# Course Information:

<table>
<thead>
<tr>
<th>Section Information</th>
<th>Information regarding all course sections, including date/time, classroom locations, and section staff (lead/assistant) may be found at the following link: <a href="#">SS16 Sections-Locations</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Calendar</td>
<td><a href="#">Course Calendar</a> (subject to change -- check link for up-to-date schedule)</td>
</tr>
<tr>
<td>E-mail:</td>
<td>All course messaging is to be done within D2L. Any messaging outside D2L may not be responded to in a timely manner.</td>
</tr>
<tr>
<td></td>
<td>• Your section Lead and section Assistant are your primary points of contact – all issues should initially be directed to them via D2L email</td>
</tr>
<tr>
<td></td>
<td>• Issues related to course delivery that require escalation and/or exam or quiz scheduling issues should be directed to the Course Office/Instructors (D2L name: _Main Office, CSE101).</td>
</tr>
<tr>
<td>Web Page:</td>
<td>Additional resource links are available at the following link: <a href="http://cse101.cse.msu.edu/student">cse101.cse.msu.edu/student</a></td>
</tr>
<tr>
<td></td>
<td>Although we do not anticipate frequent posting of announcements, we expect students will check D2L daily to ensure they do not miss important announcements</td>
</tr>
<tr>
<td>Help rooms</td>
<td><a href="#">General Schedule/Locations</a> (Click on room for campus map; times/rooms may change – check course calendar link above for current schedule); based on other room usage, sessions may need to start or end at precise times.</td>
</tr>
<tr>
<td>Overall Course Instructors</td>
<td>Chad Byers, Kevin Ohl</td>
</tr>
</tbody>
</table>
| Course Instructor Office Hours: | Course instructor office hours for course administrative matters: Tu and Th 02:00 PM – 04:00 PM (with section Lead/Assistant referral) 
EB 1107 (Engineering Building) 
Chad Byers - 517-432-2149; Kevin Ohl - 517-353-0682 
(There will be occasional deviations from above schedule: check course calendar link above for up-to-date schedule) |

## Course Description:

Core concepts in computing including information storage, retrieval, management, and representation. Applications from specific disciplines. Applying core concepts to design and to implement solutions to various focal problems, using hardware, multimedia software, communication and networks.

### Prerequisites

The course has no formal prerequisites, however, it does require a basic level of experience as a computer user and an expectation of basic math skills. Students are expected to have had some experience with the Windows or Mac environment from a computer user perspective. This may include paper writing, presentation creation, and Web and e-mail usage. For students lacking this experience, we suggest free online lessons available at a number of different websites, including [http://www.gcflearnfree.org/](http://www.gcflearnfree.org/). Course instructors or section leads/assistants should be consulted if a student needs additional guidance in securing this base knowledge.
Required Course Materials
All materials required for this course will be published in D2L or AFS space. Specific reading assignments and associated resources links will be provided in class materials or other supplemental materials.

If he or she does not already have one, each student is required to purchase a USB flash drive (recommended minimum 8GB) for saving daily classwork and homework. The MSU Computer Store stocks a variety of flash drives. Students should add identifying information to their flash drive such as creating an “IFFOUND” text file containing contact information so that a lost flash drive might be returned.

Exam flash drives will be provided on exam day for student usage during exams.

We highly recommend periodic back up of your primary flash drive. A backup drive, secondary flash drive and/or use of MSU’s AFS file system is recommended for additional, daily, backup purposes.

There will be no accommodation for any issues associated with a student not being able to access needed files when/if needed.

Grading Scheme:

Overview
Student grades will be based on assessment of performance in the following grading categories:

- Class engagement (15%)
- Homework (0%)
- Quizzes (15%)
- Exams (70%)

Class engagement
Daily credit for class engagement will be based on attendance for the full class period and active engagement in class activities, including classwork and homework. Students involved in activities unrelated to class (e.g. Facebook, web surfing, cell phone use) will not receive class engagement credit. No warnings are given related to loss of daily engagement credit.

Class Engagement Makeup Policy. There is no provision to make up lost engagement credit regardless of reason (excused or not). However, students may miss two classes for any reason and still earn the full class engagement portion of the grade (15%). Conversely, If a student attends and participate in all class sessions, he/she will receive a class engagement score of 16.36% (Effectively, each class day is worth 0.681% of a student’s total grade.)

