

CSE 1222 - Sample Syllabus



Department of
Computer Science and Engineering

<http://www.cse.ohio-state.edu>

Contact Information

Instructor: ???

Office Location: CL412

Email address: ???

Carmen link: <http://carmen.osu.edu>

Introductory material: <http://web.cse.ohio-state.edu/cse1222/>

Course Summary:

Introduction to computer programming in C++ with applications in engineering and the physical sciences; algorithm development; programming lab experience. C++ loops and conditionals, functions, arrays, file input and output and pointers.

Prerequisite:

Math 1151 (previously Math 151) or Math 1161. (No programming or C++ experience required). Not open to students with credit for Engr 1281.01 or Engr 1281.02 or CSE 202.

Required Text:

The zyBook textbook is **required** for the course and costs \$35. The assigned reading in this text applies towards your final grade and is due **before the start of lecture** on the due date (see the course schedule posted on Carmen). You will find instructions on how to purchase the textbook and the reading assignment schedule on Carmen. Your student subscription will be valid through 5/8/2017.

Safari Supplemental Text:

The assigned reading in this text is **required** but is not applied towards your final grade. It is available on-line for free at <http://proquest.safaribooksonline.com/>, "Programming and Problem Solving with C++: Comprehensive Edition", Fifth Edition, by Nell Dale and Chip Weems, published by Jones and Bartlett, ISBN-13: 9780763771560.

General Objective:

To provide the student with the basics of the C++ programming language:

- Be competent with writing simple C++ programs performing familiar numerical computations;
- Be competent with using basic C++ constructs; declarations and various statements including loops and conditionals; C++ functions; C++ arrays;
- Be familiar with using file input and output;
- Be exposed to algorithms;
- Be exposed to pointers;
- Be exposed to the C++ string and vector classes;
- Be exposed to defining C++ classes.

Expectations:

You are expected to complete all assigned reading from both textbooks (zyBook and the Safari supplemental) as well as attend lecture and lab sessions. In the event that you miss lecture, you are responsible for retrieving missed notes, announcements, and handouts from another student. Note that some material may be handed out in class and not provided on Carmen.

You are expected to read the Carmen discussion board and read your OSU email on a daily basis. Your instructor may give important course information via both of these communication channels.

All graded assignments (see below) **MUST** be entirely your own work.

Grading:

Online <i>zyBook</i> textbook reading	5%
Labs	7%
Homework	7%
Quiz	6%
Midterm I	20%
Midterm II	25%
Final Exam	30%

- You are required to purchase the *zyBook* textbook and complete the reading assignments before lecture (see the course schedule for details) for credit (5% in the grading scale above). *Note the Safari supplemental assigned reading is required, but does NOT count towards the 5% credit above.*
- The lowest quiz score is dropped when determining final grades
- A request to re-grade a lab, homework, or exam must be made within a week after the grade has been posted for that assignment. *No re-grades will be honored after this.*
- Final grades and the grading scale are determined at the discretion of the instructor. Though, we typically use the OSU suggested grade scale: (93-100) A; (90-92.99) A-; (87-89.99) B+; (83-86.99) B; (80-82.99) B-; (77-79.99) C+; (73-76.99) C; (70-72.99) C-; (65-69.99) D+; (60-64.99) D; (0-59.99) E
- Grades are neither “curved” nor “bumped up”. *Your final score must reach a grade threshold.*
- *You must pass the final exam in order to pass the course*

The *zyBook* Textbook Reading Assignments (5% of your final grade):

You must purchase the online *zyBook* textbook during the first week of the semester. Your first online textbook reading and activities are due **BEFORE** the start of lecture on **Wednesday, January 18**. After that, you will be responsible for completing the textbook reading and activities before each lecture meeting (Monday and Wednesday). Please see the schedule (available on Carmen) for **ALL** due dates. For each of the online *zyBook* textbook reading assignments you must both read the assigned sections and successfully answer the questions found throughout the readings.

