

## **POLICIES for CS3310 (Data & File Structures)**

### **Kaminski - Fall 2014**

**Final GRADE** 55% based on assignments, 45% based on exams

Grading scale (assuming all assignments completed):

A (93-100%), BA (88-92%), B (83-87%), CB (78-82%), C (73-77%),  
DC (68-72%), D (60-67%), E (<60%)

But regardless of overall points & grading scale, to get a final grade of:

- C or higher, more than half of asgn work must be done (fairly completely/correctly)

**And no more than 6 absences over the whole semester**

- B or higher, most assignments must be done (fairly completely/correctly).

- **NOTE: CS3310 is a PREREQUISITE for most CS4000-5000 courses, so CS majors/minors and CompEng majors need at least a 'C' grade so as not to have to repeat this course.**

**EXAMS** A midterm (date to be determined) and a final exam (see course website).

Final exam is cumulative. No make-up exams except in EXTREME, DOCUMENTED cases

**ASSIGNMENTS** Six programming assignments/projects (each ~7-10% of final grade)

Project specs, demo specs, demo data files, cover sheets, etc. will be distributed in class and/or posted on course website and project will be discussed in class.

Keep graded hard-copy projects as proof of your marks until the semester is over.

Points deducted if you do NOT:

- have the **CORRECT OUTPUT**
- have output in **CORRECT FORMAT** (as described/shown in the project specs)
- follow all project **REQUIREMENT SPECS** exactly (written, emailed, discussed in class)
- follow all **DEMO SPECS** exactly (in the order specified, including circling things)
- use appropriate **OOP** program **FORMAT/STYLE**, as specified.

Minimal points if no grade-able output – marks aren't based on time/ effort – so use incremental, modular development so you always have SOMETHING PROVE-ABLY working

Start work on projects as soon as they're assigned - this allows for subsequent lectures to address issues/concepts you encounter, and time to see the CS3310 tutor (in C-208).

**Assignment DELIVERABLES** A printed HARD-COPY of the signed cover sheet, your program code and the required output file(s). **DEMO SPECS** and **DEMO DATA** will be provided. You MUST use **MY DEMO DATA** and follow the asgn and demo specs EXACTLY and in the EXACT ORDER specified !

**Assignment DUE DATE/TIME** Projects due in class at the **start of class** on the due date. Due dates specified on the course website.

**Late assignments NOT ACCEPTED (i.e., 0 points for that assignment).**

**ATTENDANCE** Taken at the start of each class.

If you miss class, ask another student for a copy of his/her notes

– I will not re-cover the material you missed for you.

You are still responsible for any announced asgn/specs/date changes if you're absent.

**Excessive absences** will result in no bonus ("curve") points on exams

AND lower your final grade (relative to stated thresholds on left).

**EMAIL List** I will assume you read your @wmich email regularly

**Class CANCELLED?** If I'm ill and canceling class, I will try to email you by 8:30 that day.

WMU weather closures: check 387-1001 or [www.wmich.edu](http://www.wmich.edu) (WMU News)

**NO LAPTOPS to be used in class** Since lectures include a lot of "drawing on the board", manual note-taking is more appropriate. Past experience shows that most CS3310 students using laptops in class are doing other things besides CS3310 note-taking!

**Academic DISHONESTY** [WMU policy] "You are responsible for making yourself aware of and understanding the University policies and procedures that pertain to Academic Honesty. These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuse. (The academic policies addressing Student Rights and Responsibilities can be found in the Undergraduate Catalog at <http://catalog.wmich.edu/content.php?catoid=22&navoid=882> and the Graduate Catalog at <http://catalog.wmich.edu/content.php?catoid=23&navoid=938>.) If there is reason to believe you have been involved in academic dishonesty, you will be referred to the Office of Student Conduct. You will be given the opportunity to review the charge(s) and if you believe you are not responsible, you will have the opportunity for a hearing. You should consult with your instructor if you are uncertain about an issue of academic honesty prior to the submission of an assignment or test."

Any incident of suspected academic dishonesty will be reported to the Office of Student Judicial Affairs. If a finding of academic dishonesty is determined, I will then (at most, depending on the particular situation): 1) give that assignment/exam 0 points, and 2) lower the final overall grade by a full letter grade. This includes both the "copier" and the person allowing someone to copy their work.

**It is considered "dishonest" to:**

- copy all or part of someone else's work (current or past student or . . .), (hard-copy or electronic version)
- or let someone copy all or part of your work;

- have someone else write all or part of your work (whether they're in the class or not)
  - or write all or part of a program for someone else;
- hand in something which is not completely your own work (unless I specify it as a team project),
  - or help someone to do so;
- WORK TOGETHER with someone on all or part of an assignment;
- discuss the design of your program with another student to such an extent that the two programs look “substantially alike”;
- borrow someone else's work (hard-copy or electronic version) "JUST FOR REFERENCE"
  - or to give someone your work “just for reference”;

**If there are similar assignments turned in, BOTH students will be penalized** (regardless of who actually wrote it). Do not leave old versions of your assignments in university waste baskets. Collect your printouts immediately after printing.

**It is NOT considered “dishonest” to:**

- help (or be helped by) another person with a bug in his/her work or your own work;
- discuss OVERALL strategy or structures for solving a problem;
- demonstrate or ask how a particular concept or language statement works;
- give or get clarification about assignment specifications;
- verify that your output agrees with someone else's (after you've both completed the work independently).

But when pen gets put to paper, (or fingers to keyboard),  
you **MUST DO THIS ALL ON YOUR OWN !**