

# COP2513 – IT Object Oriented Programming

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Fall 2017 Syllabus

## Foreword – Advice to succeed in this course;

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I thought I would start the syllabus with something that should benefit a large number of students. The following advice is based on figuring out the most common hindrances previous fellow students have had to overcome to succeed. Feel free to drop me an email and meet, online or on-campus, at any time to discuss how you're doing in the course. I'll always be glad to help you out with the non-technical stuff too; i.e. how to organize your learning strategy so as to be most efficient.

- Work **several times over the week**, not just a bunch of hours in one shot
- **Practice hands-on**, a lot! Programming is a skill not just knowledge that may be memorized.
- **Do not feel bad for making mistakes during practice**. The point is for you to make them during practice so you don't make them at the exams ☺
- Programming is an iterative refinement process, making mistakes is part of it **as long as you learn from your mistakes**. In other words; do not simply "get it to work" without understanding what you did wrong
- Ask **as many questions as you need** to improve your skills and knowledge, talk to your instructor early and often. Online course does not mean you should work alone
- Do not mistake an online course for a simpler version of a course; this one in particular requires lots of work and therefore lots of your time. **Make time for learning and for meeting with your instructor** if you need help.

I hope all of you enjoy learning programming, it is an incredibly creative part of IT and the efforts you put into learning it will pay off during your entire career. Welcome to OOP for IT! ☺

## 1. Instructor Information

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Name	Alessio Gaspar
Website	<a href="http://cereal.forest.usf.edu/alessio">http://cereal.forest.usf.edu/alessio</a>
Email	<a href="mailto:alessio@usf.edu">alessio@usf.edu</a>

### Canvas Forums

- Use for personal / private questions, or questions about anything graded. The Canvas forums are where you should post anything else.
- If you don't hear from me within 24 business hours, please re-send your email or post in the **support forum** to report the potential issue.
- Use only your USF email address so that you are not spam-filtered
- Do **not** email me at [alessio@mail.usf.edu](mailto:alessio@mail.usf.edu) it will not reach me
- This course uses forums for you to post questions related to the study material, non-graded practice assignments, deadlines, or report technical problems you are having.
- Use these exclusively for questions about **non-graded** assignments.
- The instructor checks these on a daily basis and is subscribed to the **quick support forum** in order to provide fast response.
- Refer to announcements for details on the role of each forum and the rules for using them.

### Canvas Messages

- Do **not** message your instructor by replying directly to Canvas announcements or feedback messages from the gradebook.
- When you do so, notifications to the instructor are delayed and often lost in a rather obscure activity log. This makes this way of communicating unreliable at best.
- Instead, please email your instructor at [alessio@usf.edu](mailto:alessio@usf.edu) if you have any questions about grades or announcements or use the forums if you have any questions about the study material

### Address

ENB343E  
Department of Computer Science & Engineering  
University of South Florida, 4202 Fowler Avenue  
Tampa, FL, 33620-9951

### Phone

813 974-2932

### Office Hours

- The best way to get in touch with me reliably and fast is **by emails**
- Walk-in office hours will be held on the Tampa campus in ENB343E on Thursdays from 3pm to 7pm.
  - Online office hours will be held by appointment using the “Blackboard Collaborate Ultra” software available in Canvas. Make sure you have a microphone and webcam to participate. Contact [help@usf.edu](mailto:help@usf.edu) to inquire about preparing your machine for a “blackboard collaborate” meeting beforehand if you need to. To make an appointment, email me at [alessio@usf.edu](mailto:alessio@usf.edu) with a list of days and time slots within these days that would be suitable for you this week. I will do my best to accommodate your schedule.
  - In addition to Office Hours we will also have “Lab Sessions” available online every week.
  - These lab sessions will be hosted using the Blackboard Collaborate Ultra tool available from Canvas. You will need a webcam and microphone to participate
  - These sessions are an opportunity for you to work on the practice assignments with other students in the course under the supervision of our TA
  - The exact days and times during which these lab sessions are available, along with the contact information for your TA, will be posted by your instructor shortly after the start of the course

### Teaching Assistant & Weekly Online Lab Sessions

## 2. Course Information

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Prefix	COP
Number	2513
Section	701
College	EN
Department	ESB
CRN	93751