Supplemental Textbook Reading Assignments:

The text by Dale and Weems is supplemental reading in addition to the zyBook assignments. Though, this reading does not count towards your final grade it is required to help you understand course material. The text is available for free online in our Safari text library. You may purchase a hard copy of the text, but this is not a requirement.

Lab and Homework (14% of your final grade):

The purpose of the Lab and Homework assignments are to help you to prepare for quizzes and exams. Thus, it is extremely important that you work on these assignments on your own. You may seek help from your instructor and other CSE1222 course instructors in office hours. These assignments will be made available on Carmen and you will submit your completed work to a *designated* Carmen drop box. You may work on these assignments in your weekly lab session after you have completed your quiz (see below).

Lab assignments are due weekly (typically Tuesday by 10:00pm). Homework will be due approximately every two weeks (typically Friday by 6:00pm).

Any submission that does not compile will receive a zero. Please ensure that your program compiles before you submit your work to the Carmen dropbox.

Late policy - Lab and Homework have a 10% per calendar day penalization. After five days the assignment will receive a zero.

Working on Lab and Homework:

You will utilize the CSE department's computing lab facilities to complete and submit these assignments. Here are the locations and times that CSE department computer labs are open: <https://cse.osu.edu/computing-services/computing-labs/locations-hours>.

If you decide to work on your assignments outside of the CSE department's computing facilities (e.g. from home), *you are on your own*. You will NOT receive technical support from your instructor. The CSE department provides instructions on how to gain remote access to the Linux and Windows systems here: <https://cse.osu.edu/computing-services/resources/remote-access>. Instructions are also provided on Carmen under the **Content** tab and section **Tutorials**.

Note: Any technical problems you experience including internet connections problems encountered outside of the department's computing facilities cannot be used as an excuse to receive an extension to an assignment. If you are unable to submit your assignment remotely due to a technical problem and miss a deadline, then you should submit from a CSE Department computer and incur a late penalty.

Quiz (6% of your final grade):

You will have a quiz during each lab meeting (Friday). The quiz will be handed out in hard copy form at the beginning of the lab meeting and will not be posted on Carmen. You will complete the quiz in the lab room only and submit your work to the *designated* Carmen drop box before the end of the lab period. *Note that it is your responsibility to submit your work before the drop box closes.* If you encounter submission problems due to computer lab facility issues, you must *immediately* notify your instructor of the problem when it occurs. Your instructor must witness the technical problem. In addition, the problem must be clearly identified and verified by our computing staff to be considered for a possible re-submission of your work. If you are unable to submit your work before the drop box

closes you will receive no credit for the quiz. If you are going to miss a quiz see “Missing Work” below.

In order to receive credit for the quiz you **MUST DO ALL THREE** of these steps:

- 1) Write your name on the numbered question sheet and turn this in to your instructor before you leave lab
- 2) Sign the attendance sheet and write the number of your question sheet
- 3) Submit your work to the *designated* Carmen drop box before it closes

Important: Failing to complete ALL of these steps will result in no credit for the quiz. Your instructor will strictly enforce these rules. It is YOUR responsibility to remember to return your question sheet, find and sign the attendance sheet with your assigned number (especially if you come in late), and to submit your work before the drop box closes. Therefore, it is important that you carefully keep track of the time remaining for the quiz.

During the quiz, you may use course notes posted on Carmen, your textbook, your own notes taken during lecture, and help from your instructor.

You are NOT allowed to leave the quiz room with your question sheet. Doing so is a violation of the University’s Academic Misconduct rules and a report may be submitted to the Committee on Academic Misconduct (COAM). This violation may carry with it stiff penalties by the University including the possibility of expulsion.

