

Personal Responsibility in the Classroom*

CSE 13S: Computer Systems and C Programming (Fall 2022)

Over many years of teaching, we (the instructional staff) have come to the conclusion that we need to give you (the students) a concrete set of expectations both in terms of what we expect from you, and what you can expect from us. While this document is certainly incomplete and will not be able to cover all possible scenarios, we hope that you'll use it as a set of guidelines to properly set your expectations, and thus endeavor to meet them.

Student Responsibilities

1. You are an adult, and we expect you to behave like one. Your success (or failure) is your own responsibility.
 - (a) It is your responsibility to learn the material covered in the class.
 - (b) It is your responsibility to understand the academic honesty policy for the class, available on Canvas, and to ask questions if you don't understand it. Ignorance of the policy does not excuse academic misconduct.
 - (c) It is your responsibility to adequately prepare for the class, *e.g.*, reading and assignments.
 - (d) It is your responsibility to turn in assignments on time, in the right format, in the right place, and to verify that you did so, especially for electronic submissions.
 - (e) It is your responsibility to know and remember the date, time, and location for exams; failure to attend means you get a zero on the exam.
 - (f) It is your responsibility to try to solve problems by yourself first. If you cannot, it is your responsibility to seek help.
 - (g) It is your responsibility to ask questions if something is unclear or you don't understand.
2. Time management is your responsibility. You will need to figure out how to allocate your time to cover all that you need to do.
 - (a) This is a 7 unit class. The average student should expect to spend 21 hours per week on it.
 - (b) You will need to manage your distractions and prioritize your work.
 - (c) You need to start your assignments with enough time before the due date to complete them; class-wide extensions to deadlines should *never* be expected.
 - (d) You may extend the due date for two (different) assignments (*not* quizzes) by up to 48 hours each. It is up to you to use the extensions wisely. We don't need to know why you are turning in an assignment late.
 - (e) Programming assignments submitted late after the first two late assignments will receive no credit.
3. It is your responsibility to attend lecture, pay attention, take written or typed notes, and ask questions. ***Lectures will not be recorded.***
 - (a) It is your responsibility to get to lecture on time.
 - (b) It is your responsibility to attend lecture ready to learn. This includes reading the assigned material *before* the lecture in which it's discussed.
 - (c) You may not record the lectures (video, photo, audio) without **first** obtaining written (or emailed) permission from the instructor. *Violation of this policy will be considered academic misconduct.*
 - (d) If you miss a lecture, it is your responsibility to make up the material. Topics will be listed on Canvas. You may ask a fellow student for their lecture notes. Course staff will not redeliver the material in office hours.
 - (e) If you have feedback for us, please give it directly and in a timely fashion. We are always trying to improve the quality of our instruction.
 - (f) Office hours, TA sessions, and tutor sessions are for additional questions and/or feedback.
 - (g) Students who are unprepared for office hours (haven't read the textbook or attended lecture and section) will be moved to the end of the line.

*Thanks to Gabriel Elkaim, Darrell Long, and Maxwell Dunne (and others) for their input on this document.

Personal Responsibility Document

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4. You do not deserve any particular grade; it is up to *you* to demonstrate mastery of the subject.
 - (a) The goal of the class is to master the material. This is the best (and only) way to get a good grade in the class.
 - (b) In general, you will get out of the class what you put into it.
 - (c) “Learning by doing” is the most effective way to absorb new material.
5. We strive to grade assignments, quizzes, and other materials as fairly as possible. However, it’s possible that we made an error in grading your assignment (we’re human too!).
 - (a) You must submit, by email, a sufficiently-detailed explanation of why you believe you deserve a higher grade *before* visiting office hours.
 - (b) Regrade requests will only be handled *in person during office hours*, and only within *one week* of the date on which the relevant grade was released.
 - (c) Mathematical errors on our part will be immediately resolved.
 - (d) Any work you did which we somehow missed will be graded appropriately.
 - (e) Forgiveness for carelessness on your part is very limited.
 - (f) For all other regrade requests, we will regrade your *entire* assignment or exam. Subjective calls on points for a given piece of work will be balanced against all such subjective calls on all your work. By requesting a regrade, you agree to accept the new grade, whether higher or lower than your original grade.
6. You are expected to conduct yourself with respect, dignity, and bearing commensurate with a student of an institute of higher learning.
 - (a) This applies to both in person interactions as well as online.
 - (b) This applies to conduct with your peers as well as conduct with your instructional staff.
 - (c) **Lack of respect for other students or the course staff will not be tolerated.**
7. The time and effort required to succeed must come from you; no one else can do it for you.
 - (a) You are here voluntarily; no one is forcing you to take this class.
 - (b) You will learn the material both in lecture and section and outside of class. Learning takes time and effort.
 - (c) You will get out of your education what you put in.

Expectations of the Instructional Staff

We will do our very best to:

1. Show up to lecture and section on time, with the material prepared.
2. Be both clear and precise in our expectations and requirements.
3. Accept your feedback (both positive and negative) in a professional manner.
4. Be fair, consistent, and impartial in our grading and evaluation.
5. Deliver the material in a way that is clear and help you understand if you have difficulties.
6. Provide you the tools and knowledge you need to succeed in the course.
7. Conduct our interactions with respect, dignity, and professionalism at all times.
8. Maintain the rigor of the class and assessments we use.
9. Consistently work to improve our instruction and maintain the quality of the learning environment.

I have read and understood this document. Time was provided in class to ask clarifying questions.

Name:

CruzID:

@ucsc.edu Date: