Course Policy Statement

Last updated: 20 August 2017

1   Basic information

Time and place. Section 2001:   ⊙ MWF2 ⚲ CH122   Section 3001:   ⊙ MWF3 ⚲ CH122

Instructor. Assoc. Prof. Nelson Uhan ⚲ CH348 ✉ uhan@usna.edu

Extra instruction. My schedule is posted outside my office door. Feel free to stop by without notice if you have a quick question. If you need extensive help, or if you want to guarantee that I will be available, contact me to schedule an appointment.

Course website. `http://www.usna.edu/Users/math/uhan/sa421/`

All course materials (e.g. this course policy statement, syllabus, lesson notes, assignments, projects) and important course announcements will be posted on the course website.

Course objectives. See the syllabus for the course objectives as well as a list of topics.

2   Assessments

There will be four types of assessments in this course:

Assignments. There will be a variety of short assignments based on recently covered material. These may include brief written reports, computing exercises, and in-class quizzes. These assignments are designed to make sure that you are keeping up with the course material.

Projects (instructor-defined). There will be about 4 projects assigned throughout the semester. For each project, you will perform a complete simulation study of a pre-defined system, and write a report describing your process, results, and conclusions. These projects are designed to hone your ability to (i) apply the concepts covered in the course and (ii) write professional technical reports.

Final Project (student-defined). For your final project, you will perform a simulation study of a system of your own choosing. Like the projects, the final project is designed to assess your technical writing and your ability to perform a simulation study.

Final Exam. There will also be a final exam (to be scheduled).

Most Fridays, you will have an assignment or project due. Late submissions will not be accepted under any circumstances.

3 Grading

Course grades. Your course grade will computed as follows:

6-week and 12-week marking periods:

Projects (student-defined)	80%
Assignments	20%
Total	100%

Final:

Projects (instructor-defined)	50%
Final Project (student-defined)	15%
Final Exam	15%
Assignments	20%
Total	100%

A course grade of x% corresponds to the letter grade

A if $90 \leq x \leq 100$,   B if $80 \leq x < 90$,   C if $70 \leq x < 80$,

D if $60 \leq x < 70$,   F if $0 \leq x < 60$.

I reserve the right to lower these standards at the end of the semester if deemed necessary. These standards will not be raised.

Grading rubric. Each problem or standard on an assessment will be graded on the following scale:

10 Exemplary   **8** Satisfactory   **4** Unsatisfatory   **0** No or an insubstantial response

A more detailed version of this rubric will be distributed later. Note that problems or standards on an assessment may be weighted differently.

Resubmissions. If you did not perform well on an assessment, you may redo and resubmit it. Your new grade for each problem or standard will be

$$0.25 \times \text{original grade} + 0.75 \times \text{resubmission grade}$$

- You may resubmit at most one assessment per week.
- You may resubmit the same assessment in multiple weeks.
- No collaboration allowed. All work must be your own.
- Your resubmissions must include the following signed honor statement:
    I pledge on my honor that I have not used any unauthorized materials, and that I have not given or received any unauthorized assistance for this resubmission.
- You may not resubmit the final project or the final exam.
- Because resubmissions are allowed throughout the semester, I will not post solutions (if relevant) until the end of the semester, before the final exam.

Why this grading system? This system gives you the opportunity and incentive to improve your mastery of the course material and technical writing skills throughout the semester. The process of iteratively receiving and synthesizing feedback is important to learning all types of skills and concepts. I find this to be especially true for writing.

Makeups for in-class assessments. No makeups for in-class assessments will be given unless you have an excusal or movement orders, or are sick-in-quarters.

It is your responsibility to arrange for a makeup for an in-class assessment. Arrangements for a makeup assessment must be finalized within 1 week of the original in-class assessment.

Regrading. You may ask for a regrade of an assessment if you feel it is appropriate. Regrading requests should be made no later than 1 week after the assessment was returned to the class. If you submit an assessment for a regrade, your entire assessment may be regraded.

4   Academic honesty and classroom conduct

Academic honesty.   You are encouraged to work with other midshipmen whenever possible. Discussing the course material and homework assignments is a great way to learn.

However, cheating will not be tolerated. In particular, exchanging electronic files with work you have done for any assessment is not permitted unless stated otherwise. Cheating also includes, but is not limited to: copying someone else's assessment, using unauthorized material for an assessment, and turning in an altered assessment for a regrade. Any act of academic dishonesty will be reported to your company officer, the department chair, and your academic advisor.

See *Policies Concerning Graded Academic Work* (USNAINST 1531.53B) and *Brigade Honor Program* (USNAINST 1610.3J) for more information regarding academic honesty.

Classroom conduct.   You are expected to behave professionally in class. Unprofessional conduct includes, but is not limited to: sleeping (stand in the back or the side of the classroom if necessary), side conversations, eating food (beverages are OK), and non-class-related use of electronic devices in class (e.g. browsing Facebook, texting your friends). Persistent poor classroom conduct will be reported to your company officer.

/s/
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USNA