<b>Title</b>	Object Oriented Programming for Information Technology
<b>Delivery Method</b>	<ul style="list-style-type: none"> <li>- This course is delivered using an Online Asynchronous modality. This means that there are no mandatory, weekly scheduled, “live” meetings in person or online.</li> <li>- This format is meant to offer flexibility to students who seek an online course to fit their professional schedule. However, the instructor and Teaching Assistants are available to help you via online or on-campus meetings, by responding to questions posted on forums, and by responding to emails. Please make sure to use these resources to get help early on.</li> <li>- We also progress through the material all together, with deadlines every week. This is meant to prevent anyone from “falling behind” as this happens very easily in these online courses. <b>Every Monday by 11:55PM</b> the material for the new week will be announced &amp; made available. Make sure you start working on this material early in the week and often; this is the best way to be successful in a programming course.</li> </ul>
<b>Course Meeting Times &amp; Location</b>	n/a – see above
<b>Required Textbook</b>	Introduction to Java Programming, Comprehensive Version, 10E. Daniel Liang.
<b>Pre-requisites</b>	COP2512 Programming Fundamentals for IT, or equivalent
<b>Description</b>	An introduction to object oriented programming emphasizing an objects first approach with applications to IT. Objects, methods, and classes are studied in detail. Students design and implement object-oriented programs to solve IT problems.
<b>Course Objectives &amp; Learning Outcomes</b>	<p>By the end of this course, you will be able to;</p> <ol style="list-style-type: none"> <li>1) Describe the concepts of encapsulation, abstraction, inheritance and polymorphism.</li> <li>2) Describe the relationship between an object and its corresponding class.</li> <li>3) Write, test, and debug programs in an object-oriented programming language.</li> <li>4) Describe how the mechanism of a class supports encapsulation and data hiding.</li> <li>5) Compare and contrast the concept of method overloading in an object oriented language.</li> <li>6) Design, implement and test the “is-a” relationship among objects using class hierarchy and inheritance.</li> </ol>
<b>Availability of Course Material, announcements and assignments</b>	<p>This course is delivered to you using the following resources;</p> <p><b>CANVAS SITE</b></p> <ul style="list-style-type: none"> <li>- This course should be listed when you login to Canvas.</li> <li>- We will use the Canvas site to communicate via forums, via Blackboard Collaborate, submit assignments or exams, take quizzes...</li> <li>- The details on the specific activities that we will use Canvas for will be</li> </ul>

provided to you by your instructor during the semester

#### WEBSITE

- In addition to the above, we will also use a web site to give you access to material such as videos, PDF files, Links...
- You will find this material at <http://cereal.forest.usf.edu/edu/COP2513/>

**Tentative Schedule** The following is a tentative timeline which might be modified during the semester.

Week #	Module #	Readings	Lecture Topic	PQ	GQ	HW
1			Getting Started	n/a	special	n/a
2	M01	9	Objects & Classes	x	x	x
3	M02	10	Object Oriented Thinking	x	x	x
4	M03	11	Inheritance & Polymorphism	x	x	x
5	M04	12	Exception Handling, Text I/O	x	x	x
6	Midterm #1					
7	M05	13	Abstract Classes & Interfaces	x	x	x
8	M06	14	JavaFX Basics	x	x	x
9	M07	15	Event-Driven Programming	x	x	x
10	M08	16	User Interface Controls	x	x	x
11	Midterm #2					
12	M09	19	Generics	x	x	x
13	M10	20	Lists, Stacks & Queues	x	x	x
14	M11	21	Sets & Maps	x	x	x
15	M12	24	Implementing Lists	x	x	x
16	Final					

<b>Legend</b>	Week #	Week's number in the semester. Please note that we skip spring break week.
	Module #	Self-Explanatory
	Lecture Topics	Self-Explanatory
	GQ	Graded Quizzes. See syllabus for first week quiz being used to take first day attendance
	PA	Practice Assignments

### 3. Assessment of Student Outcomes

**Grading Criteria and/or Scale:** Grades will be on this scale (no final rounding up, 69 IS 69 and not 70)

100-90	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0

#### Evaluation Items

Item	Weight % of final grade
Graded Quizzes	25%
Homework	10%
Intermediary Exams	25%
Final Exam	40%
<b>Total Points Available</b>	<b>100%</b>

- With anything that is graded in this course, any questions may only be addressed to your instructor by email, or when meeting with him online or on-campus.
- All material you submit for a grade will be assumed to be personal work only. If it is not, you will be penalized for cheating.
- See academic honesty policies for details.

