

Course Information

Instructor Information

Instructor Name	Office Location	Office Hours (or by appt.)	Phone Number	Email
Yolanda Anderson	EB 1107	M/W 10am – 12pm	517.432.2149	cse102@msu.edu
Kevin Ohl	EB 1107	N/A	517.353.0682	ohlk@msu.edu
Sebnem Onsay	EB 3503	T/Th 1 pm - 2 pm	N/A	onsayse@msu.edu
Marilyn Wulfekuhler	EB 1107	M/W 10am – 12pm	517.353.8749	cse102@msu.edu

Course Description

Problem solving using a computer. The fundamentals of computing, algorithms and programming. Programming and problem solving using a high-level language such as Python. Algorithmic topics including repetition and decision structures, functions, and data structures. Integrating programs with other applications such as spreadsheets.

Prerequisites

(MTH 103 or MTH 103B or MTH 116 or MTH 124 or MTH 132 or MTH 152H or LB 118) or designated score on Mathematics Placement test

TextBook and Course Materials

Required Text

zyBooks are used as a required text. It is an online, interactive book that requires a subscription. You **must** use your MSU email when making your zyBook account. To access the book, go through D2L.

Other Resources

Videos that are posted to D2L.

Course Structure

This is a flipped classroom model course, meaning that your “lecture” delivered material and instruction is done outside of class, while what would traditionally be considered “homework” is done during your scheduled class period, where you have TA help available.

Course Schedule

Refer to the course calendar in D2L for specific dates and times. Activity and assignment details will be explained in detail within each week’s corresponding learning module in D2L. Programming topics starting in week four will be in the Python Programming language.

Week	Topic	Readings	Activities	Due
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1	Intro, D2L, zyBooks, Logic	Ch 1-3	Readings, Activities and Lab	9/13
2	Hardware, Software, Languages	Ch 4	Readings, Activities and Lab	9/13
3	Intro to Spreadsheets	Ch 5	Readings, Activities and Lab	9/20
4	Introduction to Python	Ch 6	Readings, Activities and Lab	9/27
5	Variables and Expressions	Ch 7	Readings, Activities and Lab	10/4
6	Types	Ch 8	Readings, Activities, Lab, Project 1 Exam 1 – October 2/3	See D2L
7	Branching	Ch 9	Readings, Activities and Lab	10/18
8	Strings and Loops	Ch 10, 11	Readings, Activities, Lab, Project 2	See D2L
9	More Complex Data Types	Ch 12	Readings, Activities and Lab	11/1
10	Lists and Dictionaries	Ch 13	Readings, Activities and Lab, Project 3 Exam 2 – October 30/31	See D2L
11	Functions	Ch 14	Readings, Activities and Lab	11/15
12	Files and Exceptions	Ch 15, 16	Readings, Activities, Lab, Project 4	See D2L
13	Data Analysis with Pandas	Ch 17	Readings, Activities and Lab	See D2L
14	Integration of Pandas with Excel	See D2L	Readings, Activities and Lab	See D2L
15	Searching, Sorting, Review	Ch 18, 19	Readings, Activities, Lab Exam 3 – December 4/5	See D2L

Grading Policy

Graded Course Activities

Percentage	Description	Note
5%	Attendance	You can drop two attendance grades
5%	zyBooks Activities	Graded as pass/fail. Each activity that has a score of at least 75% is a pass at full credit. Otherwise, it's scored as no credit.
15%	Labs	You may drop one lab.
15%	Projects	4 projects for the semester
20%	Exam 1	Each exam is equally weighted
20%	Exam 2	Each exam is equally weighted
20%	Exam 3	Each exam is equally weighted
100%	Total	

Late Work Policy

Late work is not allowed, except for projects. A project that is submitted one day late will be graded with a 50% grade deduction. No credit will be given after one day. No other late work will be accepted.

NOTE: Since projects are submitted in an electronic system that records the current time, your project will be considered late (for a 50% penalty) if it is submitted even 1 minute after the deadline. If 1500 students are all trying to submit 1 minute before the deadline, not all of them may get in before the deadline expires. Accommodation will NOT be given due to system slowdown. Therefore, do not gamble 50% of your grade trying to squeeze out an extra point or

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two. Consider your personal deadline to be 10-15 minutes before the actual due time, and do not wait until literally the last minute. You may lose half of your points if you do.

Viewing Grades

Each week, your grades will be updated in the gradebook in D2L. You will receive an announcement when grades have been updated and a deadline to raise any issues. Make sure to verify your grades each week.

Letter Grade Assignment

Grade	Percentage
4.0	90% of points available
3.5	85% of points available
3.0	80% of points available
2.5	75% of points available
2.0	70% of points available
1.5	60% of points available
1.0	50% of points available

The instructors reserve the right to adjust the scale for course grades, if necessary. Scores 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.

CSE 102 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.

Course Policies

Attendance

Daily credit for attendance will be based on being physically present in class. There is value in attending class, even if you finish your Lab Exercises before class. You may choose to attend class to gain additional insights into other students’ solutions, experiment with alternative ways to solve problems, checkpoint with your TA / ask questions on lecture concepts, work on projects, or get ahead on future material. Scheduled time with two TAs available is a valuable resource that you would be smart to take advantage of. Alternatively, you may decide to just forgo the attendance points for that day.

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).

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Any extenuating circumstances that impact on your participation in the course should be discussed with your instructor as soon as those circumstances are known (such as absences due to illness, religious observances, or other required school activities).