The quiz is administered in an “exam-like” environment. Thus, you must abide by the following rules during the quiz:

- Turn off all electronic devices including smart phones
- You cannot use your email during the quiz

A violation of either of these two policies will result in at least a 10% deduction from your quiz score. In addition, you must abide by the following policies during the quiz:

- You must work alone and not look at another student’s work nor share your work
- Direct all questions to your instructor only
- You may not share your notes with another student during the quiz
- You may not discuss nor direct questions during the quiz to a friend, your neighbor, or any other student(s) during the quiz
- Do not discuss the quiz with anyone in a different section of the course
- You may not take a quiz during another section’s lab meeting without prior approval
- If you are finished with your quiz then you may continue to work on your lab and homework assignments. You must still abide by the above rules. You may ask your instructor for help on these assignments, but those who are still working on the quiz have higher priority.

A violation of any of these policies may result in a report to COAM. Your instructor may enforce assigned seating to any student or move one or more students during the quiz. If students are found working together during the quiz then these students will be asked to move during the quiz and also will be given assigned seating for the quizzes during the rest of the semester.

If you show up late for a quiz you will not receive additional time. If you will miss a quiz due to a valid excuse (see “Missing Work” below), then your instructor will schedule a make-up day/time (see complete make-up policy for quizzes below). If you missed a quiz without a valid excuse then you will not have the opportunity for a make-up and receive no credit for the quiz.

Please be advised that your instructor will only be able to give you *limited* individualized time and help during the quiz. *** **It is NOT the responsibility of your instructor to ensure that you complete the quiz before time is up! You can only do the best you can.** *** Thus, it is your responsibility to prepare and study the course material before the quiz. If you are ill-prepared for the quiz, then you will receive a grade that will reflect this disadvantage.

Any submission that does not compile will receive no credit. Please ensure that your program compiles before you submit to the Carmen dropbox.

The lowest quiz score will be dropped when computing final grades.

Carmen Dropbox:

You will submit quiz, lab, and homework assignments to the designated Carmen drop box. Only the latest submission will be graded. When you submit your work look for an email from Carmen to verify that your submission has been received. This is your proof that your submission was received and given a timestamp. If you submit your work into the wrong drop box it will not be graded. If you submit the wrong file(s) you will not have an opportunity to submit the “correct” files. Submissions are never accepted via email. It is your responsibility to ensure that your entire submission successfully arrives to the correct Carmen drop box by the due date and time.

We assume that you will submit your work using a CSE department lab computer, which is reliable and secure. Submission difficulties due to CSE department technology problems (hardware and/or software) must be verified by CSE technology staff in order to receive the opportunity to accept your work after the due date and time. This situation must be communicated to your instructor as soon as possible.

For those working remotely and outside of the CSE department’s computing facilities, if you are unsuccessful when submitting your work then you will not receive an extension for the assignment. Instead you should promptly use a CSE department computer to submit your work.

Exams (75% of your final grade):

The tentative dates for the Midterm exams are found on the course schedule. Your Final Exam day/time is already posted by the Registrar prior to the start of the semester. Exams are administered in your lecture meeting place. It is highly suggested that you write your exam with a pencil and bring an eraser with you.

You must abide by the following rules during the exam:

- Exams are closed book and closed notes
- No calculators are allowed
- You must turn OFF all electronic devices including your phones. You cannot just put your phone on silent or vibrate.

A violation of any of the above policies will result in your instructor immediately retrieving your exam, asking you to leave, and assigning you a zero for the exam. In addition, you must abide by the following policies during the exam:

- The instructor may ask any student to move to another seat before or during the examination. This decision is made at the discretion of the instructor.
- If the instructor witnesses a student looking at another student's exam, then the instructor will ask the student(s) involved to move to another seat.
- You may not separate the pages of the exam. You must ensure that all sheets are returned back to the instructor and in the correct order before leaving the examination room.
- You may not discuss the exam with anyone before, during, and after you have completed the exam.

A violation of any of these policies may result in a report to the COAM.

Note: You will be asked to write program source code on paper! I highly suggest that you practice writing program code on paper before an exam. Ask an instructor for advice on this.