## Graded Quizzes

- They will be administrated using Canvas and will allow students to evaluate their basic understanding of the study material.
- You are allowed to take the quiz a single time and need to complete it in one shot during the allotted time.
- While you take the quiz, you will be proctored using the Proctorio software – see details below.
- You are **NOT** allowed to use anything but your textbook while taking graded quizzes.
- If you experience a technical difficulty, email your instructor immediately with documentation of the problem you encountered. Under specific documented situations your attempt will be cleared and you will be allowed to retake the quiz. However, you need to understand that this is exceptional and only for situations which may be documented.
  - The instructor is not required to grant you another attempt because you clicked on the wrong button.
  - It is your responsibility to have a fast and reliable internet connection when enrolling in an online offering which will rely on internet to provide you with material, communication and assess your performance.
- Such extra attempts might be granted only if you emailed verifiable documentation on what happened right when the problem happened.
- Such extra attempts won't be granted as extension to the deadline. E.g. if you take the quiz 3 hours before the deadline, bump into a problem, email your instructor, get a response 2 hours later, then you have only 1 hour left
- Such requests will be processed as time permit. Sending an email at 9pm the day of the deadline will most likely result in a response the next day, too late to grant another attempt.

## Homework

- Each module will provide a list of exercises as homework. These are not optional and necessary for you to be prepared for our exams.
- You must work on all exercises for the module and complete them before the Monday following the release of any given module.
- At the end of the module, the TA will announce which of the exercises has been selected for grading. You will then be able to upload this exercise (and this exercise only) to get a participate grade.
- You will not be given enough time to start working on that exercise between the announcement and the deadline for uploading your

work. Therefore, you must complete all your exercises before the announcement in order to get good grades.

- The intent is indeed to have you work hard on all exercises, not just the one that will be graded.

## Exams

We will have two Intermediary Exams and a final comprehensive exam. Each of them will be open book, time-limited, online proctored exams;

- These will be administered online using Canvas and will require you to be able to work with the software used in this course.
- They will also be proctored using USF online proctoring software. If you have any question about these, you are only allowed to discuss them with your instructor or the TA. The work you submit to be graded must be only the result of your personal work
- You will be allowed to use your textbook, your personal class notes and the exercises you wrote, along with the software we use to develop Java programs.
- Please note that if you fail to upload the required .java files to answer a specific question and find yourself locked out of the exam, you should **immediately** attach the needed files to a Canvas message address to your instructor **AND** all TAs. Waiting to do so will be considered as an attempt to gain an unfair advantage (extra time) over your classmates and result in your submission not being graded.

## Proctorio Proctoring Software

Please see the [USF Policy on online proctoring](#) for full details.

The Proctorio settings used in this course will require you to;

- Own a webcam and microphone compatible with the USF *Proctorio* software – you will have an opportunity to test things using our “Fake Exam” in Canvas before the first midterm
- Be ready to show to your webcam a valid ID; i.e. either driver license or USF Student ID
- Access Canvas using the Google Chrome web browser which is the only one compatible with the *Proctorio* plugin you will have to install
- Work on a single monitor while you take the exam; disconnect any secondary monitor
- Do not communicate with anyone, physically or online, while taking the exam. Sound, video, network traffic and screen activities will be monitored in order to flag any suspicious behavior

Do not use any web resource besides the one explicitly authorized in writing by your instructor, or use any search engine or similar technology

All students must review the syllabus and the requirements including the online terms and video testing requirements to determine if they wish to remain in the course. Enrollment in the course is an agreement to abide by and accept all terms. Any student may elect to drop or withdraw from this course before the end of the drop/add period.

