

## Course Policies

**EMAIL:** Use your VWC email (user\_name@vwc.edu) for the class electronic communication, and I may not response to any email sent from your other email address. Check your VWC email and my home page frequently. I post the updated assignments and class materials on the Web pages.

**CLASSROOM:** Any type of negative or disruptive behavior in the classroom will not be tolerated and will result in a zero *on* the class activity or the following test. If you have any problem or disagreement with the instructor, talk to him/her after the class or raise your hand before asking. If you come late or leave early, walk in quietly so as not to attract others attention away from the lecture. Do not talk with your classmates. Do not sleep in class. Don't use cellular phone. Do not use the computer for email, game, etc. while the lecture is in process except the class-related activities. Otherwise, you should *be asked to leave the classroom* and reported to the Dean of Students Office.

Please bring the textbook(s), pencils or pens, notebook, and whatever else may be needed in the class.

**ATTENDANCE:** Attendance will be taken each day and a daily grade will be issued. Presence **ON TIME** will be counted as full credit towards your daily grade. You can only get partial credit if you are late. It is **YOUR** responsibility to obtain the materials, assignments, etc., that were covered in the class when you were absent. Please inform the instructor if you need to leave the class early of reasonable excuse; otherwise, a zero will be counted.

If you cannot come to the class (including college athletes), especially on the day of a test, notify **ME** in **ADVANCE** in writing, by phone call, or email, or come by my office to inform me. If you don't inform me in advance, you **MUST** present a valid excuse with the related documents within seven days upon the absence. If there is no document for your case, you should report to the Dean of Students Office and let the office inform me of the reason for your absence. If the excuse is reasonable, the test will be replaced by your final exam (in other word, final will be counted twice). A grade of zero will be assigned for a missed test if no valid excuse is given.

**ASSIGNMENTS:** You can get some help from others including your instructor, but basically you should solve the assignment questions *independently* to avoid the judgment of plagiarism (please refer to next paragraph). You should start your work as soon as you get the assignment questions. You will get no help from me on any assignment after 4:00PM of the last evening before the day when the assignment is due. Assignments will be graded whether complete or not. This means that incomplete programs should be submitted on time rather than completed ones after the due date.

**PLAGIARISM:** Cheating of any type will not be tolerated. This includes, but is not limited to, copying part of or a whole program, assignment, and document, and wandering eyes on others' tests, etc. The penalty for the plagiarism is a zero for the

assignment or test/quiz. An "F" will be assigned for the course if you participate in the activity of plagiarism a second time. Please refer to the student handbook for a copy of the Honor Code in reference to cheating, plagiarism, and other forms of academic dishonesty.

**TARDINESS FOR TESTS:** It is your responsibility to make it to class on time for all tests (including the final exam). If you are late for a test, you will be allowed only the remainder of the scheduled period to complete the test. However, if any person has turned in his/her paper before you arrive, you will not be afforded the right of taking the test. If this happens, you will receive a grade of zero for that test.

**TEAM PROJECTS:** All members of each team will receive the same numeric grade unless I can determine that there has not been equal participation by team members. If a team does not feel that a member has participated equally, they should include the members' contribution percentages on the assignment when it is turned in for grading.

**RE-GRADING:** I will be glad to review any assignment or test/exam for possible grading errors. If any grading errors have been made, your points will be cheerfully refunded. Any requests for re-grading must be made within one calendar week upon the returning of the papers to the class. If you submit your paper for the re-grading of one or more questions, I reserve the right to re-grade your *entire* work.