SI 507 - Intermediate Programming - Winter 2020 | REVISED SYLLABUS

*Syllabus revised March 30, 2020*

*Updated to reflect reduced workload as a result of the COVID-19 Outbreak*

*This syllabus replaces the* [*original syllabus*](https://docs.google.com/document/d/1JqkdszYkal2LKOF3Pgs8zBTyES3_hz6DhohYFdiSiZQ/edit?usp=sharing)*, which is now obsolete.*

[Team](https://docs.google.com/document/d/1JqkdszYkal2LKOF3Pgs8zBTyES3_hz6DhohYFdiSiZQ/edit#heading=h.3t1ir9fwarb7)

[Class Meetings](https://docs.google.com/document/d/1JqkdszYkal2LKOF3Pgs8zBTyES3_hz6DhohYFdiSiZQ/edit#heading=h.359j4agzz9f)

[Office Hours](https://docs.google.com/document/d/1JqkdszYkal2LKOF3Pgs8zBTyES3_hz6DhohYFdiSiZQ/edit#heading=h.tvfhnv5ac7tp)

[Communication](https://docs.google.com/document/d/1JqkdszYkal2LKOF3Pgs8zBTyES3_hz6DhohYFdiSiZQ/edit#heading=h.evyhz0t23f44)

[Resources](https://docs.google.com/document/d/1JqkdszYkal2LKOF3Pgs8zBTyES3_hz6DhohYFdiSiZQ/edit#heading=h.fiv77t9k5a07)

[Course Description](https://docs.google.com/document/d/1JqkdszYkal2LKOF3Pgs8zBTyES3_hz6DhohYFdiSiZQ/edit#heading=h.1vflumaanola)

[Learning Objectives](https://docs.google.com/document/d/1JqkdszYkal2LKOF3Pgs8zBTyES3_hz6DhohYFdiSiZQ/edit#heading=h.eohiuj9yrct2)

[Assignments and Grading](https://docs.google.com/document/d/1JqkdszYkal2LKOF3Pgs8zBTyES3_hz6DhohYFdiSiZQ/edit#heading=h.mvh0627p1d1e)

[Letter Grades](https://docs.google.com/document/d/1JqkdszYkal2LKOF3Pgs8zBTyES3_hz6DhohYFdiSiZQ/edit#heading=h.i8b3h4jl1x14)

[Late Policy, Extensions, and Excused Absences](https://docs.google.com/document/d/1JqkdszYkal2LKOF3Pgs8zBTyES3_hz6DhohYFdiSiZQ/edit#heading=h.hz6kegkxogw5)

[Extensions and Exceptions](https://docs.google.com/document/d/1JqkdszYkal2LKOF3Pgs8zBTyES3_hz6DhohYFdiSiZQ/edit#heading=h.7fbz19etrve1)

[Course Topics](https://docs.google.com/document/d/1JqkdszYkal2LKOF3Pgs8zBTyES3_hz6DhohYFdiSiZQ/edit#heading=h.4525bn1fld9r)

[Academic Integrity & Collaboration](https://docs.google.com/document/d/1JqkdszYkal2LKOF3Pgs8zBTyES3_hz6DhohYFdiSiZQ/edit#heading=h.n3q6oaelp2ty)

[Accommodations and Services for Students](https://docs.google.com/document/d/1JqkdszYkal2LKOF3Pgs8zBTyES3_hz6DhohYFdiSiZQ/edit#heading=h.59afyudru9wk)

[Mental Health and Well-Being at the University of Michigan](https://docs.google.com/document/d/1JqkdszYkal2LKOF3Pgs8zBTyES3_hz6DhohYFdiSiZQ/edit#heading=h.2w21cwtw10r)

**Team**

**Instructor:**

[Mark W. Newman](http://mwnewman.people.si.umich.edu), Professor

**GSIs:**

[Gabriel Grill](https://ggrill.net/), PhD student (Sections 004: Th 4-5:30 & 006: Th 7-8:30)

[Tsuyoshi Kano (Yoshi)](https://tsuyoshi-kano.com/), PhD student (Sections 002: Th 4-5:30 & 003: Th 5:30-7)

[Kangning Chen](https://www.linkedin.com/in/kangningc/), MSI student (Sections 005: Th 4-5:30 & 007: Fr 10-11:30)

**Class Meetings**

Note that Zoom meeting links are not posted on the syllabus, as the syllabus is public and widely available. Please refer to the “Online Course Guide” available through Canvas.