Online exams and quizzes within this course may require online proctoring. Therefore, students will be required to have a webcam (USB or internal) with a

microphone when taking an exam or quiz. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence must be done with the permission of any person residing in the residence. To avoid any concerns in this regard, students should select private spaces for the testing. The University library and other academic sites at the University offer secure private settings for recordings and students with concerns may discuss location of an appropriate space for the recordings with their instructor or advisor. Students must ensure that any recordings do not invade any third party privacy rights and accept all responsibility and liability for violations of any third party privacy concerns. Setup information will be provided prior to taking the proctored exam. For additional information about online proctoring you can visit the online proctoring student FAQ available at <http://www.usf.edu/innovative-education/resources/student-services/online-proctoring.aspx>

#### **Extra Points**

Extra points are not available every semester and are assigned at the discretion of the instructor to reward students who have shown outstanding contributions. Sometimes, end of semester surveys are made available & participation is rewarded with a few points. Regardless, plan on passing without any extra points.

## **4. USF Policies**

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While advisors, directors, department chairs and administration are available to assist students in meeting academic regulations, policies and procedures, it is ultimately the student's responsibility to be acquainted with all academic regulations, policies and procedures, and to meet all requirements.

You are therefore referred to the following resources which detail the various USF Policies about which you should be knowledgeable before to enroll in any course;

- USF Undergraduate Catalog for the current academic year
  - <http://www.ugs.usf.edu/catalogs.htm>
  - Standard Policies [http:// www.ugs.usf.edu/ugc/standard\\_policies.htm/](http://www.ugs.usf.edu/ugc/standard_policies.htm/)
  - Academic Policies and Procedures sections  
<http://ugs.usf.edu/pdf/cat1516/08ACADEMICPOL.pdf>
- USF Undergraduate Studies website
  - <http://www.usf.edu/undergrad/>
  - List of regulations for undergraduate policies at  
<http://www.usf.edu/undergrad/faculty/policies.aspx>
- USF Office of Student Rights & Responsibilities <http://www.sa.usf.edu/srr>
  - Student Code of Conduct  
<http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf>
- USF Students with Disabilities Services
  - <http://www.usf.edu/student-affairs/student-disabilities-services/>

We provide, in the remainder of this section, additional notes supplementing the above resources. The other sections of this syllabus also supplement these resources with additional instructor- and course-specifics policies.

### **Academic Support & Accommodations for Students with Disabilities**

- Students in need of academic accommodations for a disability may consult with Students with Disabilities Services to arrange appropriate accommodations.
- Students are required to give reasonable notice prior to requesting an accommodation.

### **Student Code of Conduct**

The University of South Florida values a community based on the principles of integrity, civility, and respect. As such, the USFP community expects students to behave in a manner that supports these principles. The Student Code of Conduct is a document which describes behavior that is counteractive to these principles and how the university will hold students accountable to those inappropriate behaviors.

### **University Emergency Policy**

In the event of an emergency, it may be necessary for USF to suspend normal operations. During this time, USF may opt to continue delivery of instruction through methods that include but are not limited to: Blackboard, Elluminate, Skype, and email messaging and/or an alternate schedule. It's the responsibility of the student to monitor Blackboard site for each class for course specific communication, and the main USF, College, and department websites, emails, and MoBull messages for important general information.

### **Online Proctoring**

All students must review the syllabus and the requirements including the online terms and video testing requirements to determine if they wish to remain in the course. Enrollment in the course is an agreement to abide by and accept all terms. Any student may elect to drop or withdraw from this course before the end of the drop/add period.

Online exams and quizzes within this course may require online proctoring. Therefore, students will be required to have a webcam (USB or internal) with a microphone when taking an exam or quiz. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence must be done with the permission of any person residing in the residence. To avoid any concerns in this regard, students should select private spaces for the testing. The University library and other academic sites at the University offer secure private settings for recordings and students with concerns may discuss location of an appropriate space for the recordings with their instructor or advisor. Students must ensure that any recordings do not invade any third party privacy rights and accept all responsibility and liability for violations of any third party privacy concerns. Setup information will be provided prior to taking the proctored exam. For additional information about online proctoring you can visit the online proctoring student FAQ. <http://www.usf.edu/innovative-education/resources/student-services/online-proctoring.aspx>

### **Netiquette**

#### **General Communication Guidelines**

1. Act professionally in the way you communicate. Treat your instructors and peers with respect, the same way you would do in a face-to-face environment. Respect other people's ideas and be constructive when explaining your views about points you may not agree with.
2. Be sensitive. Be respectful and sensitive when sharing your ideas and

opinions. There will be people in your class with different linguistic backgrounds, political and religious beliefs or other general differences.