Makeups

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 102 course instructors of known conflicts at the earliest possible point, in person or 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 102 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 102 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 or was seen by a doctor 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 following dates:

- Makeup Exam 1 Saturday, October 5
- Makeup Exam 2 Saturday, November 2
- Makeup Exam 3 Saturday, December 7

There is no cumulative final exam. Non-native English speakers may bring a paper dictionary or use translate.google.com during an exam.

Assignments

There will be several zyBooks activities assigned, which are embedded into your readings. These are independent from the zyBooks Labs. Activities are intended to give you the understanding you will need to complete the Labs. Students will have the week to work on them and due dates will be entered on D2L Calendar. **HOWEVER**, as a general rule you should complete the zyBooks activities **PRIOR** to coming to your scheduled class period. You should

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have roughly half of the activities finished prior to your first class of the week, and the remainder finished prior to your second class of the week. If you wait until after you have had class (ie, just before the due date) to complete the zyBooks Activities, you will have trouble keeping up with understanding the material necessary to complete your Labs and Projects. Do not fall behind, you may find it very difficult to catch up.

There will be several labs assigned for students to complete, with the majority submitted through zyBooks. Students will have the week to work on them. All lab assignments will be given at the beginning of the week and can be worked on in class. If the students need additional time outside of class, they can continue to work on the labs and submit by the end of the week. Due dates will be specified within the labs through zyBooks and on the D2L calendar.

Communication

D2L

Information related to the course is available on <https://d2l.msu.edu/d2l/home/960865>.

Helprooms

There will be several opportunities outside of your regularly scheduled class time to get additional help on activities or projects, or to ask questions about concepts you do not understand. The time and places of the helprooms will be announced the first week of class. Note that helprooms get extremely busy especially around exam times, so if the help room is full and there are students waiting, you should not use the helproom as a place to work on homework if you don't have a specific question. If there are people waiting, you may be asked to log out once your question is answered and get back in line in order to let someone else have a turn.

Piazza

Piazza is an online help forum set up for this class. Students can post questions, and instructors, TAs, and students may answer. There will be scheduled times when TAs will be monitoring the questions so that you can get answers quickly. The system is highly catered to getting you help fast and efficiently from classmates, the TA, and the instructors. Rather than emailing questions to the teaching staff, you are encouraged to post your questions on Piazza.

Using your MSU email only, follow this link to enroll into Piazza:
<https://piazza.com/msu/fall2019/cse102/home>

Piazza is a tool for students to post questions on the course materials, including projects. It is a communication tool to help students with their assignment questions. Piazza can neither be used as a venting tool to express frustrations toward the class material and topics, nor can it be used as a tool to change the students' perception towards the TAs and the instructors of this class. Those who do not follow this simple etiquette will be blocked from piazza for the rest of the semester and will be reported to Dean of Students.

Do NOT post portions of your code publically on Piazza to ask questions. If you do so, it can allow someone to easily copy your code putting yourself at risk for an academic integrity violation. Instead, send a private message that contains the code.

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Enrollment and Drops

CSE 102 follows the university-published calendar for enrollment changes. Students should consult the registrar's enrollment site and click on the relevant CSE 102 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.

In accordance with university policy, we review student course activity and will administratively drop any student who is registered in the course but is not making an apparent effort to perform class activities. This includes not attending a significant majority of class sessions and/or not attempting Activities, Labs, Projects, and Exams.

Accommodations

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-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.

Commit to Integrity

Academic Integrity: Article 2.3.3 of the Academic Freedom Report states: The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards. In addition, CSE adheres to the policies on academic honesty specified in General Student Regulation 1.0, Protection of Scholarship and Grades; the all-University Policy on Integrity of Scholarship and Grades; and Ordinance 17.00, Examinations. (See Spartan Life: Student Handbook and Resource Guide and/or the MSU Web site.) Unless explicitly stated otherwise, we expect all solutions to Homework assignments, programming assignments, and exams will be solely your own work. You are expected to develop original work for this course; therefore, you may not submit course work you completed for another course to satisfy the requirements for this course, nor may you submit work you found on the internet or elsewhere.

Students who violate MSU rules may receive a penalty grade, including but not limited to a failing grade on the assignment or in the course, and they will be reported to the registrar for academic dishonesty.

There is no tolerance for academic dishonesty.

The Spartan Code of Honor:

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“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.”

Examples of academic dishonesty include (but are not limited to):

- Copying another student's code or exam answers
- Sharing files with partial or whole solutions to projects or activities
- Using code implemented by someone else intended to solve this class's assignments (i.e., don't get someone else - whether a classmate, another person, or some anonymous person on the internet - to do your assignment for you!).
- Writing code that deceptively passes the test cases, but doesn't solve the problem given. In other words, abusing automatic grader mechanisms to gain unearned points
- Using websites and sources, whose purpose is to provide assignment solutions.
- Distributing course content without instructor permission.
- Submitting a solution that you don't understand / can't explain to an instructor.
- Providing false information to the instructor about matters related to the course.

Depending on the severity of the incident, repercussions for academic dishonesty include failing the assignment, final grade reductions, and/or failing the course.

- You can learn more by following this link. (<https://ombud.msu.edu/>), which has resources regarding academic integrity among other topics.

This syllabus is subject to change any time during semester. The changes will be announced in the class and then reflected in this document.