**Lectures:** Tuesday and Thursday 10-11:30 AM on Zoom.

**Discussion Sections:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Section** | **Day and Time** | **Location** | **GSI** |
| 002 | Thursday 4:00 PM to 5:30 PM | Zoom | Tsuyoshi Kano (Yoshi) |
| 003 | Thursday 5:30 PM to 7:00 PM | Zoom | Tsuyoshi Kano (Yoshi) |
| 004 | Thursday 4:00 PM to 5:30 PM | Zoom | Gabriel Grill |
| 005 | Thursday 4:00 PM to 5:30 PM | Zoom | Kangning Chen |
| 006 | Thursday 7:00 PM to 8:30 PM | Zoom | Gabriel Grill |
| 007 | Friday 10:00AM to 11:30 AM | Zoom | Kangning Chen |

**Office Hours**

***Group office hours***

We will offer group office hours each week. These times are staffed by the GSIs and Instructional Aides. You don't need to come with a question -- you can come to hang out, work, help one another, study, etc. This is a great time to work on your homeworks/projects in a supportive environment where you can give and receive help.

|  |  |  |
| --- | --- | --- |
| **Day & Time** | **Location** | **GSI** |
| Monday  11:30 AM to 1:00 PM | Zoom | Gabriel Grill |
| Tuesday  1:30 PM to 3:00 PM | Zoom | Tsuyoshi Kano (Yoshi) |
| Tuesday  4:00 PM to 5:30 PM | Zoom | Kangning Chen |

*Individual office hours*

Each GSI will also be available for individual office hours by appointment.

|  |  |  |
| --- | --- | --- |
| **GSI** | **Day & Time** | **Appointment** |
| Gabriel Grill | Friday  3:00 PM to 4:30 PM | [Link](https://calendar.google.com/calendar/selfsched?sstoken=UUJyZGRaUDBSdl9FfGRlZmF1bHR8ZWNjNWQ4Y2Y4NzliNTRmOTMwNzJlZGY3MDQyMjM5MGY) |
| Tsuyoshi Kano (Yoshi) | Monday 4:30 PM to 6:00 PM | [Link](https://calendar.google.com/calendar/selfsched?sstoken=UUlTbWM3Zjlad3pvfGRlZmF1bHR8N2NmZTc1YzBjNGIwMDE5MDgxODg1NWJmMzc1NTZmY2M) |
| Kangning Chen | Wednesday 9:30 AM to 11:00 AM | [Link](https://calendar.google.com/calendar/selfsched?sstoken=UVBYaUw2aEM0UlYzfGRlZmF1bHR8YTEwNTcyMDU5MTM1ZGFiNmQ0MjA0YTQ3N2U1N2I1OTU) |
| Mark Newman | Wednesday  12:30 PM to 2:00 PM\*  \*: sometimes variable, so please check the calendar | [Link](https://calendar.google.com/calendar/selfsched?sstoken=UUxSUElmaGxtR0gwfGRlZmF1bHR8OGM5ZTU5NGE0MWFhYzBiNmQ0NzExMzc3Y2NjNjEwMmY) |

If none of the office hours times work for you but you find that you need in-person help, you can contact the teaching team via email (see below) or any of the teaching team members to try to find another time to meet.

**Communication**

*Piazza*

**For questions about material in the course**, including programming questions and general HW confusions, you should post on the **Piazza site**, which you can access from our Canvas site. Before posting, however, search and/or browse through previous answers to see if your problem has already been addressed.

You are strongly encouraged to post your questions to the entire class (not just the instructors), and to post using your name (as opposed to anonymously). If you have questions, it’s virtually certain that others do too, and the entire community benefits from seeing both the questions and answers. Moreover, you will often get answers more quickly from your fellow students than from the teaching team.

