POLICIES for CS3310 (Data & File Structures)
Kaminski – Spring 2015

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)

    - 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 incre-

    mental, 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 <u>**start of class**</u> 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 (WMU News)

<u>NO LAPTOPS to be used in class</u>   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";
I**f 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.

I**t 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 !