If you will miss an exam or realized you missed an exam after the fact, then see the section on "Missing Work" below.

The Final Exam is administered in your lecture room. You cannot take an exam during another section's exam day/time without prior permission from your instructor. You will receive a zero for the exam if you do so.

You have committed yourself to the Final Exam day/time for your section, as posted by the Registrar's office prior to the start of the semester, when you signed up for the course. You can follow this link to remind yourself: [Spring 2017 Final Exam Schedule](#). A request to move your Final Exam will only be considered for extenuating emergency situations and must be accompanied with *verifiable documentation* that occurred prior to your Final Exam day/time. Other situations, such as making your end of semester plans more convenient or having multiple exams on the same day, won't be considered. All decisions are made at the discretion of the instructor.

Extra Credit:

Extra credit is available for regular attendance to lecture and lab meetings. You can receive up to 2% added to your final grade based on attendance.

In order to receive this extra credit, you must:

- 1) Come to class on time
- 2) Sign your name (legible please) on the attendance sheet passed out by your instructor
- 3) Attend the *entire* lecture and your Friday lab session (if you are finished early in the Friday lab meeting you can leave early after you have signed the attendance sheet)

You must be physically present. If you show up late for lecture and the attendance sheet has already been collected by the instructor then you have lost the opportunity to receive extra credit that day. If you leave lecture early then the instructor may mark you as absent even though you signed the attendance sheet.

Extra credit is not eligible for make-up at all.

Note: If someone else signs the attendance sheet for you in your absence, both of you will be in violation of the University's Academic Misconduct rules and a report may be submitted to COAM (see below) against all parties involved. This violation may carry with it stiff penalties imposed by the university.

Missing Work:

If you are going to miss an assignment (lab, homework, quiz, or exam) due to extenuating circumstances, then you must inform your instructor once you are aware of the excuse. **Your request must be made in person at least one week prior to the due date of the assignment. A request due to an emergency that occurred within a week of the due date must be made to your instructor as soon as possible.** Waiting to inform your instructor greatly reduces the chance that your request will be accepted. After your request, you must provide verifiable documentation to your instructor as soon as possible.

IMPORTANT: Any request to miss work that is made to your instructor after the assignment or exam was due will NOT be considered for make-up. No exceptions!

An *extenuating circumstance* is usually a medical emergency, hospitalization, death in the family, or being called up for active military duty. All requests will be evaluated on a case by case basis according to the nature of the circumstance and all supporting documentation. Acceptance of any excuse for make-up work is left to the discretion of the instructor.

A *valid excuse* is one that is accompanied by *verifiable documentation in hard copy* form on official letterhead with a telephone number to an authorized person that is responsible for verification of the documentation. In addition, the documentation must clearly state which days you are excused from school. For example, a medical excuse requires that the doctor state on the documentation specifically what days you are excused from school. As another example, if there was a death in your family then you must provide documentation of the funeral and documentation of your travel. Scanned documentation attached to an email is not accepted. Just leaving a voice mail or e-mail is not enough. You must receive confirmation from your instructor prior to the due date to be considered for a make-up. If you are unable to make the request in person, then you must provide an acceptable reason as to why you are making the request via email, phone, or other indirect form of communication. This will only be considered for unusual and extremely extenuating circumstances.

Each assignment type will have additional stipulations as follows:

Lab and Homework: Since you are given at least a week to complete these assignments, extensions or make-ups will only be considered if you will miss school more than three days. Please start your assignment early in order to ensure that you will be able to complete it on time if you will miss school three days or less, as you won't receive an extension in this case.

Online zyBook textbook reading: There is no make-up policy for this assignment. If you will miss many class meetings due to a valid excuse (see above) then you must alert your instructor well before the due dates.

