# Course Contract

I \_\_\_Fangji Chen\_\_\_ (type your name in the space) have **read** the above course syllabus and **agree** to the rules and responsibilities outlined in it. With particular emphasis on the following:

Email Policy

To make sure your email is responded to please follow these steps when emailing me:

1. At the beginning of the email subject line include the course name, section, and group name/number (if applicable) followed by the subject
2. For example, BDAT 1004 01 Question, or BDAT 1004 01 Group 4 extra help

This way I know the email is actionable and warrants a response. Student emails are responded to on Tuesday and Thursday evenings. Emailing me repeated will not get you a response quicker. Student emails who fail to meet the criteria above will not receive a response.

Due Dates

Unless otherwise specified quizzes are due 24 hours after class ends (e.g if your class is 5pm-8pm on Tuesday, they are due by 8pm Wednesday. Problem sets and the final assignment are due at 11:59pm the day of class.

Late Policy

Quizzes must be completed within 24 hours. Midterm exams must be completed within the timeslot allocated. Late Problem Sets will receive a deduction of 10% per day. After 3 days they will no longer be accepted and will receive a mark of 0. The Final Group Project will receive a deduction of 10% per day. After 3 days they will no longer be accepted and will receive a mark of 0. Any assignment handed in after the semester ends on April 21st will receive a mark of 0 regardless of it’s withing the 3 day late period. Exception will only be given for exceptional circumstances such as medical emergencies or bereavement.

Problem Set Submission Document

All problem set submission are governed by the Problem Set Submission document posted on Blackboard. If the rules of the submission document are not followed, you will have marks deducted and in some cases a grade of 0 will be assigned. **All problem sets must be submitted as an ipython notebook via github or they will receive a mark of 0.**

Academic integrity

Student caught engaging in any of the misconducts below will be subject academic misconduct penalties. For Problems Sets, students first offence will result in a on the assignment and the submission of an academic misconduct to the registrar, second offence is 0 in the course and the submission of an academic misconduct to the registrar, third misconduct could result in the removal of the student from the BDAT program. There is a 0 tolerance policy for cheating on quizzes and the midterm exam, anyone caught breaking the academic integrity rules will receive an automatic grade of 0 on the midterm and the submission of an academic misconduct to the registrar.

**I understand and agree to the above rules and responsibilities, I am also signing to confirm I have completed the Academic Integrity Module on BlackBoard.**

Signature Date

Fangji Chen May 12 2023