

Metropolitan State University, St. Paul, Minnesota

ICS 372 Section 02 Object-Oriented Design and Implementation (Synchronous online)

Spring 2021 Course Syllabus

Instructor Information

Instructor: Brahma Dathan

E-mail: Brahma.Dathan@metrostate.edu (Preferred form of communication)

Phone: (651) 793-1475 (Discouraged from using)

USPS: SEC 340, 700 East 7th Street, St. Paul, MN 55106 (Discouraged from using)

Office Hours: I am available at a mutually-convenient time to meet online on Zoom.

| | |
|------------|---|
| Mondays | By Appointment on Zoom. Email for an appointment. |
| Tuesdays | By Appointment on Zoom. Email for an appointment. |
| Wednesdays | By Appointment on Zoom. Email for an appointment. |
| Thursdays | By Appointment on Zoom. Email for an appointment. |
| Fridays | By Appointment on Zoom. Email for an appointment. |

Course Information

Meeting Times 6:00 PM on Thursdays (online)

Last Dates to Drop and Withdraw From the MnSCU e-services web site:

`` Full refund is available until January 15, 2021, 11:59PM CST.

The last day to add this course is January 16, 2021. The last day to drop this course is January 15, 2021. The last day to withdraw from this course is April 12, 2021."

Catalog Description

System development using the object-oriented paradigm. Programming topics include: inheritance, polymorphism, dynamic linking, generics, Graphical User Interfaces, and data serialization. Use-case and state-based approaches for the discovery of conceptual classes. Design principles including the Liskov Substitution Principle, Open Closed Principle, and Stable Dependencies Principle. Design patterns such as Factory, Iterator, Adapter, Facade, Bridge, Observer, Command, State, Composite, Singleton, and Mediator. Employment of design principles, design patterns, and the Model View Controller in the design of object-oriented systems. System implementation. Refactoring. Group projects.

Course Outcomes

Successful students will be able to

- Perform use-case analysis and state analysis techniques to discover and specify the conceptual classes.
- Use design principles such as the Liskov Substitution Principle and Stable Dependency Principle to translate conceptual class design into an appropriate set of abstract and concrete classes and interfaces
- Efficiently develop systems using design patterns including Bridge, Visitor, Singleton, Adapter, Observer, Command, Composite, and State
- Use principles of the agile methodology by following the Unified Process
- Use the Unified Modeling Language to document work
- Implement a design utilizing structures such as classes, interfaces, generics, and threads Refactor an existing implementation
- Work in small groups

Prerequisites ICS 240 Introduction to Data Structures and MATH 215 Discrete Mathematics

Textbook and Other Required Readings Dathan and Ramnath, Object-Oriented Analysis, Design, and Implementation ISBN: 9783319242781, Springer: Pearson Formats: PAPERBACK Copyright Year: 2018

Other readings posted on D2L

Course Methods Programming intensive

Course Deliverables

Lectures I will post online lectures, which you must watch before coming to class. During class meetings, I will go over the main points and answer any questions; this will not be a repeat of the recorded lectures. You are expected to read ahead, watch the online videos, take the pre-lecture quizzes, come prepared with questions to ask, and engage in problem solving activities for a good part of the class time.

Class Exercises Every class, you will get a number of problems to solve, which you must do in groups. This would be a major method of learning in the classroom. They must be completed on D2L and will be partly graded automatically. They will be available only during classtime and you will have to be logged in with audio and video, if you wish to get credit.

Assignments There are three individual assignments. The schedule shows when they are assigned and are due. They are an important means for you to gain mastery on applying the concepts you study in class.

There may be specific times when I describe the assignments and invite questions on them. Except at these times, you are not encouraged to ask any assignments-related questions in class in the middle of other activities.

Quizzes on Textbook Reading You must read specific sections of the textbook and complete a D2L quiz by 11:59 PM the day *before* class.

Exams There are three exams. The dates are February 11, March 25, and April 29. They should be taken in class as scheduled. If you cannot come to class on an exam day and have a valid and verifiable excuse, please let me know (but do not wait until after the exam finish time) and if your excuse is valid (that is entirely my judgment), I will let you take the exam at some other time. The exam will need to be completed before the beginning of the class period that immediately follows the exam.