Anyone may answer/respond to questions on the Piazza site, which will be moderated by course instructors. Specific answers to homework/project problems may *not* be posted on the Piazza site. Instructors will monitor this site to answer questions that your fellow students don't answer, to encourage continued discussion, and to provide additional explanations. We also encourage reading through the Piazza site semi-frequently; others questions and answers may be extremely helpful for you!

Do NOT post more than ~4 lines of code on Piazza, and do NOT post code that would reveal the answer to a homework or project component. If you’re stuck on a coding problem, do your best to isolate the problem—this will not only keep you from sharing solutions, but it will also increase the likelihood that you will get a useful, relevant answer.

*Group Office Hours*

For questions that can’t be asked on Piazza--either because you can’t figure out how to ask it without showing your code or because you can’t figure out how to form a concrete question, you should come to group office hours. There you will probably find other students struggling with the same problem, or students who have found a solution. You will also find GSIs, IAs, and sometimes a professor! Coming to group office hours even if you don’t have a question is highly recommended. You might get some insight into problems you haven’t run into yet, and you might have the opportunity to help others, which is a *FANTASTIC* way to deepen your knowledge while also getting a warm, fuzzy feeling.

*Individual Office Hours*

Professor Newman and the GSIs will hold regular individual office hours. If you have a private concern, whether related to the course or not, you are encouraged to [book an appointment](https://calendar.google.com/calendar/selfsched?sstoken=UUxSUElmaGxtR0gwfGRlZmF1bHR8OGM5ZTU5NGE0MWFhYzBiNmQ0NzExMzc3Y2NjNjEwMmY) or just drop by—unbooked appointment slots are available on a first-come, first-served basis. If you wish to meet with a member of the teaching team but can’t make any of the office hour slots, contact the relevant instructor(s) directly by email to try to find another time. Be forewarned that we are all very busy, though, and it would be much, much better if you could make it to office hours!

*Grading Questions and Concerns***For questions or concerns about grades/scores** ("when will my Project 4 be graded?" "I think I got an incorrect score on problem 3", etc), please **submit your concern** via[**this google form**](https://forms.gle/waULLbYoiqKfUGev6), also linked on the Canvas site. We will address those questions by responding to you via email, as soon as possible, but perhaps not immediately.

**General questions, desire for explanations, etc**, please redirect to Piazza, and try to attend a meeting of group office hours!

*Teaching Team Email Alias*

**For administrative questions, e.g. questions about extensions or personal circumstances, but NOT about regrades**, please email the course email list:

507-w20-instructors@umich.edu. That will reach all of the course instructional team (Prof. Newman, GSIs, IAs). We all need to stay aware of course policies and communication, and the group email helps us do that.

**Please do not ask an individual instructor about changing your grade(s)**. We make grading decisions as a team to ensure that everyone's grades are addressed in the same way.

*Contacting Instructors Directly*

If you don’t feel that you can have your questions or concerns addressed via any of the means listed above, you may of course email individual members of the teaching team directly. Here’s how:

* Mark Newman: [**mwnewman@umich.edu**](mailto:mwnewman@umich.edu)
* Gabriel Grill: ggrill@umich.edu
* Tsuyoshi Kano: tkano@umich.edu
* Kangning Chen: knchen@umich.edu

If you email any instructor(s)/the instructor email list, we *can* *not* guarantee that you will get an email back within 48 hours, but we will try our best to do so. If you do not hear and you contacted by email, please be patient. We won't lose email.

*Canvas*

**General announcements about course scheduling changes, clarifications, important upcoming events, etc., will occur via Canvas Announcements.** You should make sure your Canvas settings are set up so that you *will* receive email from Canvas Announcements. **You will be expected to have received information sent in Canvas Announcements.** (The default Canvas settings will have you getting that email, but if you turned Canvas emails off, make sure you turn 'em back on or ask someone to figure out how to do so.)