Quiz: In addition to the above rules, the following policy will be used for quizzes. Your instructor will make a note of your first accepted request for a make-up for a quiz, where this quiz will be the quiz grade that you will drop. If you request another make-up after the first accepted request for a make-up, then your instructor will provide make-ups for all subsequent quiz make-up requests with valid excuses. *Note that simply missing a quiz without an accepted valid excuse will not count as your first accepted request for a make-up.*

Exams: Missing an exam without a priori approval for accommodation from your instructor (see above) before the start of the exam will incur a penalty. If you show up late for an exam you will not receive additional time to complete the exam unless you experience an *extenuating circumstance* supported by **verifiable documentation** (See “Missing Work” below). If you missed the exam entirely, e.g. you forgot the day/time of the exam or slept through it, then your instructor will try to provide a make-up with penalty given your instructor’s availability. If your instructor is able to provide you a make-up on the same day of the exam, then you will receive a 10% penalty on your exam grade. If your instructor is able to provide a make-up one day after the exam, then you will receive a 25% penalty on your exam grade. A make-up provided after one day will incur at least a 35% penalty. If your instructor is not able to provide you with a make-up, then you will receive no credit for the exam. This latter possibility is especially pertinent for the Final Exam where there is a stringent time constraint due to the deadline to submit final grades.

Make-up work for accepted excuses on Lab and Homework must be completed within a week after your return date to school as stated on your documentation. Make-up work for accepted excuses on quizzes and exams must be completed the next day or within a day after your return date to school as stated on your documentation. Any make-up work not completed within these time constraints will be assigned a zero. It is your responsibility to contact your instructor on your return to school in order to complete make-up work. You must keep in close contact with your instructor when you are out of school and keep your instructor fully informed of your status, e.g. by phone or by email with your computer (such as your laptop), cell phone, smart phone, etc.

Academic Misconduct:

As defined in the University’s Code of Student Conduct, academic misconduct is “any activity which tends to compromise the academic integrity of the institution or subvert the educational process” (<http://oaa.osu.edu/coam.html>). Please be sure to familiarize yourself with the OSU academic misconduct rules and policies which include additional examples and details defining academic misconduct: <http://oaa.osu.edu/coamfaqs.html>. Students who violate the University’s policies regarding academic misconduct are stealing academic credit and skewing the grading process against students who are honestly participating in the course. Their actions diminish the value of an academic degree when they falsely represent themselves as competent in a subject matter to their instructor, their peers, and in the workplace.

All graded work (labs, homework, quizzes, and exams) are to be **completed solely by you only**: In accordance with Faculty Rule 3335-31-02, alleged violations of academic misconduct will be reported to the Department Chairperson and the Committee on Academic Misconduct (COAM). Cases will be resolved via COAM’s hearing processes as described in the University’s Code of Student Conduct (<http://studentaffairs.osu.edu/csc/>).

- DO NOT LOOK AT OR COPY anyone else’s work, e.g. code
- DO NOT SHARE your work with anyone else in any way

- DO NOT pass files to others. Protect your work!
- DO NOT create an opportunity for others to view or otherwise retrieve or take your work. For example, do not leave your computer unattended while logged in when working in a computer lab. You may be liable for inadvertently providing access to your work by others.
- The only code you can use that is not your own is what you see in our text book and what your instructor gives you in class. If you are stuck on an assignment, please ask your instructor or any other CSE1222 course instructor available during office hours.
- Instructors will NOT provide answers for you during a quiz nor during office hours. All graded work must be solved solely by you. If you are ill-prepared, then your grade will reflect this.
- Lab consultants in the computer labs are not to do your work for you. You may not submit code that is provided by a lab consultant nor code created while working with a lab consultant.
- Third party sources are not allowed when completing your graded work. You are not allowed to use a third party person(s), e.g. a programmer who is a family member, co-worker, friend, lab consultant, classmates from any section of the course, nor material found on the internet.
- Do not post any part of your solution on the Carmen discussion board nor onto a third party venue, e.g. anywhere on the internet.
- Do not obtain nor provide current term exam information (verbal, paper, or electronic form) from/to another student taking the course (no matter which section) prior to taking the exam yourself on the same information
- If you are repeating the course, you may not re-submit work from a previous semester again. This includes submissions for a similar or the same assignment. You must construct a solution from scratch for each assignment.