Lack of preparation is not a valid excuse for taking an exam at the scheduled time.

You must have the audio and video turned on while taking the exam.

Group Projects There will be two group projects. Each group will have approximately four members. The group members must decide how to assign and manage work. I will attempt to award the same grade to all members of the same group.

Occasionally disputes arise among group members regarding the contributions of some of the members. In such cases, I will try to find a compromise among the members and possibly assign a grade that may be different for different members within the group. Also see the remainder of this section regarding meetings with the groups.

The first project will be assigned in week 6. Starting that week, I will spend some time with every group (about 10 minutes per group) on Zoom during class period. Every group member must attend the meeting. The goals of the meetings are:

- Ensure that every group member is assigned work equitably.
- All group members complete their assigned tasks on time.
- Help prevent misunderstandings and prevent problematic situations to the extent possible.
- Monitor progress, assess contributions from each member, and make any adjustments to group project grades for individual team members

I place a lot of emphasis on code documentation and style. Programs must be constructed as required by the document CodingStandards.pdf under Assignments.

Grading

The final grade will be based on the following deliverables.

| Category | Number of Units | Points per Unit | Maximum Points | Minimum Points Needed in this Category |
|---|-----------------|-----------------|----------------|--|
| Assignments | 3 | 50 | 150 | 90 |
| Group Projects | 2 | 100 | 200 | 120 |
| Class Exercises (in weeks 1, 2, 3, 4, 6, 7, 8, 9, 11, 12, 13, 14) | 12 | 20 | 240 | 150 |
| Home Quizzes (before weeks 2, 3, 4, 6, 7, 8, 9, 11, 12, 13, 14) | 11 | 10 | 110 | 60 |
| Exams | 3 | 100 | 300 | 150 |
| Total | | | 1000 | 680 |

Please note the following requirements regarding grading. You must obtain the minimum points listed in the last column for each category.

- If you do not obtain 150 points for the three exams or score 120 points for the group projects or fail to meet the minimum points in the other three categories, your grade will not be higher than C-.
- If your total points for any category (assignments, class exercises, and home quizzes) is below the minimum specified, your grade will be one shade below what you would have received otherwise. For the individual categories of exams and group projects, Condition (a) applies.

The overall grade is determined based on the overall percentage you obtain and the minimum points needed per category as discussed above.

| Total Points | Grade |
|---------------|-------|
| 900 or more | A |
| 880 - 899 | A- |
| 850 - 879 | B+ |
| 800 - 849 | B |
| 780 - 799 | B- |
| 750 - 779 | C+ |
| 700 - 749 | C |
| 680 - 699 | C- |
| 600 - 679 | D |
| Less than 600 | F |

Course Policies

Late Submissions You can submit an assignment up to three days late for a penalty of 10% per day. Assignments late by more than three days will not be accepted.

Allowances for Missed Work

It is possible that for no fault of your own, you get into some situations that may affect your grade. On occasions, you may have to skip a class partially or completely: to take care of a sick family member or arrive after work a bit late (or for other sundry reasons). Another example would be submitting an empty file for an assignment. If I judge it to be an honest mistake, I will let you resubmit it with no penalty for that error (but any late penalty being still applicable), provided you submit it before I publish our answer for the assignment. Rather than miss an entire assignment, I may, at our discretion, allow you some way of making up for it. Every student will have two allowances for exemptions with limited scope. I may ask you for documentation and refuse to grant the exemption without justifying our position.

For the programming assignments, every student will have a total of two allowances for the following situations.

- A serious error in submission. For example, suppose you submit an empty file for an assignment. If I judge it an honest mistake, I will let you resubmit the assignment with no penalty for that error (but any late penalty being still applicable).
- Submission after the late period. You can delay submission up to two days after the final deadline, provided you have two allowances left. You will still lose 10% per day of the grade for late penalty and lose the allowance points. Note that if you have only two allowance points, you can submit the assignment a day after the end date, but not on the third day.

Note that the above allowance can be used only twice and only for programming assignments, and it is up to me to decide whether you are allowed to use that allowance.

There is a total of 4 points in the bank (called allowance points). If you use it once, you will lose 2 points. And if you use it a second time, you will lose the remaining two as well.

Whatever points are left (unused) at the end of the semester will be added to your total score as bonus points.

Exam Policies You must take the exams on the scheduled date in class. If you cannot take it because of an emergency, you must notify me before the exam ends. Lack of preparation is never an excuse to take the exam late.

You must have the audio and video turned on in Zoom while taking the exam.

You should pay close attention to any clarifications or corrections or other directions during exams.

If you need to take the exam at other than the scheduled time (and I approve your request), you will have to do so before I return the graded exams to the rest of the class. You will have to provide documentation regarding absence to be excused.

Don't ask for exemptions for more serious things like the following:

- Exemption from a specific assignment or exam
- Changing my grading criteria for assignments or exams
- Apply different criteria for course grade

I cannot possibly list all kinds of exemptions a student could potentially ask for, but please note that it is entirely up to me to decide whether a specific exemption request should be honored. While I will try our best to treat everyone equally and fairly, fine differences in circumstances may lead to the appearance of different standards for different students. In any case, do not plan things assuming that I will grant your exemption requests.

Take a look at the grade book on D2L. I have initialized a grade item called Allowance Points to 4. This will be decremented by 2 if and when you are granted an exemption. Once it becomes 0, no more exemptions will be granted. At the end of the term, whatever points you have left in this category will be used as bonus points for your final grade.

These allowance points cannot be used as a means to cover situations that result due to negligence on the student's part, including the following:

- not submitting an assignment and then requesting that the excuse points be used for submission after the solution has been published
- resubmitting an assignment that has a poor score
- redoing an exam
- redoing a D2L quiz

[Makeup Exams and Assignments](#) Please note that there will not be any makeup exams or assignments. To do well, be sure to come to class, study on a regular basis, do the assignments properly, and do well on the exams. I will bear no responsibility for neglect on your part.

[Complaints](#) If you have any complaints, I suggest that you first try to resolve it by taking up the matter directly with me. If that does not resolve the problem, you could take up the issue with the department chairman, Professor Mike Stein. (His phone number is (651) 793-1426, and his e-mail address is Michael.Stein@metrostate.edu.)

[My Expectations of You](#)

To be successful, please note the following.

1. You must be interested in the proceedings, follow directions, etc.
2. Master the material on a weekly basis. Half-understood concepts will simply not work in this class. Practice the material until you thoroughly understand them.
3. Patiently read material in the assignment and other handouts. To solve a problem, you must understand it first.

4. Much of this course will be administered via D2L, which I assume you know. You are expected to look at the course site every day for important announcements regarding the course such as assignments, exams, office hour changes, any cancellations, etc. I will make no allowance for your neglecting to look at the web site on a daily basis.

Finally, take care of issues before they become major stumbling blocks. From time to time, I receive desperate requests from students after they have neglected work for weeks at a stretch. If you want to get a good grade, you have to work for it. I will not be sympathetic to requests for extra credit work or other considerations, simply because you neglected to complete your work on time.

Viewed in a different way, students who do very well (knowledge-wise and grade-wise) in the course

- would have completed the prerequisites.
- spend 12 to 16 hours per week for this class. (*No, there is no typo here.*)
- do all assigned work before the deadline.
- look at the feedback provided to them from assignments, quizzes, and exams.
- want to learn.
- pay a great deal of attention to principles, details, and the application of principles.
- are willing and able to apply principles learned in class to put together solutions.
- are prepared to persevere, realize that computing problems are usually hard, and that immersing oneself in the subject is the best way to learn.
- come to every class, pay attention, take responsibility for their learning, and do the work seriously.

Typical Requests That Are Always Denied

I would like to use my excuse points to submit an assignment that I missed.

I would like to resubmit an assignment because I received a poor grade on it.

Please give me a make-up exam.

I am doing badly. Can I get an incomplete grade?

Amount of Work and Time Required

This class requires a lot of commitment on your part. Like typical college courses, for every hour spent in class, you probably would need to spend about 4 hours outside of class. There may be some students who need a little less, but for most students, I am not exaggerating. Depending on your circumstances, you may need more.

Emergencies Obviously, we are going through unusual and uncertain times. If you fall sick or get into a tough situation that makes it hard to complete your work, I will do what I can to

accommodate you. But do not wait until it is too late for me to help you make any corrective actions.

Tentative Schedule

The schedule given below is tentative: I may cover topics at a rate that is different from what is given. I will attempt to keep the dates of assignments and exams as shown below, but changes may occur.

All meetings except where an exam is held will have class exercises. So only class topics are listed for many meetings.

Lecture 1 (January 14) Syllabus, Cohesion, coupling, testability, classes and objects, constructors, methods, instance and static fields and methods, working with related classes, collections, this, interfaces, abstract classes, secure coding

Assignment 1 given out

Lecture 2 January 21 Read the handout for Chapter 2 as well as sections 3.2, 4.3, and 4.4 before coming. Also, complete Home Quiz 1 by January 20.

Exceptions, Inheritance, Polymorphism and dynamic binding, Protected members, RTTI, The Object class

Assignment 1 due (On January 22)

Assignment 2 given out

Lecture 3 January 28 Read the handout for GUI as well as Chapter 4 before coming. Also, complete Home Quiz 2 by January 27.

UML, External storage, GUI

Lecture 4 February 4 Read chapter 5 before coming. Also, complete Home Quiz 3 by February 3. Design patterns, Iterator, Singleton, Adapter

Assignment 2 due (On February 5)

Assignment 3 given out

Lecture 5 February 11 Read chapter 6 (through the first use case in Table 6.1) before coming. Analysis, Business processes, Introduction to use cases,

There will be no class exercise. The evening will be devoted for Exam 1.

Lecture 6 February 18 Read Chapter 6 before coming. Also, complete Home Quiz 4 by February 17.

Use case, Conceptual class diagrams

Project 1 assigned
Groups formed

Assignment 3 due (February 19)

Lecture 7 February 25 Read Chapter 7 before coming. Also, complete Home Quiz 5 by February 24.

Design of the library system, Design considerations, Sequence diagrams, Class diagrams, Meetings with individual groups

Lecture 8 March 4 Read Chapter 7, Chapter 8, and handout for Lecture 8 before coming. Also, complete Home Quiz 6 by March 3.

Implementation of the Library system, Refactoring, Extracting methods, Moving methods, Use of generics, Meetings with individual groups

March 11 Spring break: no class

Lecture 9 March 18 Read Chapter 8 and handout for Lectures 9-11 before coming. Also, complete Home Quiz 7 by March 16.

Moving methods, Use of generics, inheritance, the Visitor pattern, Analysis using finite state machines, State transition diagrams, State transition tables, Meetings with individual groups

Lecture 10 March 25 Read handout for Lectures 9-11 before coming.

The State pattern

There will be no class exercise. The evening will be devoted for Exam 2

Lecture 11 April 1 Read handout for Lectures 9-11 before coming. Also, complete Home Quiz 8 by March 31.

The Observer pattern, Eliminating conditionals, Meetings with individual groups

Group Project 1 due (on April 2)

Group Project 2 assigned

Lecture 12 April 8, Read handout for Lectures 12-13 before coming. Also, complete Home Quiz 9 by April 7.

The MVC pattern, The drawing program, The Bridge pattern, Meetings with individual groups

Lecture 13 April 15 Read handout for Lectures 12-13 before coming. Also, complete Home Quiz 10 by April 14.

The Command and Composite patterns, Meetings with individual groups

Lecture 14 April 22 Read Section 9.7.2 and handout for Lecture 14 before coming. Also, complete Home Quiz 11 by April 21.

Design Principles (LSP, OCP, SDP), Meetings with individual groups

Lecture 15 April 29 Exam 3
Group Project 2 due (on May 1)

ACADEMIC POLICIES and PROCEDURES

Non-Attendance Verification and Reporting Policy and Procedure

The purpose of the Non-Attendance and Reporting Policy is to ensure Federal Title IV regulations are adhered to with respect to a student's enrollment level for the purpose of calculating and paying financial aid. While Metropolitan State University is not required to take attendance, Federal Title IV financial aid regulations require a procedure to establish that students have attended, at a minimum, one day of class for each course in which the student's enrollment status was used to determine eligibility for the Pell Grant Program. In addition, the university needs to determine a last date of attendance for those students who receive all failing grades or unofficially withdraw. Attendance is defined based on course delivery mode. A student is "in attendance" if he or she meets the following conditions before the end of the second week of the course:

Classroom Courses –the student is present in the classroom.

