

# Course Information

**IMSE 884**

**Integer Programming and Combinatorial  
Optimization**

Todd Easton

Class # 17341

Course Recorded M/W/F at 1:30 – 2:20 p.m.

Spring 2018

January 16 – May 4, 2018

Last Day of Semester: May 4, 2018

Final Exams: May 7-11, 2018



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Dear Student:

Welcome to the Spring semester! Since you are enrolled in a K-State Global Campus distance education engineering course, I want to take this opportunity to share some information with you. This Course Information Packet contains numerous details about the course you will be taking. [How to navigate your course](#) and general information about student services, university policies and procedures, and drops, withdrawals, and refunds is included on our [Student Services website](#) and is linked to from this packet. Please take a few moments to browse through this packet and plan to use it as a reference throughout the semester so that you will have a successful experience taking your K-State distance course.

K-State's student information system, KSIS, provides the process for enrollment, accessing your eBill, and obtaining your grades. Be sure to sign in to [ksis.k-state.edu](https://ksis.k-state.edu) often with your eID and password to view your Student Center, your current class schedule, enrollment appointment, assigned advisor, academic history, etc. To assist with your questions about KSIS, help is available at [k-state.edu/ksishelp](https://k-state.edu/ksishelp).

This course will be offered online and will use our course delivery system called K-State Online. See Section 1, Step 1 for details on accessing your course materials.

HELP IS AVAILABLE! The K-State Global Campus wants every student taking a course requiring technology to have a positive experience. The K-State IT Help Desk provides automated online, self-service support which includes access to FAQs, current software downloads, and question and solutions databases. Personal assistance is provided by telephone, e-mail, or in person in Hale Library. For more information, see the K-State IT Help Desk contact information in Section 1 of this packet.

### STEP 1: NOTE HOW TO GET YOUR GRADES

K-State does not mail grade reports to students. Students may access their grades via the KSIS system at [ksis.k-state.edu](https://ksis.k-state.edu). For details on obtaining your grades, see Section 5, University Policies and Procedures.

### STEP 2: KNOW WHAT YOUR DROP AND REFUND DEADLINES ARE!

Should you wish to withdraw from this course, the last date to drop and receive a full refund is **February 5, 2018**. The last date to drop and receive a 50% refund is **February 12**. The **last date to drop this course is March 26**. See Section 5, University Policies and Procedures, for requirements for withdrawing from a course and K-State's refund policy.

**STEP 3: REVIEW THE GETTING STARTED  
INFORMATION**

Review and complete the Getting Started information on the next page.

I hope you enjoy the course. Please contact me if I can be of service--your comments and suggestions are welcome.

Sincerely,

Ellen Stauffer  
Engineering Program Coordinator  
K-State Global Campus  
1615 Anderson Avenue  
Manhattan, KS 66502  
785-532-2562  
[ellen@k-state.edu](mailto:ellen@k-state.edu)

# Section 1

## Getting Started

[global.k-state.edu/students/start](http://global.k-state.edu/students/start)

### Step 1: Find and View your course

[global.k-state.edu/students/start/technology](http://global.k-state.edu/students/start/technology)

This course will be offered online and will use our course delivery system called K-State Online. To see your K-State Online course, sign in to [Connect](#) and click on Courses on the left. Your instructor will post lectures, notes, the syllabus, and other course information on the course website.

- Most engineering course lectures are recorded in an mp4 or m4v format and can be downloaded first or viewed as streaming video.
- Streaming video requires high speed internet capabilities. If you are experiencing problems with streaming video freezing and buffering, run the video connectivity test at the following web site [ome.ksu.edu/webcast/test.html](http://ome.ksu.edu/webcast/test.html) to assess your internet connectivity. If your internet connectivity registers as low bit rate video, you may not be able to successfully stream the videos and instead, you may wish to download the lectures before viewing them.
- If your instructor sets the option, you can download a lecture in K-State Online by clicking on “Download” and then on “Publish to Go”. A zip file will be downloaded. Open the zip file, open the Content folder, and then find the mp4 file and double click to open it. The file will play in your default media player.
- Media players that work well for mp4 or m4v files are as follows:
  - a. VLC media player - [videolan.org/vlc/](http://videolan.org/vlc/), a cross-platform media player, for PCs or Macs.
  - b. Quicktime – [apple.com/quicktime/](http://apple.com/quicktime/), for PCs or Macs
  - c. iTunes - [apple.com/itunes/download/](http://apple.com/itunes/download/), for PCs or Macs

