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Website Architecture

Course Policies

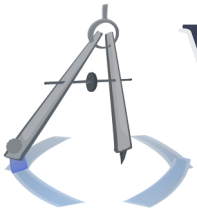
Detailed Course Policies

This document provides explicit rules and details of policies which are generally outlined in the Syllabus. It is intended to be comprehensive with respect to policies that are not fully detailed in the Syllabus.

Michael Serritella

Summer 2010





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I Class Participation

The overall Class Participation is a combination of per-lecture points and overall points. Per-lecture point adjustments are generally deductions, and overall point adjustments are generally augmentations.

I.1 Point Scale

A lecture which is eligible for Class Participation points has a potential of **1 point**; student grades will be in [0,1] for each such lecture. Not all class meetings are eligible; exam days, in particular, are not eligible. The number of eligible class meetings is not determined in advance and will be updated as the course progresses.

The total number of points possible in the Class Participation component of the final grade is the total number of points possible from all eligible lectures. The contribution of the student's Class Participation component towards the final grade is the percentage of these points earned.

I.2 Deductions

Students may be deducted points for in-class behavior, generally for being unattentive or something similarly indefensible.

I.2.1 Absence

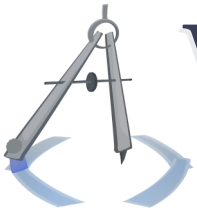
A student's first **5** absences are excused; i.e. the student receives full Class Participation points for those lectures. This is to deter students from attending lectures in which they cannot be attentive and then fooling themselves into thinking they have some reasonable comprehension of the material; this also prevents such students from distracting others. After this five-absence grace period, absences will have a penalty of **1 point**; i.e. the student will receive no points for those lectures.

I.2.2 Sleeping

Sleeping in class incurs a potential deduction of **0.2 points**. A verbal reminder will be given to students who fall asleep for the first time per each lecture. Upon a second incidence of falling asleep, the student loses points. No student will lose more than 0.2 points for sleeping per each lecture.

Students are encouraged to maintain a healthy metabolism during class to ward off drowsiness.





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1.2.3 Becoming Distracted

Becoming distracted in class incurs a potential deduction of **0.2 points**. Specifically, this means that a student is seen operating a consumer-electronics device for more than a momentary period of time - e.g. a laptop, tablet, or cell phone for more than approximately 19 seconds. A verbal reminder will be given to students who overstep this grace period for the first time per each lecture. Upon a second incidence of using such a device, the student loses points. No student will lose more than 0.2 points for becoming distracted per each lecture.

Students may lose points for becoming distracted by other means, for which the same verbal-warning policy applies.

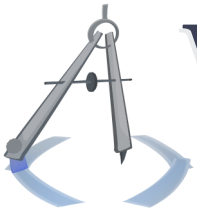
1.2.4 Distracting Others

Distracting others in class incurs a potential deduction of **0.3 points**. Specifically, this means that a student is seen operating a consumer-electronics device whose output is visible to other students for more than a momentary period of time - e.g. a laptop, tablet, or cell phone for more than approximately 19 seconds. A verbal reminder will be given to students who overstep this grace period for the first time per each lecture. Upon a second incidence of using such a device in view of others, the student loses points. No student will lose more than 0.3 points for distracting others per each lecture, and the penalty for becoming distracted will not be applied simultaneously.

A simple algorithm will approximate whether a device is in view of other students. If the offending student is seated in a row which is closer to the instructor than another student, then the other student is assumed to be able to see the device. If the offending student is seated in the same row as another student and the offending student is seated in a column which is closer to the instructor than the other student, then the other student is assumed to be able to see the device. Students who feel the need to distract themselves can avoid this penalty by sitting in the back row or the farthest-away column, so long as no innocent students are seated in the farthest-away column and farther-away rows.

Students may lose points for distracting others by other means, for which the same verbal-warning policy applies. Students are encouraged to talk, joke, and involve themselves in the discourse of lecture, so long as it does not divide the attention of the classroom.





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1.3 Augmentations

Students may be awarded points for in-class behavior, generally for posing interesting questions or honestly attempting to answer such questions. These points are added to students' Class Participation totals.

1.3.1 The Wheel of Onus

The Wheel of Onus is a device by which the instructor may pose questions to randomly-selected students during lecture. It will be integrated into the course website. The instructor will type a question into a form on the page, and the text of the will be recorded and published for student review. The instructor will then query for a randomly-selected student. The Wheel of Onus may favor students who have had fewer honest attempts at answering questions. After a student is chosen, he/she shall try to answer the question. If the student cannot produce a correct answer without blatant assistance from others, another student may be chosen by the Wheel of Onus. The names of chosen students will not be published on the course website accessible to students.

