CSE 101 – Computing Concepts & Competencies – Spring 2019

Course Information:

<table>
<thead>
<tr>
<th>Section Information</th>
<th>Information regarding all course sections, including date/time, and classroom locations, etc., may be found at the following link: Sections-Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Calendar</td>
<td>Course Calendar <em>(subject to change -- check link for up-to-date schedule)</em></td>
</tr>
<tr>
<td>E-mail:</td>
<td>All course messaging is to be done using your MSU email. Any messaging from a non-MSU email address may not be responded to.</td>
</tr>
<tr>
<td></td>
<td>• Your section Assistants are your primary points of contact – all issues should initially be directed to them via your MSU email.</td>
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<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 <em>(Email address: <a href="mailto:cse101@msu.edu">cse101@msu.edu</a>).</em></td>
</tr>
<tr>
<td>Web Page:</td>
<td>Additional resource links are available at the following link: cse101.cse.msu.edu/student</td>
</tr>
<tr>
<td></td>
<td>Students should check their MSU email daily to ensure they do not miss important announcements, even though such email may be infrequent.</td>
</tr>
<tr>
<td>Help rooms</td>
<td>General Schedule/Locations</td>
</tr>
<tr>
<td></td>
<td>7:00 – 9:00 PM, Sun – Th, CC 403</td>
</tr>
<tr>
<td></td>
<td>*(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>Dr. Yolanda McMillian Anderson, Dr. Marilyn Wulfekuhler</td>
</tr>
<tr>
<td>Course Instructor Office Hours:</td>
<td>Course instructor office hours for course administrative matters that cannot be handled with section assistants or regular help rooms:</td>
</tr>
<tr>
<td></td>
<td>MW 1:30 – 2:30, TR 9:00 – 10:00, EB 1107 <em>(Engineering Building)</em></td>
</tr>
<tr>
<td></td>
<td>Yolanda McMillian Anderson 517-432-2149</td>
</tr>
<tr>
<td></td>
<td>Marilyn Wulfekuhler – 517-353-8749</td>
</tr>
<tr>
<td></td>
<td><em>(There will be occasional deviations from this schedule: check course calendar link above for up-to-date schedule)</em></td>
</tr>
</tbody>
</table>

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. This course follows a flipped classroom format, which means that lectures will be delivered via videos outside of class, along with some pre-class exercises which should be completed before class, and then graded lab exercises will be completed during class time.

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. As with any class, students who have more experience with topics we cover may find the course a bit easier. For students lacking this
experience, we suggest reviewing online resources available at a number of different websites, including http://www.gcflearnfree.org/. Course instructors or section assistants should be consulted if a student needs additional guidance in securing this base knowledge.

**Required Course Materials**

**CSE 101 Website**

An important part of the course is the video lectures, accessed from the CSE 101 website. You need to watch the videos, and follow along with the exercises shown in the videos. It is also critical to do the extra pre-class homework problems based on the videos in order to prepare you for your next class period. Homework, as well as announcements presented during class will be found in MSU’s AFS space.

**MyITLab**

All students will be required to buy and register with Pearson’s MyITLab. MyITLab will be used for in class lab exercises, as well as for quizzes and exams. The access code includes an ebook for your reference as well as access to the system. There will be assigned readings and exercises from the ebook. You can purchase the access code online through Pearson or through the university bookstore. Other details, such as the course ID needed during the registration process, will be provided in class materials.

**Office 365**

In this course, materials are presented through various applications of Office 365 including Microsoft Excel and Access. Though many of the graded exercises will be done in MyITLab, you will also have practice problems based on the videos that are done directly in Excel and Access. Therefore it is highly recommended that students obtain a copy of these applications on their personal computers. Downloads are available at no additional cost to the student by logging into spartanmail.msu.edu with your MSU NetID and Password. Steps to download Office 365 can be found here: https://tech.msu.edu/technology/hardware-software/microsoft-licenses/.