#### If you have questions

K-State IT Help Desk

Website: [k-state.edu/its/helpdesk/](http://k-state.edu/its/helpdesk/)

Email: [helpdesk@k-state.edu](mailto:helpdesk@k-state.edu)

Phone: 785-532-7722 or toll free 1-800-865-6143

### Step 2: Keep Your Contact Information Current

[global.k-state.edu/students/start/ksis/](http://global.k-state.edu/students/start/ksis/)

Your course may require us to send additional materials or return graded homework or exams. Keep your contact information current through your “personal information” in your [KSIS](#) student center.

### Step 3: Purchase Textbooks and Other Course Materials

[global.k-state.edu/students/courses/textbooks](http://global.k-state.edu/students/courses/textbooks)

Please order your textbooks immediately to allow for shipping time.

### Step 4: Find a Proctor

Your course may require proctored exams. See Section 3 to determine whether you need to identify an exam proctor.

## Step 5: Access Your Course Online

1. Go to [Connect](#).
2. Enter your eID and password and Sign in.
3. The first time you sign in to K-State Online, click on Account on the left side bar. Edit your Profile as needed and then click on Notifications and choose the type and frequency of notifications you wish to receive for your courses. Your notifications settings will apply to all the courses you are taking.
4. See your Courses list. This page lists the courses in which you are enrolled that use K-State Online. Click the course link to access the course.

**Note:** If your course does not appear in your K-State Online Courses list by the first day of your course, please contact Ellen Stauffer at [ellen@k-state.edu](mailto:ellen@k-state.edu), 1-800-622-2KSU (2578) or 785-532-2562.

## Section 2

### If You Have Course Questions

[global.k-state.edu/students/about/staff/](http://global.k-state.edu/students/about/staff/)

For questions or problems involving your course, please see the list below to determine who to contact.

#### My question is related to course content

Instructor

Name: Dr. Todd Easton

Email: [teaston@k-state.edu](mailto:teaston@k-state.edu)

Phone:

Office: 785-532-3478

Department: 785-532-5606

Fax: 785-532-7810

Mail: Department of Industrial and Manufacturing Systems Engineering

Kansas State University

2061 Rathbone Hall

Manhattan, KS 66506

My question is related to [course accommodations](#).

My question is related to [testing](#) (course materials, proctoring, exams).

My question is related to [technology](#) (software downloads, K-State Online, eID issues).

# Section 3

## Welcome to Your Course

Please read this section carefully as it will tell you many course-specific details.

## Instructor

Dr. Todd Easton

See Section 2 for contact information.

## Textbooks and Other Materials

[global.k-state.edu/students/courses/textbooks](http://global.k-state.edu/students/courses/textbooks)

Order your textbooks and other required course materials immediately. Textbooks ordered less than two weeks prior to the course start date may not be received before the course begins.

## Exams

**Your course does require proctored exams. See <http://global.k-state.edu/students/courses/testing/> for instructions for obtaining an exam proctor.** If you are enrolled in more than one course, each could be different, so please check the course packet for each of your courses. Dr. Easton will ask you to provide him with your proctor information. **Please also cc our Global Campus Testing Center** at [globaltesting@k-state.edu](mailto:globaltesting@k-state.edu) when you email the information to him so that we can help facilitate the testing process.

## Course Outline

Your instructor will provide the Course Outline or Syllabus at the beginning of the semester.

## Course Media and Communication

[global.k-state.edu/students/start/technology](http://global.k-state.edu/students/start/technology)

## Course Delivery

Your online course uses K-State Online, K-State's web-based learning management system for course delivery. Your instructor may use the live chat feature occasionally or may use a message board or other tools for communicating during the semester. Instructions will be provided as needed.