3. Proofread and check spelling. Doing this before sending an email or posting a thread on a discussion board will allow you to make sure your message is clear and thoughtful. Avoid the use of all capital letters, it can be perceived as if you are shouting, and it is more difficult to read.
4. Keep your communications focused and stay on topic. Complete your ideas before changing the subject. By keeping the message on focus you allow the readers to easily get your idea or answers they are looking for.
5. Be clear with your message. Avoid using humor or sarcasm. Since people can't see your expressions or hear your tone of voice, meaning can be misinterpreted.

#### Email and Discussion Board

1. Use the subject line effectively by using a meaningful line of what your email or discussion is about.
2. Keep your emails and postings related to the course content. You should not post anything personal on a discussionboard, unless is requested by the instructor.
3. Any personal, course or confidential issues should be directly communicated to the instructor via email. The discussion boards are public spaces; therefore any issues should not be posted there.

## 5. Additional Course-Specific First Day Attendance Policy

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Due to this course being delivered in an online asynchronous way, first day attendance will be taken using a **First Week Quiz**. The latter will be available on the Canvas site for this offering **until the Friday of the first week at 11:55am**. By then, you will have to have not only taken it to completion, but also achieved 100% of the available points for this quiz. Failure to do so will result in you being marked "absent" on the first day attendance Canvas tool.

#### Important remarks;

- The quiz only features questions which are meant to allow you to certify that you complied with all requirements for the first week. Therefore, **achieving 100% score is easy** if you start working early in the week.
- You are able to **take this quiz multiple times**, unlike the other graded quizzes we will be using this semester. So you might take it, learn from your mistakes; take it again until you score the required 100% on it. Make sure you do this before the deadline
- You may verify whether you got this quiz right by looking at its gradebook entry and make sure you got all the available points
- If you decide to drop from the offering, you still need to work with the registrar on ensuring you are properly dropped. Simply not taking the quiz or scoring less than 100% of the available points does not wave other required procedures for you to drop.

## 6. Additional Course-specific Technology Requirements

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### Ground Rules

The following are not suggestions but **requirements** which you need to meet by the time you certify meeting them in our first week quiz.

- Failure to meeting the requirements, or certifying that you meet them in the first week quiz, will result in you being marked as “absent” for first day attendance purposes
- If at any point during the semester, the instructor establishes that you failed to meet these requirements and did not disclose it or drop the course, you will be asked to drop the course without further support.
- You are responsible to ensure you meet all these requirements – see technical support below for available resources

### Technical Support

If you encounter technology-related problems, immediately contact [help@usf.edu](mailto:help@usf.edu) for support and copy your instructor to the original email request.

### Laptop Requirements

You must own a laptop to work in this course;

- It must allow you to access the USF Tampa Campus wireless network
- It must run Windows 8 or 8.1 and the complete Microsoft suite of office software.
- It must allow you to run efficiently the course software that you will be required to install and test during the first week; refer to instructor announcements and other material made available to you during the first week.
- In order to be able to take online proctored examinations, you will also need a webcam and microphone
- In order to be able to engage in online live sessions, you will also be required to use a microphone and headset

### Internet Access

In order to participate in an online course, you need the following;

- Reliable internet connection preventing you from being dropped during online activities, and receive zero points for them if they are graded
- Fast internet connection allowing you to meet your instructor or other students using Blackboard Collaborate
- Internet browser and plugins necessary to run Blackboard Collaborate, Canvas, and other software used in this online course

### Software Requirements

This course will be using specific software tailored to the needs of this offering

- Details on where to download the software and how to install it will be provided during the first week
- Usage of this specific software in the course is mandatory for all course activities. A grade of 0 will be assigned to any submission developed using another environment
- You must ensure that your software is working properly by the end of the first week or drop this offering
- The instructor is *not* responsible for adapting the software to the specifics of your personal computer. Requests to do so will be ignored

and won't constitute a substitute to the above

#### **USF NetID**

- You must have a USF Student ID in order to sign up for your USF NetID that is required for access to the Learning Management System.