In particular, to get a personal copy of Excel: go to

spartan365.msu.edu -> Install Office drop down in upper right corner -> Office 365 apps

To get a personal copy of Access: go to

spartan365.msu.edu -> Install Office drop down in upper right corner -> Other install options

NOTE: It may not be possible to get a personal copy of Microsoft Access on Mac computers. In that case, students should use MSU lab computers located around campus (in dorms, the library, etc).

**Flash Drives**

Each student is **required** to have a USB flash drive (recommended minimum 8GB) for saving daily classwork and homework. Students may procure a flash drive from numerous retail or online establishments including the MSU Computer Store. 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.

Good computing practices (whether part of CSE 101 or not) dictate that copies of critical information should be maintained on a backup device. 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:

- Attendance (5%)
- Lab Exercises (20%)
- Quizzes (15%)
- Exams (60%)

Attendance
*Class Attendance Makeup Policy.* To accommodate an occasional absence, students may lose attendance in two classes and still earn 100% for the class attendance component (5%) of their overall grade. There is no provision to make up lost attendance credit regardless of reason (excused or not). A student attending all class sessions with no misses will still receive 100% of class attendance.

Lab Exercises
In class time consists of lab exercise problems that are based on the video / pre-class exercises for that day. Lab exercises are expected to be completed by the end of the class period and submitted through MyITLab. Lab exercises are graded for correctness, not merely completion. If a student is unable to complete the lab exercise before class ends, they will have until 24 hours from the start of their class to complete it. If a student attempts the lab exercise without having viewed the videos and performed the pre-class exercises, it is unlikely they will be able to complete the lab exercise correctly in the allotted time. It is unfair to the other students to expect the class assistants to help you if you have not done your pre-class work. Therefore, the assistant may ask to see your pre-class work (which you have saved on your flash drive and/or AFS) before helping you with the lab exercise. If you had trouble with pre-class exercises, you may ask the assistants for help prior to attempting your lab exercise, but again, you must demonstrate that you have made a good faith effort to attempt them on your own. There may be some lab exercises that are done as “check off” tasks by the Tas, and MUST be completed during class. The lowest two lab exercise scores will be dropped for grading purposes.

Homework and Lectures
Lectures are given via videos and other informational sources found on the CSE101 Student webpage under Course Content Pages. Students are expected to complete the lectures and supplementary exercises before class begins.

Although pre-class homework is not directly reflected in the CSE 101 grading scheme it is absolutely related to success in other grading categories. Not having pre-class exercises completed before class can impact class performance since many classes build on prior work. Students consistently comment in end of semester feedback that doing or not doing homework was one of the biggest factors in their success or lack of success in the class. Learning computing is similar to learning math skills – it requires repetition and “drills” to build and reinforce skills. Viewing the videos will provide familiarity with skills; viewing the videos and doing additional practice problems as assigned will solidify and reinforce those skills.

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 watching videos and completing pre-class exercises. Exercises will normally be assigned for each class day and are to be completed before the student’s next class day. Most in class graded lab exercises build on pre-class homework. Furthermore, the video lectures will assume that the previous pre-class and in class exercises have been completed. In other words, if you procrastinate or don’t do the pre-class exercises, you may be unable to complete, or in some cases even attempt, the graded in-class exercises.
Quizzes
Quizzes will cover in- and out-of-class work that has been assigned. 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). Absent prior arrangements being made by the course instructors, any student attempting to take a quiz without being physically present in class will be reported for academic dishonesty. 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) First quiz miss: handled with drop of the missed quiz score, and 2) Second quiz 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. Students who qualify for a cumulative quiz makeup due to a second excused quiz absence are responsible for notifying the course instructor during the last week of classes in order to schedule their makeup quiz for finals week.
Quizzes are scheduled on the following dates: (Q1) 1/16, 1/17; (Q2) 1/30, 1/31; (Q3) 2/25, 2/26; (Q4) 3/13, 3/14; (Q5) 4/3, 4/4; and (Q6) 4/15, 4/16. 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. A single exam represents 33.33% of a student’s exam category score and 20% 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 6, or Thursday, February 7;
- Due to Weather cancellation of classes in late January, dates of Exam 1 changed:
  - Exam 1, Wednesday, February 13, or Thursday, February 14;
- Exam 2, Wednesday, March 20, or Thursday, March 21;
- Exam 3, Wednesday, April 24, or Thursday, April 25;
- There will be no cumulative final exam for this class

Documented university-sanctioned 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 and notify their section assistant(s) and the CSE 101 course instructors of known conflicts at the earliest possible point, via MSU email. 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, career fairs, or job interviews on exam dates will not be accommodated.

