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 mobile device.

- **Disruptive Behavior:** Disruptive behavior will not be tolerated. Examples of disruptive behavior include disrespectful comments and noisy mobile phones. No cell phones are allowed in class during lecture.

- **Course Project:** This class has a project where you’ll work in teams. 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).** If you do not answer a particular exam question, you will receive zero (0) credit for that question.

- **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 or upload copyrighted textbooks for classes. Since the copyright owners (usually) reserve all rights and do not authorize these actions, **such 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.

- 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. Some students find “study groups” helpful in learning the course material.

- **Stapled Homework:** If you don’t have one already, **please buy a stapler** (it’s only a few dollars) and staple your homework papers together!
- **Late Homeworks/Labs:** All assignments must be submitted by the due date. A 25% penalty will be applied for assignments submitted each day after the deadline. The following table shows your maximum score for work submitted after the deadline:

<table>
<thead>
<tr>
<th># of Days Late</th>
<th>Maximum Percent of Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>75%</td>
</tr>
<tr>
<td>2</td>
<td>50%</td>
</tr>
<tr>
<td>3</td>
<td>25%</td>
</tr>
<tr>
<td>4 or more</td>
<td>0%</td>
</tr>
</tbody>
</table>

- **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. If you’d like me to write you a letter and your performance warrants it, **please give at least two weeks notice before your deadline.**

- **Academic Misconduct:** Homework and exams are to be your own work. High-level discussion 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.
  - You may not write or otherwise record any part of your solution to an assignment while someone is helping you.
  - You may not take a physical or electronic copy of any part of a solution to an assignment from anyone.
  - 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:
  - 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.