**Course Policy Statement** SA463 Spring 2020

**Course Coordinator**: Asst. Prof. Rob Curry

**Instructor:** Asst. Prof. Rob Curry **Office:** CH311 **Email:** [rcurry@usna.edu](mailto:rcurry@usna.edu)

**Phone:** 3-6712 (email is better) **Class hours:**

**Class location:**  **Textbooks:**

**Office Hours:** By appointment

**Google Drive:** The online course home will be via shared Google Drive folders. (TO DO) Make a folder in your Google drive to be your *private course folder*. You will submit some homework in this folder, and use it to store the shared folders listed below for easy access throughout the semester.

1. I will share a “Shared class folder” with you which will contain documents from the course (syllabus, schedule, homework assignments, notes, etc.). (Add this to your drive, then move it into your *private course folder*.)
2. I will share a private spreadsheet with you that will allow you to see your row in my gradebook. (Add this to your drive, then move it into your *private course folder*.)
3. In your *private course folder* CREATE and SHARE with me (with EDIT privilege) a folder named “yourlastname\_HW\_#” (e.g., curry\_HW\_1). This is where you will submit some of your homework. Aside from programming assignments, you may wish to do your homework in Google docs, so that I can add comments to your work, and you can edit and resubmit without starting over from scratch. **After you have received credit for a homework assignment, please remove it from this folder.** I only want to see work that needs my attention.

**Practice Problems:** I will give you a list of practice problems and a practice problem schedule. You will have a practice problem assignment due every ### at midnight. It is your responsibility to use the practice problem schedule to know what problems will be due each Wednesday. This information can be found in the **Daily Slides**. Most problems require written work (which you will may complete in Google docs or on paper). Practice problem assignments will be graded for participation. The practice problem assignments are used to allow you to practice and master your skills without the stress of being right or wrong.

**Homework:** You will have a series of homework assignments throughout the semester that will be graded for correctness. You will be given the homework on a Monday and will be asked to turn in your completed homework by Friday. These homework assignments are intended to test your knowledge of the course material.

**Daily Readings:** You will have daily required reading assignments. The daily reading is vital to course comprehension and retention. Along with these reading assignments, you’ll have a list of questions to help you read and understand the course material. These reading assignments are for your reference and will not be turned in.

**Mid-term Exams:** There will be two take-home exams, as indicated on the course schedule. We will not be having quizzes this semester.

**Final Exam:** There will be a common final exam for all midshipmen in SA463.

Grade Criteria:

* **6-Week Grade Criteria:**
* **12-Week Grade Criteria:**
* **End of Semester Grade Criteria:**
* **Final Course Grade:** X = 0.70 (Semester Grade) and 0.30 (Final Exam Grade). Your final grade is A if X ≥ 90, B if X ≥ 80, C if X ≥ 70, D if X ≥ 60, and F otherwise.

**Computers and Cell Phones:** To minimize distractions to yourself and others, please observe the following technology protocols:

* Cell phones should be silenced and put away during class.
* Computers are not allowed in class unless we are using them for class assignments. I will let you know in advance if you should bring your computer to class.
* ONLINE RULES?

**Strategies for success:**

* *Attend class with a focused intent to learn.*
* *Actively engage in class/group discussions and assignments.*
* *Seek assistance when needed, either from me or other midshipmen.*
* *Please communicate with me if you experience difficulties that may affect your academic performance.*
* *Ask lots of questions!*
* *Please alert me if you are confused or do not understand. I am not (always) able to read your mind or blank stares. I am happy and willing to take whatever time is needed for you to understand the material at hand.*
* *Be curious!*
* *Don’t be afraid to give the wrong answer in class!*
* *Engage with the material on a daily basis! Even if only for 10 minutes.*

**Academic Honesty and Collaborating:** Collaborating outside of class to understand and work through the more challenging homework problems is expected and encouraged, *per the following guidelines*.

You may:

* Sit next to a classmate, discuss the homework, and figure things out together.
* Sit next to a classmate to code, discuss the code and syntax, and help to debug each other’s code.