For conflicts that are known in advance, students are required to inform their section assistants of such conflict and deliver acceptable supporting documentation to the CSE 101 office (EB 1107) at least one week before the exam is offered (e.g., by 05:00 PM on Monday 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 assistants 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 following dates (following the regular exam dates)

- Makeup exam 1: Saturday, February 9
- Makeup exam 1: Saturday, February 16  <- change due to Weather cancellation in late Jan
- Makeup exam 2: Saturday, March 23
- Makeup exam 3: Saturday, April 27

Scores on exams may or may not be curved, depending on the performance of the class. You should not expect a curve; you can gauge your performance compared to other students by comparing your scores to the median score.

**Final Grade Determination**

Final grades are calculated as follows:

1. Calculate average score for individual grade components (e.g., exams, quizzes, in class lab exercises, and attendance) after dropping low scores as prescribed by grading policies.
2. Calculated weighted score for course (see example below)
3. 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**

<table>
<thead>
<tr>
<th>Student Averages</th>
<th>Weight</th>
<th>Weighted Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance (potential drop 2)</td>
<td>100%</td>
<td>5%</td>
</tr>
<tr>
<td>Lab Exercises (drop 2 lowest)</td>
<td>85%</td>
<td>20%</td>
</tr>
<tr>
<td>Quizzes (drop 1 low)</td>
<td>80%</td>
<td>15%</td>
</tr>
<tr>
<td>Exams</td>
<td>72%</td>
<td>60%</td>
</tr>
<tr>
<td>Total Course Score / Grade</td>
<td></td>
<td>77.2% / 2.5</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., attendance, in class exercises, 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 have indicated that creating study groups to discuss homework problems / class concepts has been helpful. Collaboration is encouraged, but “group homework” (e.g., the study group creating a single solution) is not allowed. Even in study groups, students should work through problems individually as exams are individual, and not group, endeavors. Though discussion of homework problems is helpful and can enhance learning, sharing of files is absolutely not allowed and will be reported as academic dishonesty.

Gradebook and Assignment Grade Posting
Assignment grades will be posted on myITLab in the case of Lab Exercises, Quizzes, and Exams, and on the CSE 101 website in the case of attendance. Grading problems or discrepancies must be reported within two class days 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 assessment grading must be specific in nature, identifying (1) the question the student feels was grading incorrectly and (2) why their answer is correct. General requests to review overall assignment grading will not be accepted. Comments such as “I think my answer is correct”, or “my TA said I was right” are not sufficiently specific to warrant a regrade request.

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 final days’ class attendance) must be communicated to the student’s section assistants 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, 3) submitting grades to the registrar, and 4) updating the 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 “will there be a curve?”, or “can you tell me what my grade will be?”, or “I am so close to a x.x, can I do anything to get it rounded up?” will not be responded to. When grades are ready, we
will submit them to the registrar and we will then update the gradebook 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.

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.

Student Athletes
Student-athlete conflicts should be communicated via delivery of a valid SASS form to the student’s section Assistants at the earliest point in the semester.

Academic honesty
The Associated Students of Michigan State University (ASMSU) recently adopted the Spartan Code of Honor academic pledge, which was approved by the MSU Board of Trustees on April 15, 2016. The pledge reads as follows:

“As a Spartan, I will strive to uphold values of the highest ethical standard. I will practice honesty in my work, foster honesty in my peers, and take pride in knowing that honor is worth more than grades. I will carry these values beyond my time as a student at Michigan State University, continuing the endeavor to build personal integrity in all that I do.”

Additional information regarding the Code of Honor can be found via the following link:

https://honorcode.msu.edu/

We expect all students in CSE 101 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 and exams, 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, lab exercises, homework, or other class work. Sharing of information regarding the content of 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 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/](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 teaching assistants 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.