All assignments, including DYUs, homeworks, and projects will be available on the Canvas site. All grades will be available on the Canvas site. We will try our best to grade assignments as quickly as possible.

**Resources**

All you need to participate in this course is access to an Internet-connected computer. You will be expected to bring a laptop to lectures and discussion sections. If you do not have a laptop to use in class (whether because you have a desktop computer OR because you use University computers for your coursework), please let your GSI and/or Prof. Newman know by the end of the first week of class so we can make sure you have the same participation options. Instructions for how to set up your computer for this course can be found in the [Getting Started document](https://docs.google.com/document/d/1YYqaSRUEksE4Ggrf8VfptCR1mx4X_ArIX9zima3NyxI/edit?usp=sharing).

There is no textbook for this course. All required material will be provided in the course Lecture Notes and discussed in Lectures. Many Lecture Notes will offer links to additional resources to  learn more about the concepts discussed. You will not be tested on anything found in such resources, but you may find them useful for completing homeworks and projects. If you find you need a refresher on more foundational Python and programming concepts, we recommend the online textbook, Programs, Information, and People: Python 3, written by Paul Resnick, with additions by Jaclyn Cohen, Stephen Oney, Samuel Carton, and Lauren Murphy. [**https://www.programsinformationpeople.org/runestone/static/publicpy3/**](https://www.programsinformationpeople.org/runestone/static/publicpy3/)

Note that this course will be conducted in **Python 3**, not Python 2. If you have previously used Python 2, it's not a big adjustment there are [just a few changes](http://sebastianraschka.com/Articles/2014_python_2_3_key_diff.html), most of which you won’t ever encounter. Instructions for installing Python 3 are included in the [Getting Started document](https://docs.google.com/document/d/1YYqaSRUEksE4Ggrf8VfptCR1mx4X_ArIX9zima3NyxI/edit?usp=sharing).

**Course Description**

This is an intermediate programming course, expecting SI 506 or equivalent knowledge as a prerequisite. This course will build upon the concepts from SI 506 and will allow you to move on confidently to higher-level programming courses in UMSI (and elsewhere). The course will emphasize techniques for building and using complex programming tools and libraries, troubleshooting and working with larger amounts of code, modifying code you or others have written to better suit your own purposes, and skills you'll need for collaboration on technological/programming projects.

Learning Objectives

More specifically, students completing this course will be able to

* Attain basic proficiency in a number of complex Python and general programming skills, including
  + Effective use of functions, classes, and modules to organize large, complex programs
  + Accessing diverse web APIs using OAuth and caching
  + Web scraping using Beautiful Soup
  + Accessing databases using SQL
  + Using Flask to create web applications
* Design, write, and debug complex Python programs (using multiple libraries, and files, > 800 lines of code)
* Use git and GitHub to maintain an evolving codebase, and collaborate with others on a team-based programming project

Assignments and Grading

|  |  |
| --- | --- |
| **~~Component~~** | **~~% of grade~~** |
| ~~DYUs (4-5)~~ | ~~25%~~ |
| ~~Homeworks (8-12)~~ | ~~25%~~ |
| ~~Projects 1-3~~ | ~~30%~~ |
| ~~Final Project~~ | ~~20%~~ |
| **~~Total~~** | **~~100%~~** |

|  |  |
| --- | --- |
| **Component** | **% of grade** |
| **DYUs (2) + Homeworks (7)**  *Lowest two scores by percentage will be dropped* | **50%** |
| **Projects 1-3**  *Lowest project score by percentage will be dropped* | **30%** |
| **Final Project**  Proposal (20% of project grade)  Data Checkpoint (20% of project grade)  Demo & Documentation (60% of project grade)  *No components will be dropped.* | **20%** |
| **Total** | **100%** |

***Demonstrate Your Understanding (DYUs)***

Demonstrate Your Understanding (DYU) assignments are online quizzes that are designed to make sure that you understand the key points that were covered in class. DYUs are open notes, open browser, open editor, self-paced, untimed, and can be taken multiple times. Only your best score will count for each DYU.