Web-Enhanced (Reduced Seat Time Courses) –the student is present in the classroom or submits at least one academically relevant assignment.

Online Courses –the student submits at least one academically relevant assignment

Independent Studies – the student contacts the instructor or submits at least one academically relevant assignment

If a student does not attend the first two classes, either live and/or online, that student is automatically dropped from the course. If a student adds the course past the drop/add date, he/she will not receive points for any assignments, discussions, quizzes, or exams for which the due date has already occurred. Refer to the [Non-Attendance and Reporting Policy 2259](#), and the [Non-Attendance and Reporting Procedure 259](#).

Note to the student: The above description is the University Policy, but for some courses, based on how it is listed in the registration materials, participation must occur during the first week of class or the student is dropped from the course. The College of Sciences policies require that students attend the first lecture or they will be dropped from the course.

Accessibility Resources

Phone: 651-793-1549

Web: [Center for Accessibility Resources](#)

The University provides access to its programs and services by making reasonable accommodations for qualified students. Accommodations may include approval for early

registration, note-takers, interpreters for the deaf, adaptive equipment, and testing arrangements.

Academic Integrity

The University does not accept knowingly copying the work of others without attribution (plagiarism), or colluding with other students to share answers unless permitted by the instructor (e.g. group project). At my discretion, the consequence of these activities may include failure for the assignment. You should be aware that the university subscribes to plagiarism detection software, and that your papers may be selected for plagiarism checking. In instances of plagiarism or other forms of academic dishonesty, instructors may impose academic sanctions. Allegations of plagiarism or other forms of academic dishonesty are also subject to investigation and additional conduct sanctions under the [Student Academic Integrity Policy #2190](#), and [Procedure #219: Student Academic Integrity](#).

If you have questions about the use of footnotes or other notations, talk to your instructor, consult the Library and Information Services website, or seek assistance in the proper way of writing a paper by contacting a tutor in the [Center for Academic Excellence](#). Students who believe that they have been falsely accused of plagiarism should request assistance from the Ombudsperson at (651) 793-1517.

Student Code of Conduct

Students at Metropolitan State University deserve the opportunity to pursue an education, and it is the responsibility of the university to provide an environment that promotes learning and protects the safety and well-being of the university community. Therefore, the university establishes this Student Conduct Code. Any action by a student that interferes with the education of any other student or interferes with the operations of the university in carrying out its responsibility to provide an education will be considered a violation of this code.

The Student Code of Conduct balances individual student due process rights with the broader interests of the safety, wellbeing and academic integrity of the university community. The Dean of Students Office administers the student conduct process at Metropolitan State University. It operates with the philosophy of balancing the need for student accountability with the opportunity for education and making amends. Students are encouraged to review the [Student Conduct Code University Policy #1020](#) and the [Student Conduct Code Procedure #112](#) to understand their rights and responsibilities under the Code.

If you are aware of a potential student conduct violation, you may report it [HERE](#). If you are not certain and would like to inquire about whether something falls under the Student Code of Conduct, please email dean.students@metrostate.edu.

Sexual Violence, Sexual Harassment, and other Gender Related Discrimination Concerns (Title IX)

If you believe you have experienced sexual misconduct, harassment, or violence and would like the university to formally investigate the situation, you may submit a formal complaint. These

complaints can be student to student, employee to student, employee to employee, and non-students or non-employees.

Information about student(s) involved or investigation itself are confidential and protected under Family Educational Rights and Privacy Act (FERPA). However, information about instances of sexual misconduct must be shared among university staff whose are investigating the situation and responsibilities for rendering a decision.

Students who have experienced or observed related issues may submit a report [HERE](#). If you are certain if something falls within this category, you may email dean.students@metrostate.edu . Additionally, the Dean of Students and other related offices provide training and education on these important issues.

Email

Metropolitan State University has designated e-mail as an official method of communication with students. **The university expects** students to be responsible for all information sent to them via their official university email account. Refer to [Policy 1050, University E-mail](#), for further information.

Academic Appeals

The university has written procedures for appealing decisions concerning grades. The student should first attempt to resolve an appeal issue informally with the instructor. To file a formal appeal, the student must begin the formal appeal process within 60 calendar days of the posting of the grade or evaluation. A staff member in Student Affairs serves as ombudsperson to work with students in preparing formal appeals. For details, refer to [Procedure 202, Academic Appeal Procedure](#).

Resources For Student Support

Center for Academic Excellence—Tutoring and Testing Center

Phone: 651-793-1549

Web: [Center for Accessibility Resources](#)

The University provides access to its programs and services by making reasonable accommodations for qualified students. Accommodations are based in individual needs. Some common accommodations include extended testing time, distraction reduced testing spaces, alternative formats for course materials such as audio books, and assistive technology.

Counseling Services

Phone: 651-793-1568

Web: [Counseling Services](#)

College students often experience issues that may interfere with academic success, such as academic stress, sleep problems, balancing multiple responsibilities, life events, relationship

difficulties, discrimination / oppression, or feelings of anxiety, hopelessness, or depression. If you are a friend is struggling, we encourage you to seek support. Helpful, effective, and culturally-responsive services are available on campus free of charge.

For immediate help during or after hours, on weekends and holidays, contact Counseling Services at 651-793-1568 and choose option zero to access the Metro CARES support line. Counseling Services is providing telehealth services to students during the COVID-19 pandemic. To schedule an appointment with our staff counselors, call 651-793-1568 during business hours.

International Student Services

Phone: 651-793-1315

Web: [International Student Services](#)

The International Student Services (ISS) aids with immigration, cultural, financial, academic, and personal issues for international students at Metropolitan State University.

Library and Information Services

Phone: 651-793-1616

Web: [Library and Information Services](#)

Email: library.services@metrostate.edu

The Library and Learning Center on the Saint Paul campus offers a full array of library resources, services, computers, and study spaces for the Metropolitan State University community. Librarians are available to assist you in finding information on virtually any topic. They can also guide you in evaluating scholarly and other resources for your coursework and research. Assistance is available by phone (651-7983-1614), email (library.services@metrostate.edu), or chat and Zoom from the library's homepage. Through this homepage you can access more than 100 research databases and thousands of ejournals, streaming videos, and ebooks.

Multicultural, American Indian, and Retention Services

Phone: 651-793-1543

Web: [Multicultural Success Services](#)

Multicultural Success Coordinators provide educational and cultural support to empower students and promote successful college transitions and graduation.

Success Coordinators advocate for increased intercultural awareness, help familiarize students with resources, and foster academic success for Asian, Asian American and Native Pacific Islander, American Indian, African, African American, LatinX, Undocumented, Women, and LGBTQA communities.

Student Parent & Resource Center

Phone: 651-793-1564

Web: [Student Parent & Resource Center](#)

St. John's Hall, L.14; St. Paul Campus

The Student Parent Center is in St. John's Hall L14 and provides a child-friendly study space. The center seeks to provide support and connect currently enrolled students and their families with campus and community resources to ease obstacles that may be interfering with their education.

Food for Thought Food Pantry

Phone: 651- 793-1571

Web: [Food for Thought Food Pantry](#)

St. John's Hall, L.10; St. Paul Campus

The Food for Thought Food Pantry is a collaborative initiative between Metropolitan State University and our community partner Good in the Hood. Students seeking additional support with subsidizing their food budget can stop into the pantry and select up to 25 pounds of food per month. The pantry's Grab and Go food program also provides on-the-go snacks for students.

Veterans & Military Student Services

Phone: 651-793-1567

Web: [Veteran Services](#)

Founder's Hall 201, St. Paul Campus

We assist all who have served or are currently serving in any branch of the United States Armed Forces. Veterans Services will advocate on your behalf. We provide help with understanding admissions requirements and academic programs, getting college credits for your military training, accessing federal and state educational and financial benefits, and VA certification of your registered courses. Thank you for your dedication, sacrifice, and service to our country.

Zoom

As part of being a student within the Minnesota State Colleges and Universities System, you have access to a premium license of the web conferencing tool: Zoom. Due to recent events your instructors will likely be using this more frequently to host class sessions online, but you can also personally use it for meetings with your classmates!

