both* the lab *and* the lecture to pass the course.
- The prerequisite for CS2440, the next CS course, is C or better in CS1440. A grade of C- does *not* satisfy the requirement.
- You will see one grade at the end of the semester that includes performance in both the lab and lecture parts of CS1440. If you need to retake the course, you must retake both lab and lecture.
- Cheating will not be tolerated and will be pursued vigorously through the Academic Integrity Policy (see link below). To be clear: all submitted work should be your own. You should not copy from others or share your work with others. See your lecture syllabus for details on procedures and penalties that will be applied when a case of cheating is identified.