***** When you write your program solution, i.e. coding, you must write it solely on your own and have NO contact with anyone else except for what your instructor allows *****

You may discuss a problem at a very high level with another student, but *do not cross the line*. Seek help directly from your instructor. Remember, a solution written solely by you will have no problems. The instructor can ask a student about any assignment submission if there is a concern and request an explanation of the submitted/assigned material to determine whether the work belongs to the student.

Office Hours:

You can seek help with course material and assignments in office hours. *You must come into office hours well prepared with targeted questions and a clear indication that you have made an attempt to study course material and started an assignment on your own* (if you choose to discuss an assignment with an instructor).

Office Hours Rules (Please abide by these!):

- If you seek help with lab or programming assignments you must have started the assignment before you ask for help from an instructor in office hours
- An office hour period is **NOT** a lab meeting session! You are not allowed to take up a computer for a lengthy period of time in order to sit and complete your assignment during office hours.
- Be ready to relinquish a lab computer upon request by an instructor, especially if there are other students waiting who need help
- It is **NOT** the responsibility of an instructor to ensure that you “get your assignment completed” by the end of office hours. The quality of the help you will receive is directly

proportional to how effectively you have made an attempt to study course material before you walk in.

- Expect that an instructor will *instruct* and not give answers. Instructors will not sit down with you for long periods of time to “walk you through” an assignment nor to do extensive debugging. This is YOUR job. This is especially true when office hours are busy.
- Your work is solely your responsibility. *You are not allowed to work with other students on graded assignments during office hours.* The instructors will ask you all to STOP immediately. If the situation is severe, an academic misconduct report will be written against all involved.

***** If you are having much difficulty with the course material and assignments and your needs are not addressed in office hours then I highly suggest that you make a one-on-one appointment with YOUR instructor to have a targeted discussion regarding your issues and receive more help*****

Students With Disabilities:

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let your instructor know immediately so that we can privately discuss options. To establish reasonable accommodations, I will request that you register with Student Life Disability Services. After registration, provide the SLDS long form for both of us to fill out and you to return to SLDS in a timely fashion. Simply providing letters of accommodations from SLDS will not be enough. **SLDS contact information:** slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

Final Grades:

1. Assignment, quiz, and exam scores will be posted on the Carmen gradebook. Please check that your grades have been entered correctly before your final grade is submitted to the Registrar. The Carmen gradebook does NOT calculate your final grade. Please calculate this yourself using the grade scale provided in this syllabus.
2. Requests for re-grades of lab, homework, quizzes, and exams must be made within a week after the graded assignment is handed back to you. *No re-grades are allowed after this time period.*
3. A request for a re-grade must be made to your own section’s instructor in person (not to another section’s instructor, e.g. during office hours).
4. If you request a re-grade of an exam then you must return the exam hard copy to your instructor for the re-grade accompanied by which problem(s) you would like the instructor to look at. Scanned copies or pics of your exam sent electronically, e.g. email, will not be accepted for re-grading.
5. Course policy on assigning final grades:
 - a. Grades are neither “curved” nor “rounded up”
 - b. You will receive a final grade assignment if your point average surpasses a grading scale cut-off. For example, a final score of 89.9 would receive a B+ under the OSU suggested grading scale.
 - c. You must pass the Final Exam in order to pass the course.
6. The grading scheme used and the assignment of final grades are left to the discretion of the instructor. The grading scheme stated in this syllabus is used only as a guide and is subject to change. For example, the grading scheme might be modified if unforeseen circumstances arise.
7. You will be evaluated based purely on your performance in the course. Final grades are *never* negotiated! You should *never* make a request to your instructor for a particular grade that you “desire”, “prefer”, “need”, “deserve”, etc., under any circumstances!