For help getting started with Zoom, see [Getting Started with Zoom](#)

You can access your MinnState Zoom account from: <https://minnstate.zoom.us/>, just click the "Sign on" button and login with your StarID and password.

Visit the following link to learn more about connecting to a Zoom

conference: <https://services.metrostate.edu/TDClient/1839/Portal/KB/ArticleDet?ID=101232>

Visit the following link to learn more about hosting a Zoom conference for presenting or

teaching: <https://services.metrostate.edu/TDClient/1839/Portal/KB/ArticleDet?ID=100273>

If you get stuck or need some extra help, you can reach out to our Information Technology Services or the Center for Online Learning.

Also, the [Zoom Help Center](#) has many great resources, live trainings, and even fantastic technical support representatives waiting to help you if need-be.

Plagiarism and Copyright

Plagiarism is defined as the act of claiming another person's work as one's own. This can be copying or copying even parts of sentences from an article, journal, internet site, another student's work, or other written work. It can also mean using another student's assignment and making minor changes. Changing a few words around in content is still plagiarism. Sometimes students are not sure if they are committing plagiarism. Please consult the instructor regarding more information on plagiarism and how to avoid it. The instructor reserves the right to assess through <http://www.turnitin.com/> and/or asking for resources used. Student are encouraged to consult the Metropolitan State University Writing Lab and resources for assistance as well.

If a student is found to have plagiarized work, even if accidentally, the student will be provided a one-time opportunity to redo the assignment. The opportunity to redo the assignment will only be provided one time in the course. Points will be reduced on the revised submission by up to ½ (50%) of the total earned.

The instructor reserves the right to not grant the opportunity to revise and resubmit the assignment. This decision will depend upon the student's overall progress in the course and adherence to course and assignment standards.

Future work that is found to be plagiarized will be given a grade of zero (0). The instructor will notify the student in the feedback for the assignment if work is found to have been plagiarized. If plagiarism occurs repeatedly (even one more time) course failure will result. This policy is consistent with Metropolitan State University Student Handbook and University Procedures. As part of academic honesty, students are expected to respect intellectual property laws, including copyright law. No parts of this site, your textbook, other publisher materials, or contribution from other class members can be used or distributed outside of this class without the permission of the author(s). Copyright law provides that any creative thought fixed into tangible form is copyrighted the moment it is created, whether or not a copyright notice is affixed.

Please review this excellent article on plagiarism to learn more. Parts of the article are posted below: <https://www.plagiarism.org/article/what-is-plagiarism>

Acts of plagiarism may be reported to the Associate Provost for Student Success.

Center for Accessibility Resources

Diversity and Disability Statement:

Our institution values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive and welcoming. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or accurate assessment or achievement, please notify the

instructor as soon as possible. Students with disabilities are also welcome to contact the Center for Accessibility Resources to discuss a range of options to removing barriers in the course, including accommodations.

Phone: 651-793-1549

Web: [Center for Accessibility Resources](#)

The University provides access to its programs and services by making reasonable accommodations for qualified students. Accommodations may include approval for early registration, note-takers, interpreters for the deaf, adaptive equipment, and testing arrangements.

Technology Requirements and Expectations

Computer Hardware and Software

For this course, your computer must fully pass the System Check found on the [D2L login page](#). Students must have internet access in order to log into (this is required) the D2L system at least two days per week in order to check for updates and complete required work. Your skills should include the ability to add browser plug-ins for viewing files and content presented within the course or be able to get such assistance from non-campus sources at your own expense.

File Management

Intermediate or higher level skills at file management (ability to create folders, move and rename folders and files, identify type of file by its file-extension, attach files to emails, etc.)

Anti-Virus Software

Updated virus scanning software for all files sent and received (such as McAfee Antivirus, Norton Internet Security, etc.) is required.

Computer Software

Computer skills include proficiency in Microsoft's Internet Explorer (or other web browser) and in using the Internet to access online resources and sites as well as competence at using Microsoft Office products such as Word and Power Point.

Email

This course requires students to use their campus email account for all communication for related to this class. Emails originating from outside the campus email servers may be deleted without review of the instructor. This policy prevents viruses and spam. Please include in the subject line of your emails the course number and a brief description that summarizes the content of the email as well. It is very important to at least include your course and course number in the subject line to assure proper feedback and credit for your work.