Homework. Although there is no direct allocation of a student’s grade based on homework, not doing homework can indirectly impact class engagement. Further student feedback shows that doing and understanding homework problems highly correlated with quiz/exam scores. Homework and reading assignments to be completed outside of class are critical components to the learning process. While different students require varied amounts of study / practice time, we expect that students will spend on average at least 2-3 hours per class day completing homework and assigned readings. Homework will normally consist of “paired” green problems and white problems. Various green and white problems are “linked” based on similar concepts. Class leads and assistants will provide guidance and help with any homework problems; however, help with white problems will be provided in conjunction with the corresponding green problem. Homework will normally be assigned each class day and is to be completed before the student’s next class day. Most classes build on prior day’s homework and/or assume that assigned readings and homework has been completed.
Quizzes
Quizzes will cover in- and out-of-class work that has been assigned, including specific classwork or homework files which may need to be used or submitted as part of a quiz. Whether needed for a quiz or not, students are required to have access to all their classwork and homework files during any class period in case they are needed.

Quizzes are given only in-class, during each section’s normal class time and classroom. There is no provision to take quizzes outside the classroom (e.g., remotely). Quizzes may take place at any time during your scheduled class period.

Students are permitted to drop their lowest quiz score.

Quiz Makeup Policy. There are no make-up quizzes. A first missed quiz, regardless of reason (excused or not), is accommodated by the dropping of the lowest quiz score as noted above. Students missing two quizzes for valid reasons and with supporting documentation (see discussion regarding exam misses for more information regarding valid reasons) will be accommodated as follows: 1) quiz 1 miss: handled with drop of the missed quiz score, and 2) quiz 2 miss: handled via a cumulative quiz to be given during finals week and covering the entire semester’s material. No “second miss” accommodation will be given for two missed quizzes if both are not for valid reasons, and no accommodation will be given for three or more quiz misses. Quizzes are scheduled for the following dates: (Q1) 1/27, 1/28; (Q2) 2/3, 2/4; (Q3) 2/24, 2/25; (Q4) 3/14, 3/15; (Q5) 4/6, 4/7; and (Q6) 4/18, 4/19. Consult the CSE course calendar for scheduled exam/quiz dates.

Exams and Exam Schedule
There will be three examinations throughout the course of the semester, each carrying the same weight. Each exam represents 33.33% of a student’s exam category score and 23.33% of a student’s overall grade. Exams will be held during each section’s regularly scheduled class times on the following dates:

- Exam 1, Wednesday, February 10, or Thursday, February 11;
- Exam 2, Tuesday, March 22, or Wednesday, March 23;
- Exam 3, Tuesday, April 26, or Wednesday, April 27.

Documented university-related conflicts or documented health-related issues that prevent a student from taking the exam at his or her regularly scheduled class time will be reviewed for accommodation. Students are expected to be proactive in notifying their section lead and the CSE 101 course instructor of known conflicts, via D2L messaging, well before a student’s scheduled exam. No accommodation will be provided for conflicts or issues without supporting documentation, or for conflicts that are not university or health-related. Scheduling of meetings or job interviews on exam dates will not be accommodated.

For conflicts that are known in advance, students are required to inform their section lead of such conflict and deliver acceptable supporting documentation to the CSE 101 office (EB 1107) at least two days before the exam is offered (e.g., by 08:00 AM Thursday for exam the following Monday) or sooner if the conflict is known before that. If feasible, the student will be scheduled into a different section (day and/or time) to take his or her exam. No accommodation will be provided for any conflict known in advance that is not communicated in a timely manner.

If an emergency issue (e.g., illness, accident, etc.) arises that precludes a student from attending an exam, he/she must notify his/her section lead and provide supporting documentation to the CSE 101 office (EB 1107) within 24 hours of when his/her exam was scheduled, unless it is medically infeasible to do so. Any emergency issue must be supported by appropriate documentation (e.g., medical documentation from physician) that includes a third-party statement confirming an inability to attend class and associated dates. A statement simply indicating that the student had an appointment will not be sufficient. We reserve the right to confirm any documentation via verification with third parties.
Absent extenuating circumstances, a student who starts an exam but cannot finish will not be given full accommodation in the way of a make-up exam. If a student is not feeling well, he or she should consider seeking medical help before beginning his or her exam.