However, you MUST:

* Write every solution in your own words.
* Type in *all of your own code*. The only exception to this rule is that I will give you starter code for the VBA projects.
* Cite all resources. For example, it is sufficient to write: “Joe from class suggested these variables” or “my roommate helped me understand this constraint” or “Professor Curry helped me with the syntax” or “I Googled this and found another way to …”.

***I will assign a grade of zero*** on any assignment for which there is evidence that it has been copied in part or entirely from another classmate or any other source.

**Testing policy:** All quizzes, tests, and the final exam are closed book with no consulting of others. The use of calculators is permitted in support of all work unless otherwise stated. *I will assign a grade of zero* on any quiz or test for which there is evidence of cheating.

**Further guidance regarding academic honesty** is available in Policies Concerning Graded Academic Work (USNAINST 1531.53B) and Brigade Honor Program (USNAINST 1610.3J).

**Professionalism**:

I expect a high level of professionalism in class, especially behavior that is cooperative and respectful of everyone. It is often unclear how to address civilian professors in our setting; it is appropriate to call me Professor, Professor Curry, Dr. Curry, or Sir. I will call you by your preferred first name. If this is different from what is listed in MIDS, then please make this clear in class or via email.

Sleeping, arriving late, using technology inappropriately, and engaging in any other distracting or disruptive activities are unacceptable classroom behaviors. Please do not use profane or suggestive language in the classroom. Please do not belittle “dumb” questions. Class debates/discussions are helpful and productive, but personal attacks are not. *Request permission to miss class as soon as you know that this may occur.*

As midshipmen, you may have the best response/solution to a problem, but that response must be effectively communicated; therefore, I expect that each assignment (homework, quizzes, exams, projects, etc.) be neat, professional, legible, and on-time. I reserve the right to penalize unprofessional or illegible responses to any assignment. *Hint*: Make sure I can clearly read all your work. Additionally, you may not use/re-use any materials from previous offerings of this course.

**Flexibility**: We (faculty and midshipmen) all need to be a little bit flexible. Indeed, if necessary this course policy document may change during the course. If you need an extension on an assignment, I’m generally willing to give one if you ask well in advance of the deadline or if you can show me significant partial progress towards completion of the assignment. I’ll also ask you to be flexible: we may need to adjust the schedule depending on how quickly (or slowly) we move through the syllabus. I will announce any changes in class, and update the schedule on Google Drive as needed. That being said, I will not move up homework deadlines unless the entire section is in agreement. If a homework due date is moved, it will likely be extended. Throughout the semester, please feel free to communicate with me when the Brigade is having a particularly busy or difficult week.

**Email:** I will use email to communicate other important dates, reminders, or deadlines throughout the semester. If there are any changes throughout the semester, I will make these changes to the course policy/syllabus, as well. Please make sure you are receiving important class emails via the course’s distribution list. You are responsible for all email messages sent by the instructor. If midshipmen elect to forward campus mail to an off-campus account the midshipman remains responsible for these messages regardless of whether or not they are successfully delivered. I do advise you all primarily use your usna.edu email account for corresponding with faculty. It is not uncommon for emails from unknown email accounts to be forward to a spam/junk folder.

**Food Policy:** Please do not eat or use tobacco products during class. This can often be a distraction to others in class. Closed-top beverages are certainly allowed and encouraged. Similarly, do not let them become a distraction to you or others in class. Please do not chew gum during class, either. As we all know, chewed gum inevitably ends up on the floor, under the desk, or, at worst, on the bottom of someone’s shoe.

**Title IX:** The United States Naval Academy is committed to a policy of equal opportunity for all personals and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender, pregnancy, national origin, age, disability, veteran status, genetic information, or protected activity (e.g., opposition to prohibited discrimination or participation in any complaint process, etc.) in employment, educational programs and activities, admissions, and financial aid. This includes a prohibition against sexual harassment and sexual violence as mandated by Title IX of the Educations Amendments of 1972. If you experience in such discrimination, please feel free to reach out to me, your advisor, or the midshipmen resource center. I seek to take such discrimination as serious as possible.

**This course policy is subject to change at the discretion of the instructor. If changes are made, they will be clearly communicated to the midshipmen in the section. If any portion of the course policy is unclear, please ask for clarification.**