This document is to set some “ground rules” for the class.

- **Headphones/Earbuds:** Please remove headphones/earbuds in class. Hats are acceptable as long as they do not cover your face. I want to communicate with you, not your Apple or Android device.

- **Disruptive Behavior:** Disruptive behavior will not be tolerated. Examples of disruptive behavior include disrespectful comments, noisy mobile phones, playing games, and excessive tardiness. Please turn off or mute cell phones, laptops, and other devices. If ringtones, music, etc. can be heard, it’s too loud!

- Class periods cover lecture and discussion of the course material. If you don’t understand something, I encourage you to ask questions, read the textbook, and ask your classmates (outside class). You can also talk to me during office hours, send me email, etc.

- **Course Project:** There will be a project in this class in which you’ll work in teams (details will be provided later). Everyone in each team gets the same score. Get to know your classmates, as you’ll be working with them closely. We’ve all heard stories about class project teams whose members “dropped the ball” or “disappeared” as deadlines approached. For this class, I recommend you organize your teams quickly with diligent people you know and trust, clarify everyone’s responsibilities, and hold all team members accountable for meeting them.

- **Exams:** All exams are closed book, closed notes, and closed neighbors. The final exam will follow the University’s finals schedule. There will be no make-up exams except in cases of DOCUMENTED medical emergencies (or similar extenuating circumstances).

- **Course Material:** You are responsible for understanding the course material, including material presented on slides (especially red, bold content). You are also responsible for the reading material, which provides important insights that may not appear on the slides. In general, exams will cover material from assigned readings and slides.

- **Copyright:** It has been observed that some students download/upload copyrighted textbooks for classes. Since the copyright owners (usually) reserve all rights and do not authorize these actions, these actions are illegal. (Some authors authorize distribution of their work under more liberal licenses, which is another matter. Disclaimer: I am not a lawyer; this is not legal advice.)

- **Attendance:** Attendance is expected at every class session. Absence from class is only permissible due to a documented personal illness, death in the family, or similar extenuating circumstance.

- **Late Homeworks/Labs:** All homeworks and labs must be submitted by the due date. A 50% penalty will be applied for homeworks and labs submitted each day after the deadline. For
example, if you submit one day after the due date, your maximum score is 50%; if you submit
two days after the due date, your maximum score is 0%. Please buy a stapler (they’re only a
few dollars) and staple your homework together!

– **Letters of Recommendation:** In general, I am happy to write letters of recommendation for
students whose performance warrants it. But if evidence is found of students engaging in
academic misconduct, “abandoning” group project, or similar behavior, I will not write such
students letters of recommendation.

– **Unforeseen Emergencies:** If unforeseen emergencies impact the course (e.g., the fire alarm
sounds during an exam), the course grading scheme may be modified at the instructor’s discretion.

– **Academic Misconduct:** Homework and exams are to be your own work. High-level discus-
sion of assignments is encouraged, but the more specific your discussion, the closer you come
to cheating. The policy on collaboration with others is fairly liberal – but please don’t be
tempted to test its limits. Certain things clearly will be permissible (e.g., discussing problems
and solution approaches) and certain things clearly will not be permissible (e.g., passing off
as your own the work of someone else). If you have doubts about the middle area, stay out of
it; ask your instructor for assistance. Violations are surprisingly easy to detect and they must
and will be dealt with according to OSU rules on academic misconduct.

  o You may not write or otherwise record any part of your solution to an assignment while
    someone is helping you.
  o You may not take a physical or electronic copy of any part of a solution to an assignment
    from anyone.
  o You may not give a physical or electronic copy of any part of a solution to an assignment
    to anyone.

You are encouraged to talk with others (especially others in the class) about homework
assignments. But do not give anyone or take from anyone written or recorded material, and in
all cases please write up your own solution without assistance. If you are not sure whether
some activity would constitute cheating, please discuss your questions with your instructor
first!

There is one other rule about professional ethics:

  o You may not turn in an assignment solution from a previous semester’s offering of the
course.

Please note that this last rule applies even if you have previously taken the course and you
think it might save you some time to turn in an old solution. Assignments may change in
subtle ways from one semester to the next. Any homework that gives evidence of having been
prepared for a previous semester’s course offering will receive zero credit. Moreover, if there
is reason to suspect you got the questionable solution from someone else who took the course
in a previous semester, it will be treated as academic misconduct just as if you had gotten it
from someone else who is taking the course this semester.