Makeup exams, if not taken during a different class period, will be offered on the Saturday following the regularly scheduled exam dates:

- Makeup exam 1: Saturday, February 13
- Makeup exam 2: Saturday, March 26
- Makeup exam 3: Saturday, April 30

Aggregate exam grades (three-exam average) will be curved based upon the course median of 72 for the current semester. This means that each student’s aggregate exam score will be adjusted by the nominal difference between 72 and the course exam median score. This curved exam score will then be used in the overall grade calculation, as described below. Depending on the statistical distribution of exam scores, we may also apply a different curving calculation (such as an equipercentile method). This may result in a higher adjustment for some students than the nominal method.

**Final Grade Determination**

Final grades are calculated as follows:

1. Calculate average score for individual grade components (e.g., exams, quizzes, and class engagement) after dropping low scores as prescribed by grading policies.
2. Calculate curved exam score.
3. Calculate weighted score for course (see example below)
4. Determine grade corresponding to calculated weighted score.

Grades are assigned based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>4.0</th>
<th>3.5</th>
<th>3.0</th>
<th>2.5</th>
<th>2.0</th>
<th>1.5</th>
<th>1.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Weighted Level Attained</td>
<td>90%</td>
<td>85%</td>
<td>80%</td>
<td>75%</td>
<td>70%</td>
<td>60%</td>
<td>50%</td>
</tr>
</tbody>
</table>

Example grade calculation (assuming aggregate exam median of 68%):

<table>
<thead>
<tr>
<th>Student Averages</th>
<th>Weight</th>
<th>Weighted Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engagement (drop 2 low)</td>
<td>100%</td>
<td>15%</td>
</tr>
<tr>
<td>Quizzes (drop 1 low)</td>
<td>80%</td>
<td>15%</td>
</tr>
<tr>
<td>Exams (before curve)</td>
<td>77%</td>
<td>70%</td>
</tr>
<tr>
<td>Exams (after curve .. example)</td>
<td>81%</td>
<td>70%</td>
</tr>
<tr>
<td>Total Course Score</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Grade</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CSE 101 is a large enrollment course and grades are assigned according to student performance in the course components outlined in this syllabus. It is not possible to make grade adjustments (up or down) based on factors outside of the grade components and course policies. (This includes end of semester requests for grade reductions and requests to “round up” to the next grade level.)
Other / Notes:
The instructors reserve the right to modify course policies (including schedules and scoring/grading adjustments) and assignment specifications.

Enrollment Changes
CSE 101 follows the university-published calendar for enrollment changes. Students should consult the registrar’s enrollment site and click on the relevant CSE 101 section number to access relevant enrollment information. Any grades/scores (i.e., engagement, quiz, or exams) missed due to enrollment issues other than university error (e.g., accidental course drop, university hold, late add, etc.) cannot be made up.

Administrative Drops
In accordance with university policy, we review student course activity and will administratively drop any student who is registered in the course but not attending class. This includes not attending a significant majority of class sessions and/or not taking scheduled quizzes or exams.

Avenues for Additional Assistance
Students requiring additional assistance with the class can pursue the following alternatives:

1. Working with the section TAs during periods before and after class.
2. Visiting CSE 101 help rooms. See discussion on page one of this syllabus, or check the course calendar on our website. Note: many students complain about the help room wait times. This may be based on a single visit where there was a long queue. However, the reality of helproom wait time is that it is not as severe as most students claim. During last semester, over 50% of requests for assistance in the helproom were addressed within 5 minutes, and 75% of requests were addressed within 15 minutes. Longer wait times occur, as might be expected, in the days preceding an exam. Students waiting until the day before exams should not expect immediate assistance in the help room.
3. Learning Resource Center (LRC) workshops.
4. Outside tutoring. We occasionally become aware of outside tutors and can provide their names if asked. CSE 101 teaching assistants are not permitted to make special arrangements to provide tutoring / assistance outside of their classrooms or our help rooms.

Note: many students have indicated that creating study groups to discuss homework problems / class concepts has been helpful. Collaboration is encouraged, but “group homework” is not. Even in study groups, students should work through problems individually as exams are individual, and not group, endeavors.

Gradebook and Assignment Grade Posting
Assignment grades will be posted in D2L. Grading problems or discrepancies must be reported within 48 hours of the grade posting for review consideration. Students are responsible for checking assignment feedback (where applicable) and the grade book for their posted grades. Any requests to review assignment grading must be specific in nature, identifying the item the student feels was grading incorrectly and why. General requests to review overall assignment grading will not be accepted.