***Homeworks***

There will be weekly labs/homeworks. These are intended to give you hands-on experience with the concepts presented in class. Generally you will start working on homeworks during discussion section and finish them outside of class meetings. It’s a very good idea to attend discussion section and start working on the assignments so that you can ask clarification questions of your GSI. You can, of course, submit homeworks if you don’t attend discussion section. The late policy applies to any homeworks submitted after the due time/date. There are no “excused” late or missing homeworks except under extreme circumstances (see below).

***Extra Credit***

Many homeworks will come with an “extra credit” option. This means that it’s possible to get more than 100% on certain homeworks, and by extension to get a course grade greater than 100%. Doing so would earn you an A+. Extra credit solutions must be turned in at the same time as the homework with which they are associated, and the late policy applies to the entire homework grade (base grade + extra credit). Generally, the extra credit problems will be much more challenging than the base homework and worth a lot fewer points, but they will also be super fun!

***Projects 1-3***

There will be 3 projects over the course of the semester not including the final project. Each will take significant effort to complete, so you are encouraged to start early. Instructions for each project will be released at least 2 weeks before the deadline. None of the projects are easy to do in one night if you have just learned these concepts, and some are impossible to do in that short period of time. The late policy applies to any projects submitted after the due time/date. There are no “excused” late or missing projects except under extreme circumstances (see below).

***Final Project***

There will be a final project in this course that you get significant time to work on and build up to, using a number of the concepts we'll address in the course. The Final Project will actually consist of multiple graded components that are due across several weeks, including a proposal, checkpoint, and final deliverable. There will be structure and requirements, but within that structure you will be able to exercise some creativity to select the subject matter and form for your final project. The late policy applies to any project components submitted after the relevant due time/date. There are no “excused” late or missing project components except under extreme circumstances (see below).

***Attendance***

Attendance at all lectures and discussion sections is strongly recommended but ultimately optional. We will not take attendance and you do not need to tell anyone if you will miss class. Lecture Notes will be made available by the beginning of the relevant lecture, but not beforehand (as a matter of practicality, not principle). Lecture Notes are intended to be pretty comprehensive, but of course will not cover every detail of what is said in class (for example, student questions and instructor answers). The teaching team will not be able to provide any additional material to cover what you may have missed other than what is already being produced and shared.

Letter Grades

In keeping with the Winter 2020 UMSI Graduate Grade Policy for MSI, MHI, and MADS students (emailed by Associate Dean Yakel on March 27, 2020), a letter grade will be calculated for all students in 507, based on the point breakdowns below. This letter grade will automatically be converted to a “Pass” (P) for all grades at a C- level or above and to a “No Record COVID-19” (NRC) for all grades below this level. Your letter grade will be communicated to you as soon as grading for the term has completed, and you may request that the letter grade be “unmasked.” Requests for unmasking must be made through whatever mechanism the UMSI administration and/or University makes available for such things. Prof. Newman and the teaching team are unable to process such requests.

**Your final *letter* grade in the course will be based on the percentage of the total points available that you earn. As noted, it’s possible to get more than 100%.**

|  |  |
| --- | --- |
| A+ | >100 % |
| A | 94-99.99% |
| A- | 90-93.99% |
| B+ | 87-89.99% |
| B | 83-86.99% |
| B- | 80-82.99% |
| C+ | 77-79.99% |
| C | 73-76.99% |
| C- | 70-72.99% |
| D+ | 67-69.99% |
| D | 63-66.99% |
| D- | 60-62.99% |
| E/F | 0-59.99% |

The cutoffs between letter grades are hard cutoffs. Even if you missed a cutoff by a few tenths of a percentage point, please do not ask to be bumped up a level. If you feel you have been graded unfairly on a particular assignment, you may submit a regrade request, following the process described in “Communication.”

