

CSCI 3342/6312 - Assignment #0, Syllabus and Prerequisite Certification/Confirmation

First Name: _____ Last Name: _____ ID#: _____

I have read the syllabus and understand the policies and procedures provided for the course, and other institution-wide policies and procedures mentioned on the syllabus. Additionally, I have taken and passed the required prerequisites listed below for this course. Circle the prerequisite taken in the **Prerequisite** column, circle either Yes or No in the **Grade** column, and initial in the **Initial** column. Sign and date in the space provided:

<u>Prerequisite</u>	<u>Passed Grade C or Better (circle Yes or No)</u>	<u>Initial</u>
CSCI 2380	<u>Yes / No</u>	_____
CSCI 3326	<u>Yes / No</u>	_____
_____ (other)	<u>Yes / No</u>	_____

Signature

Date

Answer the questions below (check your answers with the key provided at the end to make sure that your answers are correct before submitting this assignment):

(1) Which one of my emails is allowed to be used to contact the instructor (circle only one)?

- (a) Gmail (b) UTRGV (c) Yahoo (d) Blackboard Course Messages tool

(2) Is there a makeup if I miss an exam, a quiz, or an assignment (circle only one)?

(a) No, there are no individual makeups. However, the quiz with the lowest grade is dropped, the assignment with the lowest grade is dropped, and the exam (out of Exam #1, Exam #2, and Exam #3) with the lowest grade is dropped if the grade of the final exam is better. This also covers any unforeseen situations such as Internet/Blackboard issues.

(b) Yes, there are individual makeups.

(3) Is there a penalty for tardiness – missing a class, arriving late, leaving early, taking breaks – (circle only one)?

(a) Yes, 1% of the overall score is deducted for every tardy incident.

(b) No, there is no penalty.

(4) Am I able to exactly know my overall score/percentage and grade in the course at any time (circle only one)?

(a) Yes, the syllabus has the detail including an example. Also, a detailed Excel spreadsheet is provided under Reference Material folder in Blackboard where I can enter my individual grades (assignments, quizzes, exams, etc.) and the formulas on the spreadsheet calculate my grade.

(b) No, there is no information provided to calculate my percentage or grade.

(5) During a class session, a quiz or an exam, what type of personal electronics are permitted (circle only one)?

(a) **i. For an ONLINE Class:** Only a computer (laptop or tablet) needed to take a quiz or an exam is allowed. Rest of the electronics, such as a smartphone, need to be "**out of reach**" packed away. The instructor will announce any exceptions in each class for that particular class session. Approval for any electronics needed because of a condition needs to go through the appropriate UTRGV office to notify the instructor. In addition, the syllabus clearly specifies the format (synchronous and/or asynchronous etc.) of the online class and assessments. **NOTICE:** My enrollment in this course requires that I use Respondus Lockdown Browser and Respondus Monitor for online assessment proctoring. LockDown Browser is a custom browser that locks down the testing environment within Blackboard and replaces regular browsers such as Chrome, Firefox, and Safari. Respondus Monitor requires me to have a webcam and microphone as it will record me while taking my assessment. **MY ACTIVITIES ARE RECORDED WHILE I AM LOGGED INTO OR TAKING MY ASSESSMENT(S). THE RECORDINGS SERVE AS A PROCTOR AND WILL BE REVIEWED AND USED IN AN EFFORT TO MAINTAIN ACADEMIC INTEGRITY.**

I can find more detailed information on Lockdown Browser and Monitor at [UTRGV.edu/online](https://www.utrgv.edu/online).

ii. For Face-to-Face Class: None, including smartphones, tablets, and laptops need to be "**out of reach**" packed away. The instructor will announce any exceptions in each class for that particular class session. Approval for any electronics needed because of a condition needs to go through the appropriate UTRGV office to notify the instructor.

(b) Yes, smartphones are allowed.

(6) How am I supposed to resolve a grading disagreement (circle only one)?

(a) At any time during the semester, send an email to the instructor with the scan of the material explaining where and what the grading error is.

(b) Within one week of grading an exam/assignment/quiz, send an email to the instructor with the scan of the graded exam/assignment/quiz explaining where and what the grading error is.

(7) Has the instructor provided a reference for a book for you to consider for the course (circle only one)?

(a) Yes, a reference to at least one book is provided.

(b) No, a reference to a book has not been provided.

(8) Has the instructor described the software and hardware required for this course (circle only one)?

(a) Yes, a list of hardware and software required for the course has been provided in the syllabus.

(b) No.

(9) Can there be verbal agreements between you and the instructor (circle only one)?

(a) Yes, I can catch the instructor in a hallway, or call him, and quickly get an agreement on an assignment deadline.

(b) No. There cannot be a verbal agreement between me and the instructor. All alterations, changes, modifications, or permissions need to be in writing either through email or Blackboard.

(10) Has the instructor clearly mentioned on the syllabus the office location, the office hours, contact information and exam dates (circle only one)?

(a) No.

(b) Yes, the office location, the office hours, contact information and exam dates are clearly mentioned on the syllabus.

(11) May I take breaks during the class (circle only one)?

(a) No. Just like the instructor comes ready to the class, and delivers the class in one continuous session, I am expected to attend the class in one sitting and not take breaks, or arrive late, or leave early. If I have a medical condition, I need to have the instructor notified properly through the appropriate UTRGV office. Of course, everyone understands an emergency once in a while.

(b) Yes, I should be able to disturb the class at any time.

(12) May I discuss topics with my class-fellows during the class (circle only one)?

(a) No. Once the class starts, I should ask the instructor any questions regarding the subject. This will benefit the whole class because others may have the same question.

(b) Yes, I should be able to disturb the class at any time.

(13) May I bring someone with me to the class (circle only one)?

(a) No. It is not up to the instructor to allow anyone into the class. The instructor works for the university. The instructor is only allowed to have the students in class, who have registered for the class. For any exception, I need to have the instructor notified properly through the appropriate UTRGV office.

(b) Yes, it should be fine because I am responsible for that someone.

(14) May I submit my work through email if I cannot access Blackboard, or the container to upload the material is no longer available (circle only one)?

(a) No. The instructor can only accept material through Blackboard. I need to contact Blackboard Help in case I cannot access Blackboard. I need to start on my work to be submitted early because Blackboard may not be available at the last moment just before the deadline.

(b) Yes, a submission through email is as good as through Blackboard.

(15) I uploaded the wrong assignment accidentally, or my Internet was down, or my computer had issues, or my account had issues, or Blackboard had issues. Can I get another chance to submit (circle only one)?

(a) No. However, the grade of the lowest submission will be dropped to compensate for such situations.

(b) Yes, another try won't hurt.

(16) I am expected to spend a large number of hours outside the class (circle only one)?

(a) Yes. Besides the formal allotted time, a student is expected to spend a large number of hours working on projects, assignments, reading material, recorded lectures, and videos.
The general rule is that for every 1 hour in class a student is expected to put in 3 hours outside the class.

(b) No.

(17) May I work on anything other than paying attention to the topic being discussed in class (circle only one)?

(a) No.

(b) Yes, keeping any eye on social media and news is important at all times.

Key (Answers): b, a, a, a, a, b, a, a, b, b, a, a, a, a, a, a, a