## Section 4

### Email and Your K-State eID

[global.k-state.edu/students/start/email/](http://global.k-state.edu/students/start/email/)

### Technology in Your Course

[global.k-state.edu/students/start/technology](http://global.k-state.edu/students/start/technology)

### Library Services

[lib.k-state.edu/distance-learning](http://lib.k-state.edu/distance-learning)

## Section 5

### University Policies and Procedures

#### Pay Your Tuition

[global.k-state.edu/students/policies/#pay](http://global.k-state.edu/students/policies/#pay)

#### Drop Your Course

[global.k-state.edu/students/policies/#dropping](http://global.k-state.edu/students/policies/#dropping)

#### Get a Refund

[global.k-state.edu/students/policies/#refund](http://global.k-state.edu/students/policies/#refund)

#### Drop/Refund Deadlines

Term Start Date	Term End Date	100% Refund	50% Refund	Drop w/o a grade of W	Drop with a grade of W
1/16/2018	5/4/2018	2/5/2018	2/12/2018	2/19/2018	3/26/2018
1/16/2018	3/9/2018	1/24/2018	1/27/2018	1/31/2018	2/15/2018
3/12/2018	5/4/2018	3/20/2018	3/24/2018	3/28/2018	4/12/2018

#### Change Your Course Status

[global.k-state.edu/students/policies/#change](http://global.k-state.edu/students/policies/#change)

#### Request an Incomplete

[catalog.k-state.edu/content.php?catoid=2&navoid=93#Incomplete\\_Grade\\_Policy](http://catalog.k-state.edu/content.php?catoid=2&navoid=93#Incomplete_Grade_Policy)

#### View Your Final Grade

[k-state.edu/ksis/help/students/stuViewGrades.html](http://k-state.edu/ksis/help/students/stuViewGrades.html)

#### Request Your Transcript

[k-state.edu/registrar/t\\_v/](http://k-state.edu/registrar/t_v/)



## **Americans with Disabilities Act**

[global.k-state.edu/students/policies/assistance/](http://global.k-state.edu/students/policies/assistance/)

Kansas State University is committed to making courses, conferences, and programs accessible to all participants.

## **Copyright Policy**

All Kansas State University syllabi, course materials, course media and web courses are copyrighted. You may duplicate the course materials only for your own use in the course, and you must erase any duplicated materials as soon as you complete the course requirements.

You may not make course materials or information available to other people unless you have written permission from K-State Global Campus. Without written permission, you may not:

- Be paid for taking notes by a person or commercial firm.
- Sell your notes to an individual or commercial firm.

K-State Copyright Statement can be found at [k-state.edu/copyright.html](http://k-state.edu/copyright.html)

## **K-State Statement on Plagiarism**

The Student Life Handbook of Kansas State University defines plagiarism as the following:

“Plagiarism is the academic and literary equivalent of robbery, taking someone else’s property. If you copy somebody’s test answers, take an essay from a magazine and pass it off as your own, lift a well-phrased sentence or two and include them without crediting the author or using quotation marks, or even pass off somebody’s good ideas as examples of your own genius, you are guilty of intellectual thievery. If you are caught you should expect punishment or contempt or both.” Robert M. Gorrell and Charlton Laird, *Modern English Handbook*, 6<sup>th</sup> edition, (Englewood Cliffs, N.J.: Prentice-Hall, 1976), p.71.

### **What is considered plagiarism**

- Borrowing another’s paper.
- Handing in as one’s own work a paper purchased from an individual or agency.
- Submitting as one’s own papers from a living group, club or organization’s files.

### **Avoid plagiarism**

- Acknowledge whenever you quote another’s actual words.
- Acknowledge whenever you use another’s idea, opinion, theory, even if it is completely paraphrased in your own words.
- Acknowledge whenever you borrow facts, stats, or other illustrative materials, unless it is common knowledge.

If it is proven that you plagiarized a paper or exam and Kansas State University, you will receive, at a minimum, an F for the assignment or exam and an explanatory report will be put in your academic file. You may also be dismissed from the University.

## **K-State Honor System**

[k-state.edu/honor/](http://k-state.edu/honor/)

# Section 6

## Forms and Helpful Links

### Quick reference contact information

- [global.k-state.edu/students/about/staff/](http://global.k-state.edu/students/about/staff/)
- [global.k-state.edu/about/contact/academic/](http://global.k-state.edu/about/contact/academic/)

### Examination Proctor's Agreement

- [global.k-state.edu/students/courses/testing/](http://global.k-state.edu/students/courses/testing/)

### Textbook Buy Back

- [global.k-state.edu/students/courses/textbooks](http://global.k-state.edu/students/courses/textbooks)

### Drop Information

- [global.k-state.edu/students/policies/#dropping](http://global.k-state.edu/students/policies/#dropping)

### For more useful forms, see our student services site

- [global.k-state.edu/students/](http://global.k-state.edu/students/)