D2L Reporting
Due to factors associated with setup of the course gradebook in D2L, there may be some reporting exceptions in D2L. These include:

1. Class averages (i.e., averages for all students) may not report accurately. Because of this, you should not draw any conclusions from any data related to class averages reported in D2L.
2. Individual graded assignments (e.g., individual quizzes, exams, etc.) will be reported accurately, however, aggregate grade in a given grade category (engagement, quizzes, exams) may not be
reported accurately until the end of the semester when all assignments have been entered.

3. A student’s aggregate course grade may also not be reported correctly until the end of the semester for the same reasons cited above.

End of Semester Grade Reporting and Other Activities

After the last exam, regrade requests must be submitted within a specified time window (communicated at the end of the semester). Any other grade reporting discrepancies (such as mis-posting of class attendance) must be communicated to the student’s section lead prior to the end time of the last special helproom.

After all grading is completed and any gradebook corrections are made, we must perform a number of activities, including 1) determining what, if any, exam curve is to be applied, 2) calculating student grades based on curved exam scores, 3) submitting grades to the registrar, and 4) updating the D2L grade book to show the curved exam scores. Because of the number of sections and students in CSE 101, this is a lengthy process and it is possible that information may be posted in one area before it is updated in another.

Requests such as “what will the curve be,” or “can you tell me what my grade will be?” will not be responded to. When grades are ready, we will submit them to the registrar and we will then update D2L for any exam curve adjustment that was applied.

In the event that a gradebook calculation or other final grade submission error has been made, we will work to expediently correct such an error. Any requests for correction of other pre-existing grading errors must be communicated well before grades are submitted, and such requests will not be considered after grades have been posted/submitted.

Adjustments to submitted grades will only be done in the case of grade posting or calculation errors. Requests for regrading of scored assignments will not be done outside of provisions outlined in this syllabus.

Final exam
There is no cumulative final exam in this course.

Students with Disabilities

Students requiring accommodation under the Americans with Disabilities Act (ADA) need to register with MSU’s Resource Centers for Disabilities (RCPD) and submit their Verified Individualized Services and Accommodations (VISA) form to the instructors at the beginning of the semester. Instructors are available to meet individually to discuss any specific needs outlined within the VISA form. No accommodation can be given if we are not provided a formal VISA form, and we cannot offer accommodation without more than 2 business days advance receipt of the VISA form, nor is retroactive accommodation provided for needs that are not communicated in a timely manner.

Academic honesty

The instructors of this course expect all students to adhere to MSU’s policy on Integrity of Scholarship and Grades, which includes the statement, ".... all academic work will be done by the student to whom it is assigned, without unauthorized aid of any kind". The complete text of the University policy is posted under: University Policy on Scholarship and Grades. Students who violate this policy may receive a failing grade in the course and, as required by the university, will be reported to the university via formal report. Based on the severity of any violation, we may also recommend further sanctions and work closely with the Office of the Provost to determine if a student’s behavior warrants suspension or expulsion.

For purposes of this course, any collaboration that is not specifically identified in course policies or other course materials should be assumed to be prohibited. Except for quizzes, exams, and other graded
assignments, working with other students is permitted and exchange of knowledge is encouraged. However, any sharing (providing OR using, intentionally OR otherwise), of specific coursework, files or parts of files, electronic or paper, is not allowed, whether these files are associated with exams, quizzes, homework, or other class work. Sharing of information regarding exams and quizzes, whether verbal or written, providing or using, is also prohibited.

Students are expected to protect their information assets (e.g., flash drives, personal computers, network passwords, etc.). Claims of inadvertent file sharing (e.g., “I lost my flash drive”, “I loaned my computer to another person”, etc.) are not sufficient to prevent a student from being charged with an academic honesty violation.

DO NOT SHARE (PROVIDE OR RECEIVE) ANY FILES WITH ANOTHER STUDENT, FOR ANY REASON EXCEPT WHEN EXPLICITLY DIRECTED TO BY CLASS INSTRUCTIONS!

Students are also responsible for complying with any supplemental policies (see the separate assessment conduct policies document). Be sure to ask your section Lead / section Assistant if you have any questions as to whether a particular activity is allowed or not.

Classroom Environment
The positive classroom experience is dependent on both faculty and students. The university provides a set of policies and guidelines related to faculty and student rights and responsibilities that could be found at https://www.msu.edu/unit/ombud/. The rule of thumb to follow is simply to treat other people the way you would like to be treated and to apply the same set of rules to everybody. For example, if you want the instructors to show up prepared and on time and you do not want them to spend their time on Facebook or texting during class time, return the favor. We will uphold the university standards on our end and we ask that you do the same.