



SYLLABUS

COLLEGE OF COMPUTING AND SOFTWARE ENGINEERING
DEPARTMENT OF INFORMATION TECHNOLOGY
IT 1114L: PROGRAMMING PRINCIPLES LAB SECTION 01
FALL 2022

Course Information

Class meeting time: Th 10:00am – 11:40am

Modality and Location: F2F, Atrium Building J158

Instructor

Name: William Forsyth

E-mail: wforsyt2@Kennesaw.edu

Office Location: J376

Office Phone: 470-578-2795

Office Hours: M 11:20am – 12:20am (or by appointment)

Course Communication:

- Email is the best way to reach the instructor. Use KSU email if possible as it will have a faster response time.
- Students' emails received between 9am and 5pm will be replied to within 24 hours during the weekday. Weekends and holidays do not apply.
- When emailing the instructor, include your name, course number, and section in the subject line. Emails without proper subject line will not be replied to.
- Avoid using personal email. Sensitive information (such as your grades) can ONLY be sent to D2L email or KSU email account.

Course Description

Prerequisites/Corequisites/Concurrent: IT1114

Credit Hours: 1

Required Texts: None

Recommended Texts: None

Course Description:

This course provides lab activities to accompany IT 1114. Upon completion of this course, the student will design, code, debug, document and apply the basic concepts of structured programming. This will include basic syntax and semantics for sequence, conditional, and iteration control structures, (design & use of functions) as well as single dimensional arrays. The student will be able to solve problems by designing and modularizing their solutions with proper use of functions and usage of objects.

Technology Requirements:

- This class uses D2L as hosting site. Run a system check to ensure your computer work with D2L. Check out UITS D2L training: <http://uits.kennesaw.edu/support/d2ltraining.php> .
- Internet Connection. A high-speed Internet connection such as DSL or cable Internet access is highly recommended. You may also use computer labs on campus to complete the coursework.

Student Learning Outcomes

By the end of this course, a student should be able to:

- Use primitive data types and arithmetic expressions in programs.
- Apply basic programming structures in program solutions, including logical expressions, selection, and repetition.
- Solve programming problems which include array handling, searching, and sorting
- Design and modularize solutions with proper use of functions and objects
- Follow specified style guidelines in writing programs and understand how the guidelines enhance readability and promote correctness in programs.

Course Requirements and Assignment

This course will consist of 12 lab assignments. Lab will be distributed through D2L and all submissions must be turned in through the D2L.

Your submission MUST include a source file and a screenshot of your output. A screenshot of your code is not sufficient. Any assignment that does not have a source file will be considered incomplete and may not be accepted.

File Header

At the start of each of your source files please include this header. This ensures that your name is on your work and during the grading process, any files you submit can be attributed to the correct assignment.

```
# Program Name: Lab1.py (use the name the program is saved as)
# Course: IT1113/Section XXX
# Student Name: John Doe
# Assignment Number: Lab#
# Due Date: xx/xx/ 20XX
# Purpose: What does the program do (in a few sentences)?
```

File Formats

When submitting files to D2L, please use only .txt, .doc, .docx, .jpeg, .png, .py, or .pdf in order to ensure I can view your work. Any assignments submitted in a format I cannot open, will not be accepted.

Evaluation and Grading Policies

Weight Distribution

Grading Item	Weight
12 Labs	95%
Attendance	5%
Total	100%

Grading Scale:

90% - 100% A

80% - 89% B

70% - 79% C

60% - 69% D

0% - 59% F

Course Policies

Course Attendance Policy

- For on campus/hybrid section, students are expected to come to each class on time. Stay during the whole class period and sign the attendance form before leaving.
- For both campus/hybrid and online section, students' attendance is also measured by how often a student login in D2L course website, participation of online discussion, as well as on-time completion of homework.

Grading Items Turnaround Time

- The grades for all deliverables will be available one week after the due date.

Assignments & Exam Policy

- All assignments **MUST** be submitted through D2L (<https://kennesaw.view.usg.edu/>) course website by the deadline specified in course calendar. Email submission will **NOT** be accepted. Any assignment that is less or equal than 48 hours late is subject to 25% penalty. Any assignment that is more than 48 hours late will **NOT** be accepted.
- All quizzes and exams **MUST** be completed on D2L website by the deadline specified in course calendar. The quizzes exams can't be opened/submitted after the deadline. No late submissions will be accepted unless prior arrangements have been made.
- If you must miss an exam due to illness, you must e-mail or call the instructor before the scheduled time. Failure to notify the instructor prior to the scheduled time will produce an automatic zero for the exam. NO makeup test except for emergencies with proof (e.g. doctor's slip).

