Preliminaries and Intro. Material

- Course Documents
- Taking Notes
- Cheating
- Accommodations
- E-mail
- Attendance
- Time and Other Considerations
- Programs, Software, and Software Development

Course Documents

- Everything I create for this class is made available online
- All of it can be accessed from the Class Web Page, whose address will be given in class
- You should bookmark this page because the page will function as our syllabus, instead of a paper syllabus
- It is a lot of material, but you should at least get to know the *layout*

Course Documents

- The "Course Policies" and "Classroom Rules" sections will give you a good idea of my rules and expectations.
- Those sections also contain some supplementary information for you to check out.
- The page will feature links to class notes, along with schedule information and assignments.
- You should also check the site frequently for updates, such as new assignments posted.

Taking Notes

- Although I make my notes available in PDF form, I want to encourage you to take notes in class
- Studies have shown that students learn more when they take notes, even if they never look at their notes again
- Other studies have shown that the more activities and senses are engaged when you learn something, the greater your likelihood of remembering

Taking Notes

- Writing notes engages another part of your brain, which increases recollection
- All of you should take notes
- Probably the best practice would be for you to print the notes before coming to class.
- That way, you can write your own notes in the margins, along with any questions you have.
- Also, if you are receiving specific help for some task, it's good to write things down...

<u>Cheating</u>

- All students are expected to follow the University's Code of Student Conduct
- You will find this at
  http://www.umb.edu/life_on_campus/policies/ community/code
- The Computer Science Department has the following policy on cheating
- You will be given a score of zero if you cheat on any assignment, quiz or test

<u>Cheating</u>

- If you cheat a second time you will receive an F in the course
- If you cheat a third time you can be expelled from the University
- I put a great deal of work into my courses, and I ask you to respect that work by not cheating
- Given the nature of this course, we need to address the topic of collaboration…

<u>Is Collaboration "Cheating"?</u>

- The short answer: It depends.

- Discussing concepts (things not pertaining directly and specifically to the assignment) with others is fine.

- You may also help one another with things like:

  - Using software development tools like DrJava, Sublime Text, etc.

  - Understanding the assignment itself – the parts already provided to you

  - General programming-related issues, not pertaining to a specific assignment

Is Collaboration "Cheating"?

- You may not engage in any of the following:
  - ➤ Viewing or copying one another's code
  - ➤ Copying or plagiarizing any solution from any source
  - ➤ Coaching someone step-by-step through writing the solution code
  - ➤ Failing to acknowledge any allowed collaboration, which must include names and/or sources
- Keep in mind that we (instructors) have various ways of detecting cheating, including detection software!

Grading Policy

- Final _number_ grades will be translated to _letter_ grades as follows:
  - **A** _93.3_ and above
  - **A-** _90_ to _93.2_
  - **B+** _86.7_ to _89.9_
  - **B** _83.3_ to _86.6_
  - **B-** _80_ to _83.3_
  - **C+** _76.7_ to _79.9_
  - **C** _73.3_ to _76.6_
  - **C-** _70_ to _73.3_
  - **D+** _66.7_ to _69.9_
  - **D** _63.3_ to _66.6_
  - **D-** _60_ to _63.3_
  - **F** Below _60_

__Accommodations for Disabilities__

- The school is legally obligated to try to accommodate students with disabilities

- If you have a disability you can get help from Ross Center for Disability Services

  ➢ Location:
    - Upper Level of the Campus Center, Room 211
  ➢ Phone: 617-287-7430
  ➢ Web Site:

https://www.umb.edu/academics/ vpass/disability/

Accommodations for Disabilities

- After you have discussed the matter with them, see me
  - ➤ They will usually engage in electronic communications, explaining any accommodations you should receive.
  - ➤ You should get this set up, so they can forward to me ASAP!
  - ➤ If you require extra time for an exam, then it is your responsibility to arrange for this at least a week in advance!
- Also, you may wish to check out the page containing my own notes:

`http://www.cs.umb.edu/~ckelly/teaching/`

`common/data/disability.html`

Email

- All communication outside of class will be conducted through e-mail

- For course announcements and personal correspondence, I will be using your **@umb.edu** email

- This is why you are advised to set up your **.umb_email** file on your Linux account

- More detail + instructions about this, soon to follow....

<u>Email</u>

- It is your responsibility to check your e-mail regularly – at least once every 24 hours.

- If I have sent you an email about something concerning the class, I'll assume that you have been given adequate notice.

- Also, grades on certain assignments may be distributed via your <u>**@umb.edu**</u> email

Contacting Me

- If you have a question, email me at **cg.kelly2013@gmail.com**

- Please be sure to:
  - Use a descriptive, meaningful subject line
  - Begin the subject with the class name (e.g., IT114, **CS341**, etc.)

- Don't hesitate to contact me if you are stuck and/or need help with something.

- Please allow for at least 24 hours for a response, or more, during weekends and holidays.

Office Hours

- My office is **M-3-0201.32**

- My official office hours are posted on the course web page -- or, alternately, *will* be posted soon!

- You do not have to make a special appointment to see me during office hours – just drop in!

- If you need my help and cannot make it to office hours, contact me and we'll work something out

Attendance

- At each class I'll take attendance
- I do this to:
  - ➤ Learn your names
  - ➤ Have a record
- Your attendance will not affect your grade directly
- However, if you find yourself struggling with the material and have not been coming to class, I'll be less sympathetic

Do You Have Enough Time to Do the Work for This Course?

- Many of you work, either part time or full time

- This cuts down on the time you have available for class work

- You should not be taking this course if you do not have enough time to do all the work

- In this course, you will be learning a new way of thinking – like a computer

  ➢ For some this may come easily and naturally

  ➢ For others, it may require some extra effort

Do You Have Enough Time to Do the Work for This Course?

- As such, you may have to invest more time (tutoring, office hours, practice problems, etc.) in order to

  ➤ Learn the skills, and…

  ➤ Complete the work – at a sufficient level of quality to earn your desired grade

- If you sign up for more work than you can achieve in the time you have, you will be cheating yourself

- It requires doing enough work to digest and understand the material

Other Considerations...

- How well do you handle minute details? Can you keep track of things like:

    ➢ Uppercase versus lowercase

    ➢ When to use single quotes ' ' versus double quotes " "

    ➢ When to use parentheses ( ) versus curly braces { } versus square brackets [ ]

- How good are you at reading directions and following them specifically? Such as...

    ➢ Coding conventions

    ➢ File names and locations

    ➢ Folder names and locations

    ➢ Assignment specifications

Other Considerations...

- For example, if asked to name a file <mark>**`homework_09.txt`**</mark>, that means *none* of the following are acceptable:
  ```
  Homework_09.txt
  homework09.txt
  homework_9.txt
  homework_09.rtf
  Homework 9.doc
  . . .
  ```

- Small details are especially important, considering how computers work.

Homework, etc. Assignments

- We assume that you are computer literate:

  ➢ Word Processing, Email, Web Browsing, Downloading Applications, etc.

- Reading for recently: ***See course webpage***

  ➢ We may not cover all this material in class, but you are responsible for knowing it on exams, etc.

- If you have a hard time with this material, please see me – **sooner rather than later!**