There is no limit on the number of questions which may be asked using the Wheel of Onus.

1.3.2 Answering Questions

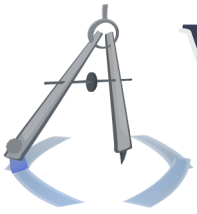
Making an honest attempt to answer a question from the Wheel of Onus earns **0.5 points**. Even if a student cannot produce a correct answer without blatant assistance and another student must be chosen, the original student may still earn points.

1.3.3 Asking Questions

In class, if a student asks a question of the instructor, the instructor may choose to answer the question directly or pose the question to the class using the Wheel of Onus. If the difficulty of the question is within reach of the students, it will likely become a Wheel of Onus question. Asking such a question earns **0.25 points**. Students who are asked the question have the same opportunities for points as with any Wheel of Onus question. The student who asks the question will not be chosen to answer the question.

There is no policy-imposed limit on the number of questions that a student may ask or for which a student may receive points.





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2 Projects

The overall Projects grade is the weighted arithmetic mean of individual project grades. In general, in addition to projects' specific requirements, projects are governed by a submission policy, an assessment policy, and a consultation policy.

2.1 Submission

Projects are to be submitted by the course website. They must be submitted no later than certain times, and submissions given earlier than certain times may be deferred or discarded, as detailed in this section.

2.1.1 Due dates

Projects in this course may have distinct deadlines, but they may also be accepted late without penalty up until a final due date. All projects in the course have the same final due date: **before July 31, 2010**. This effectively means the time as close as possible to midnight of July 30, 2010. Any submission given after this time will be discarded. Do not expect to be an exception to this rule.

2.1.2 Earliest submission opportunities

Project descriptions will be available early. However, students may not submit projects as soon as the description is available. At some point, the instructor will declare "open season" on a project. This point is the earliest submission opportunity for the project.

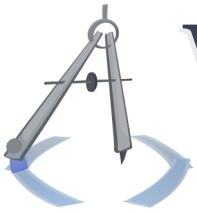
2.1.3 Resubmission

Once a project has been graded (i.e. given a numeric score), students may resubmit the project an infinite number of times until the final due date. Resubmissions will be discarded if they are given while a submission for the same project is pending a grade.

2.2 Assessment

Project submissions are given an overall numeric score. An itemized numeric score may also be given. The overall numeric score may be limited by the consultation policy.





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2.2.1 Turnaround time

Students may not expect project submissions to be assessed earlier than 48 hours after the submission time. Assessment could possibly take longer than this, and it could possibly take less time.

2.2.2 Granularity of feedback

Students may not expect that all submissions will yield an itemized assessment with expository feedback, although this will almost always be the case. In particular, the assessment of the first submission per project will not be itemized for the student until the consultation. Some resubmissions in which only small changes are made may not yield an itemized assessment report if its omission is reasonable.

2.3 Consultations

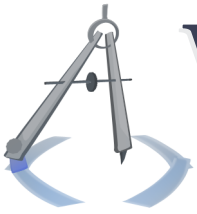
Students may be eligible for retrospective consultations with the instructor after they have submitted projects. Consultations should generally help the student understand the difficulties of the project and help prepare for a resubmission if warranted. Consultations also serve as a means for the instructor to verify the student's authorship of the submission via asking questions. In some cases, consultations are required to receive a full grade on a project.

2.3.1 Planning and logistics

Consultations may be up to **20 minutes** long, with most of the time likely going towards answering students' questions. Consultations are scheduled in advance by the student, using the course website. The student becomes eligible to schedule a consultation after the corresponding project submission has been graded (i.e. assigned a numeric score). The student may not schedule a consultation earlier than the start of the **next school day** (Monday through Friday) after a grade is made available. The consultation must fall within a **ten-school-day window** from the beginning of its scheduling eligibility. The student may not schedule a consultation for later than **August 6, 2010**.

The Instructor Availability section details the times which may be used for consultations vs. other office hours.





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2.3.2 Required consultations

In general, a consultation is required in order to receive a grade **above 80%** on a project. Without a consultation, the maximum grade of a project is **80%**. If a student meets with the instructor for a consultation on a later project, the consultation for the later project satisfies the consultation requirements for all earlier projects.