Student Responsibility

For this class, you are expected to spend seven to eight hours each week on coursework:

- Check KSU email regularly;
- Login D2L course website frequently to access the course material (at least every other day);
- Follow the weekly study guide in the learning module;
- Study the assigned material such as virtual lectures, textbook chapters and the PowerPoint slides;
- Complete assigned quiz/assignment/discussion/project on time.

Tips for Effective Online Learning

For an online class, students can really enjoy the benefits of learning at your own pace and at the place of your choice. Below are some tips for effective online learning.

- *Check D2L course website frequently.* It's recommended that students should login D2L course site **AT LEAST** every other day. Always be aware of current status of the course. Take advantage of the posted learning material such as recorded lectures.
- *Work with the instructor closely.* If you have any question, contact the instructor immediately. You can either email or text me and your message is guaranteed to be replied within 12 hours.
- *Start your work early.* If you can start a task early, don't start late. Assuming you spend the same amount of time completing the task, starting later will be much more stressful than starting early. Never start until the last minute! You'll have no turnaround time if you need help or something happens.
- *Keep up with the work.* Don't fall behind. If you do, contact the instructor immediately for what you need to do. The instructor may also contact you if he is concerned. Respond to the instructor's inquiry promptly.

Class Communication Rules

In any classroom setting there are communication rules in place that encourage students to respect others and their opinions. In an online environment, the do's and don'ts of online communication are referred to as **Netiquette**. As a student in my course you should:

- Be sensitive and reflective to what others are saying.
- **Avoid typing in all capitals** because it is difficult to read and is considered the electronic version of 'shouting'.
- Don't flame - These are outbursts of extreme emotion or opinion.
- Think before you hit the post (enter/reply) button. You can't take it back! Don't use offensive language.
- Use clear subject lines.
- Don't use abbreviations or acronyms unless the entire class knows them. Be forgiving. Anyone can make a mistake.
- Keep the dialog collegial and professional, humor is difficult to convey in an online environment.
- **Always assume good intent and respond accordingly.** If you are unsure of or annoyed by a message, wait 24 hours before responding.

Course Evaluation

Course evaluation is an important feedback mechanism to help the instructors improve their teaching. Students are strongly encouraged to complete the evaluation.

- Course evaluation can be completed with two weeks of the last day of a class. Please complete the evaluation before the last day of a class.
- The evaluation link can be found in the Campus Bookmark section of the D2L Homepage (upper right corner). Direct link: <https://kennesaw.bluera.com/kennesaw/>
- Students' responses are completely confidential. Instructor has no way of linking responses to individual students. Instructors can only see the completion rate before a semester ends and will only have access to evaluation results after the semester ends.
- When filling out a course evaluation, students should make their feedback constructive. For example, a student may comment on an instructor's good teaching practices, or point out areas of improvement such as a new topic could be added, or a course module/assessment needs to be updated.
- Additional information: <https://courseevals.kennesaw.edu/faqs.php>

Course Schedule

Please take a look at the Living Schedule listed in D2L (LivingScheduleF22IT1114L) in the same directory as this syllabus. This will be our road map for the course and will show what topics will be covered and when. It will also list important dates such as: Assignment due dates, exam dates, and scheduled university closures.

Important dates:

- Add/Drop ends: Jan 15 11:45pm
- Last Day to Withdraw Without Academic Penalty: Mar 15 11:45 p.m.
- Last Day to Withdraw for the Term With a WF: Apr 26.
- Last Day of Class: May 3.

Institutional Policies

- [Federal, BOR, & KSU Course Syllabus Policies](#)
- [Academic Integrity Statement](#)
 - Examples of violation of academic integrity: 1) copy from others or from Internet; 2) allow others to copy your work; 3) use other's help or help other in completing the quizzes or exams.
 - The first violation of academic integrity, the student will immediately receive 0 for the associated grading item. For the 2nd violation, the student will receive a fail grade for this course.

KSU Statements on Course Delivery and COVID-19

Course Delivery

KSU may shift the method of course delivery at any time during the semester in compliance with University System of Georgia health and safety guidelines. In this case, alternate teaching modalities that may be adopted include hyflex, hybrid, synchronous online, or asynchronous online instruction.

Face Coverings

Based on guidance from the University System of Georgia (USG), masks are encouraged based on individual preference and assessment of personal risk. Disposable face coverings can be picked up at the Office of Emergency Management at Chastain Pointe on the Kennesaw campus and Norton Hall Police Precinct on the Marietta campus. Please email oem@kennesaw.edu if you have questions.

Student Resources

This link contains information on help and resources available to students: [KSU Student Resources for Course Syllabus](#)

KSU Academic Integrity Statement

Every KSU student is responsible for upholding the provisions of the [Student Code of Conduct](#), as published in the Undergraduate and Graduate Catalogs. Section 5c of the Student Code of Conduct addresses the university's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to university materials, misrepresentation/falsification of university records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the Department of Student Conduct and Academic Integrity (SCAI), which includes either an "informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement.