

**CSC 120 - Problem Solving and Programming Constructs**  
**Policies and Procedures**  
**Spring 2012**

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**NO Cell Phone or connected device use during class. This includes texting, paging, talking, ringing, web surfing,... anything.**

PREREQUISITES:  
High School Algebra RECOMMENDED

TEXTS:  
*Sprinkle Problems Solving & Programming Concepts (Custom Edition)* ISBN 1256186945

GROUPS:  
The class will form groups of four students each. Each group will work together throughout the semester. Some class activities will be performed as a group. In addition to the class activities, the group members will work together outside of class. **Group work does not mean one person does the work and everyone claims credit for the work.** All members of a group will be accountable for the work. A group will only include the names of members who participated on the assignments, quizzes, or exams. Only members who participated on the work will receive credit for the work.

READINGS:  
**The class material is to be read before the class.** Typically, the class activities and lectures are based on the text. **A student who does not read the material prior to the class may have difficulties following the class activities and lecture.** Student participation is required during the class and students may be orally questioned.

ASSIGNMENTS:  
Assignments will be made throughout the semester. Each assignment will be specified as an individual or group effort. When collected, assignments are due at the **beginning** of the class period. **The work is considered one day late after the first 10 minutes of the class.** Following the collection of the assignments, a brief individual quiz may be administered which will help identify the individuals who understand the assignment. These quizzes will be closed book. When an assignment quiz is given, the individual's grade for the assignment will be the average of the group effort score for the assignment and the individual's assignment quiz score. A student must be present to receive credit for the work.

QUIZZES:  
Unannounced quizzes will be given throughout the semester. The quizzes contain material that should have been read from the text for the class and/or information provided during previous class activities and/or lectures. The quizzes may be individual or group, specified at the time of the quiz, and are closed book and closed notebook unless otherwise stated. When the quiz is a group effort, all members of the group will receive the same grade for the quiz. **A student must be present to receive credit for the quiz. There will be no makeup quizzes distributed and zero points will be entered for a missed quiz.** The lowest quiz will be dropped.

TESTS:  
There will be three four announced tests during the semester, including the final. The tests will be in one or two parts, an individual test or a group and an individual test. The type of test will be specified when the test is announced. The possible use of materials will be specified at the time of the test. When the two part group/individual exam is administered, the individual test will precede the group test. The grade for each student will be determined by the average of the group score and the individual's score. **There will be no makeup tests distributed. If there is a conflict with a test date, notify me before the test date so that an arrangement can be made. The final exam of the semester can be counted as one or two exam scores. When counted as two exam scores, it will be counted as the final and used to replace the lowest exam score to date. The decision to count the last exam as one or two exams will be chosen by the student before the last exam is collected for grading.**

**ONLY THE STUDENTS WHO PARTICIPATED WITH THE PROGRAM, QUIZ, OR TEST WILL RECEIVE CREDIT FOR THE WORK.**

LATE WORK:  
**Late work will loose 10% per day, excluding weekends and holidays. No work will be accepted after one week.** A week is identified from the day the work is due to the same day of the next week. All work is due at the beginning of the class.

GRADES:  
The work originally submitted for grading will be the one used for grading. There are no re-submits of the work in an attempt to increase the grade of the original work for parts missed or left out. The grade received is the final grade and it is not a starting point for grade negotiations.

**E-MAIL:**

All e-mails need to have a descriptive subject and sender name. Without this information the e-mail may be deleted as junk mail. E-mail will be addressed during work hours of the work week. E-mail will not be treated as an "instant message" or "text message", you will not receive an instant reply to your e-mails at all hours of the week.

**PERFORMANCE:**

The performance of each student is determined by the instructor and the group members. The effort applied by the student to his/her work in and out of class is the major factor which determines the performance. The amount of progress the student achieves throughout the semester also contributes to the performance. The performance is the average of the performance as indicated by each group member, averaged with the performance indicated by the instructor.

**CELL PHONES, PAGERS, CONNECTED DEVICES:**

**NO Cell Phone or connected device use during class. This includes texting, paging, talking, ringing, web surfing,... anything. You will be asked to leave the class for the day which may involve missing graded work without any makeup if this policy is violated.**

**ATTENDANCE:**

**Attendance is mandatory.** Zero points are entered for all absences, **even with excuses.**

**ACADEMIC DISHONESTY:**

All work will be the individual work of each student/group. Plagiarism or copying of another work, or cheating and dishonest practices in any form will result in zero, 0, points for the work in question. A second occurrence of academic dishonesty will result in a failure, F, for the course.

**GRADING:**

**GRADE SCALE:**

ATTENDANCE (avg) .....	10%
ASSIGNMENTS (avg) .....	20%
QUIZZES (avg) .....	20%
TESTS (avg) .....	40%
PERFORMANCE .....	10%

[90% - 100%] .....	A
[80% - 90%) .....	B
[70% - 80%) .....	C
[60% - 70%) .....	D
[0% - 60%) .....	F

TOTAL .....

**Grades are NOT curved.**

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:**

**Students with disabilities:**

- Reserve the right to decide when to self-identify and when to request accommodations.
- Will register with the Office for Students with Disabilities (OSD) each semester to receive accommodations.
- Will present the OSD Accommodation Approval Notice to faculty when requesting accommodations.
- Might be required to communicate with faculty for accommodations which specifically involve the faculty.

**Office for Students with Disabilities:**

Requests for approval for reasonable accommodations should be directed to the Office for Students with Disabilities (OSD). Approved accommodations will be recorded on the OSD Accommodation Approval notice and provided to the student. Students are expected to adhere to OSD procedures for self-identifying, providing documentation and requesting accommodations in a timely manner. The Office for Students with Disabilities is located in Azorsky Hall – Room 105 and the phone number is (724) 938-5781.

**NO FOOD, DRINKS, OR TOBACCO ARE PERMITTED IN THE COMPUTER LABORATORIES.**

**NO SALIVA CONTAINERS ARE ALLOWED IN CLASS.**

**NO ACTIVE PAGERS OR TELEPHONES ALLOWED IN CLASS.**

**NO USE OF CELL PHONES DURING CLASS INCLUDING TEXT MESSAGING**

**ONLY WHEN THE UNIVERSITY CLOSSES DUE TO WEATHER WILL CLASS BE CANCELLED DUE TO WEATHER.**

**TEACHING METHODOLOGY:**

This course will be taught using the lecture/discussion method and cooperative group method.