**Late Policy, Extensions, and Excused Absences**

**Any homework / project may be submitted up to 4 days late, at a deduction of 10% of your grade per day of late submission.**

Things come up. We understand that not everyone will be able to get everything done on time and there may be reasons why an assignment needs to be turned in a bit late. Here are the policies regarding late assignments:

* Late assignments will be assessed a 10% penalty for each day that they are late. Assignments that are more than four days late will not be accepted.
  + Note that the penalty is calculated based on the number of points available, not on the number of points awarded. So, for example, if an assignment that earned 88 out of 100 available points is turned in 46 hours late, the points awarded would be 88-20=68.
* To spell it out:
  + Before the deadline: No penalty
  + 0:01-24:00 hours after the deadline: 10% off
  + 24:01-48:00 hours after the deadline: 20% off
  + 48:01-72:00 hours after the deadline: 30% off
  + 72:01-96:00 hours after the deadline: 40% off
  + > 96 hours after the deadline: 100% off

We reserve the right to change this with advance notice (e.g. if we will use the solution to an assignment in an upcoming lecture that is less than 4 days away). We will let you know about this with as much notice as possible.

Canvas will show you when your assignment is late -- it's any time after the deadline! Yes, even ten minutes. Gotta draw the line somewhere. It's good training for absolute software deadlines, should those be things you encounter in your future. After four days, we will no longer accept it.

Extensions and Exceptions

In order to maintain as much fairness as possible in this course, except in extraordinary circumstances, we do not generally give extensions or excuse absences in this course. Extensions and excused absences may be granted for *extreme personal circumstances* only. ”Extreme personal circumstances” include illness, family emergencies, and significant emotional distress (in this case, please also see “Mental Health and Well-Being at the University of Michigan” below). The legitimacy of each specific instance is at the discretion of the teaching team. "Legitimate reasons" do not include awesome parties, family trips, or excessive course-related or extracurricular work—you are required to plan ahead to meet your deadlines in all classes.

If extreme personal circumstances occur and you believe you need an extension, make a request to the Teaching Team via email for the extension **as early as possible** and you will receive a response as soon as we can get back to you.

**Extensions and excused absences will *not* be granted for any event that you could plan for in advance.** Any major personal or professional event that has advance planning (birthdays, weddings, graduations, conferences, for example) or vacations that do not align with the university's holiday schedule ([available here](http://ro.umich.edu/calendar/fa17.php)) are things you should plan for *in advance* so that you can get your work done on time.

**Religious holidays you observe that do not accord with the university's holiday schedule ARE, per university policy, always excused absences.** If a holiday will take you away from class (a class meeting), please speak with your GSI in advance, to find a time to make up for any content you miss. We will work with you to arrange an alternative, e.g. going to a different discussion section than usual.

For other accommodations you need to take this course, please see the section on **Accommodations and Services for Students**.

**Course Topics**

Here is a list of the topics we will cover in 507 this semester. The precise timing and sequence of these topics may change. Please refer to the lecture schedule to keep track of upcoming topics.

1. Program design, debugging, and testing
2. Handling user input
3. Reading and working with data: files, CSVs, json
4. git and GitHub
5. Web APIs
6. Using OAuth and caching with web APIs
7. Web scraping and crawling with Beautiful Soup
8. SQL and relational databases
9. Building web applications with Flask

**Academic Integrity & Collaboration**

All assignments in this course must be turned in individually. However, we strongly encourage helping one another, asking and answering questions, and walking through your thought processes.

**The restrictions on that are as follows:**

* If you get help from someone for writing your code, cite that specifically in your submission (in a comment in your program). You do not need to cite learning from lecture or section, or from your textbook(s) or instructors (unless you are citing collaboration with another student that occurs during lecture or section!). If you use another person's code directly, in class or from the internet, you must also cite that in a comment to your code indicating what you borrowed, and where/who from. In such a case you should check with your GSI or Prof. Newman to make sure that any code “borrowing” is acceptable (it usually isn’t).
* If you give help to someone else, or work with others on HW, etc, *do not type on their computer*. Talk, draw, and write with pen/pencil/marker as much as you like, but everyone should get the experience of typing and completing problems in the way they normally do (e.g. it's not okay for a friend in the class to type your HW for you while you watch because they know how to do it already, nor for you to ask for someone's computer to just finish a problem because it's frustrating not knowing how to communicate what you're thinking about code. The challenge is worth it!).
* Posting small code snippets (generally 4 lines or less) on Piazza is great, and encouraged! Posting complete answers to HW problems is not acceptable.
* Study groups are welcomed and strongly encouraged, as is talking through any problems you encounter. However, if you feel you are either giving or receiving all of/too many of the answers, it is probably time to break up the study group. Please contact Prof. Newman and/or your GSI confidentially if you have a problem like this and are having difficulty dealing with it on your own.
* Using answers provided directly from past semesters, if they are the same or similar to work this semester, is not acceptable. To use any past assignments from others as reference for your own is a serious breach of academic honesty and may result in serious consequences. Copying others' answers is very different from *hearing an explanation* from a fellow student or a past student, even if the explanation involves walking through little bits of code.