3 Exams

The overall Exams grade is the weighted arithmetic mean of individual exams. The policies which govern exams are largely traditional and straightforward. In general, in addition to examinations' specific requirements, exams are governed by a grade-improvement policy.

3.1 Grade improvement

The third exam will be shorter than the first two, and it will be worth fewer points. On the same day that the third exam is given, additional exam questions will be given which correspond to the questions on the earlier exams which were worth the most points. Students may optionally attempt these questions, and the grade on these questions would replace the grades of corresponding questions in earlier exams; earlier exam scores would be modified. A maximum of two questions from each prior exam will correspond to these later questions. The extra questions given on the day of the third exam will have significantly different details than their earlier counterparts.

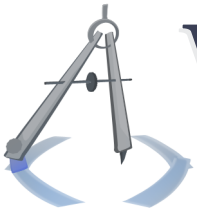
4 Final Grades

Final grades may be computed by each student using an Excel spreadsheet which is a copy of the one the instructor uses. As encoded in the spreadsheet, there is no rounding of component grades (i.e. the Class Participation total, Projects total or Exams total); all rounding occurs at the final stage.

5 Instructor Availability

The instructor will be quite available to students via email or office hours, though policies apply to each of these methods.





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5.1 Topical restrictions

Project specifications may be distributed earlier than their corresponding lessons are given in class. If a student asks a question about a project before the instructor has declared "open season" on the project, the instructor may defer the question until such time.

5.2 Email

The instructor may be reached by email at mas04m@fsu.edu. Students will also have the opportunity to send templated emails via the course website.

5.2.1 Medium and format restrictions

The subject line of all emails which pertain to the course should contain "CIS4930" or "CIS 4930". Students should not attach files which pertain to class projects.

If a student wants to ask a question about material for which he/she is responsible for a course grade, then the form on the course website should be used to send the email, so long as it is available. If the email form is not used for such an appropriate message and it is available, the email may be discarded.

5.2.2 Allowable frequency of questions

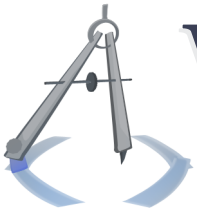
Each student may initiate up to **two** email conversation threads per day on topics for which students are responsible for a course grade. This includes weekdays and weekends. Each email conversation thread should be focused to one question or group of tightly-related questions, or the extraneous questions may be discarded, with notice. As stated, the email form on the course website should be used to initiate these threads. The course website will enforce this limit.

This limit exists to help students budget their mental energy and avoid asking large amounts of frantic questions from which they learn nothing.

5.3 Office hours

The instructor's office is **MCH 106C**. The instructor will be available for **12** office hours per week: **Mondays** from 3:30pm to 7:30pm, **Tuesdays** from 1:00pm to 5:00pm, and **Wednesdays** from 3:30pm to 7:30pm. Some are prioritized for appointments, and some are prioritized for general-purpose use.





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5.3.1 Appointments

Office hours on **Tuesdays** and **Wednesdays** are eligible for appointments. Appointments are prioritized over general-purpose use on these days, such that an impromptu meeting with a student would have to wait for an opening in the appointment schedule.

A student may make an appointment for a project consultation or for other exceptional events, such as a makeup exam. A student will be explicitly authorized to make appointments, with notification from the course website. Appointments are in **20-minute** blocks. A student may only make one appointment per project submission consultation. Other quantities will be limited on a case-by-case basis.

Appointments may only be made during eligible office hours, and they must start on **20-minute boundaries** (e.g. 1:00, 1:20, 3:40, 4:00). Appointments must be made at least **four** hours in advance. This will be enforced by the course website. Students will be able to see if the instructor is busy with appointments by checking the course website; this, coupled with the four-hour window, should provide some means of certainty for planning short-notice, general-purpose meetings.

If a student is with the instructor on an appointment and there is no appointment after the initially-scheduled time slot, the appointment may continue past its initial ending time.

5.3.2 General-purpose

Office hours on **Mondays** are ineligible for appointments and are thus for general-purpose use.

6 Student Resources

The student will have access to a course website, which should not be abused.

6.1 Course website

The course website will be featureful and strongly secure, but it will not be comprehensively secure, especially with respect to its availability. As stated in the Syllabus, any attempt to sabotage the course website will be treated as a violation of the Academic Honor Code.

The course website will also have features which function as discussion forums with other students. Students should display proper conduct as with any such forum over official channels.