Any statements of phrases from the work of others, including code snippets, must be clearly identified as quotations, and proper citation must be provided. Unless otherwise specified, all submitted work must be your own, original work.

The format for citing code is as follows:

<author(s) names> (<date>) <title of program/source code> (<code version>) [<type>]. Web address or publisher.

E.g.

**# Smith, J (2011) GraphicsDrawer source code (Version 2.0) [Source code].**

**#** [**http://www.graphicsdrawer.com**](http://www.graphicsdrawer.com)

However, for citing fellow classmates' code, it's OK to say in your assignment, in a code comment, e.g.

# I worked on this code lines 10-15 with Jane Doe.

In such a case, Jane should also comment her assignment about you! (You do not need to cite working with a GSI or IA or Prof. Newman.)

Any violation of the School’s policy on Academic and Professional Integrity (stated in the Master’s and Doctoral Student Handbooks) will result in serious penalties, which might range from failing an assignment, to failing a course, to being expelled from the program. Violations of academic and professional integrity will be reported to UMSI Student Affairs. Consequences impacting assignment or course grades are determined by the faculty instructor; additional sanctions may be imposed by a school administrator.

**Accommodations and Services for Students**

If you need or believe you may need an accommodation, e.g. for a disability, please let the instructors know at your earliest convenience. Some aspects of this course, the assignments, the in-class activities, and the way we teach may be modified to facilitate your participation and progress. As soon as you make us aware of your needs, we can work with the Office of Services for Students with Disabilities (SSD Office) to help us determine appropriate accommodations. SSD (734-763-3000; <http://ssd.umich.edu/>) typically recommends accommodations through a Verified Individualized Services and Accommodations (VISA) form. We will treat any information that you provide in as confidential a manner as possible.

Please make sure Prof. Newman receives all notification about accommodations (e.g. test accommodations), and that your GSI receives all relevant information for your section.

If you have a concern along with or separate from the above that affects the process of class at large or for you, please approach or contact Prof. Newman confidentially. I will also treat any such shared information in as confidential a manner as possible and will do what I can to ensure you have what you need in this course and/or have the resources to find it.

**Mental Health and Well-Being at the University of Michigan**

The University of Michigan is committed to advancing the mental health and well-being of its students, while acknowledging that a variety of issues, such as strained relationships, increased anxiety, alcohol/drug problems, and depression, directly impacts students’ academic performance. We take this seriously.

If you or someone you know is feeling overwhelmed, depressed, and/or in need of support, services are available. For help, contact Counseling and Psychological Services (CAPS) at (734) 764-8312 and <https://caps.umich.edu/> during and after hours, on weekends and holidays or through its counselors physically located in schools on both North and Central Campus. You may also consult University Health Service (UHS) at (732) 764-8320 and https://www.uhs.umich.edu/mentalhealthsvcs, or for alcohol or drug concerns, see [www.uhs.umich.edu/aodresources](http://www.uhs.umich.edu/aodresources). For a more comprehensive listing of the broad range of mental health services available on campus, please visit: <http://umich.edu/~mhealth/>

If you are seeking advice, answers to questions, or help accessing resources, you should contact the Student Services Office within UMSI, on the 3rd floor of the North Quad Academic Building. You can also contact them for support with academic or personal advising while in the program.