#### **USF Email**

- E-mail: Every enrolled USF student receives an official USF e-mail account that ends with "mail.usf.edu." Every official USF correspondence to students is sent to that account. Students should go to the USF Information Technology website for "New User" information at <http://www.it.usf.edu>

#### **Technical Issues**

This is an online offering, we are using technology. Technology is not 100% reliable. Do not wait the last minute to submit and take assignments. Make sure you schedule your work to be able to recover from last minute technical difficulties. Failing to do so puts the responsibility in your camp, not the instructor's, not the LMS team's, not the "internet".

- Make sure you verify the contents of the files you're about to upload for an assignment BEFORE to upload them.
- Make sure that you know how to submit assignment via the LMS before to take this offering.
- You will not be granted extra delays to resubmit if you encounter a technical problem which cannot be documented, e.g.
  - o ISP "phantom" outage / Mysterious PC failure / Lost emails
  - o "I submitted it in blackboard but you didn't get it"
  - o ...

It is therefore recommended that you submit early and carefully. Emails should be used only for personal inquiries and you should follow up if you do not get a response within 24 business hours. Backup your files at home and do not wait to take an online exam during unfavorable weather.

#### **Canvas**

- Students are expected to already know how to use the Learning Management System deployed at USF before to enroll in this offering.
- If you are unsure as to what this entails, contact immediately the USF help desk at [help@usf.edu](mailto:help@usf.edu) to receive training.
- Last minute technical issues due to a lack of preparedness won't constitute a valid excuse.

## **7. Additional Instructor-Specific Policies**

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#### **Instructor's Right to Modify the Course Syllabus.**

As the instructor of record for this course, I reserve the right to modify the course syllabus at any time during the semester to address changes needed in content, course resources, assignments, due dates, etc.

#### **Expectations in students'**

- Use your USF official email address to send emails and make sure you refer the offering you are enrolled in along with the context of your

## communications

question; e.g. "I am taking COP3515 IT Program Design and I have problems with quiz 302-Q, question #4". Emails which fail to provide this information might take much longer before they are processed

- Be polite and respectful to your interlocutor at all times, regardless of their rank; e.g. student, TA, tutor, instructor...
- Insults, sarcasm, excessive punctuation marks or other violations of netiquette will not be tolerated. Students sending such emails will be subject to USF policies on Academic Disruption.
- At the very minimum, the student will be added to the instructor's email spam filter and remove from the course's Canvas site thus preventing him or her from further disrupting the teaching process.

## Academic Dishonesty

- You are expected to work independently on **all** graded activities. **Every** graded work is required to be personal work only. Using material authored by others (e.g. found on the web, previous students, knowledgeable friends...) or seeking other peoples' advices besides the instructor is considered cheating.
- **Any question about graded assignments or exams can be only asked to your instructor.**
- Any form of cheating or plagiarism will be sanctioned by a 'FF' grade for all party involved.
- Being unable to explain any aspect of the material you submitted to be graded as your own work will be considered the result of cheating and will be sanctioned the same way.
- The instructor reserves every right to use any possible mean to assert if a given student cheated or not. This may include, but is not limited to, (automatic) comparisons to other sources, questioning student(s), etc.

## Grading, Grading Criteria and/or Scale

- No late assignments will be accepted. You are responsible for attempting your submissions ahead of time enough to allow you to seek help should a technical issue occur.
- No credit nor make-up for missed exams, quizzes or assignments
- Serious situations will be considered as exceptions to the above only with justifications (e.g. police, medical reports, etc) which will be investigated.
- There will be no "pre-grading" nor "proof-reading" of work you are expected to submit later as part of a graded learning activity. You will have opportunities to get feedback on practice assignments.
- If there is a conflict with my final examination and another course exam you have, please let me know as soon as possible so that we can schedule a make-up exam for you.

## Grades Errors

Errors in grading are considered errors when the students is able to provide irrefutable evidence that his or her solution is [1] working and [2] in line with the requirements.

- Subjective considerations will not be taken into consideration nor will errors from the student in interpreting the requirements. Being able to interpret instructions correctly is an ability which is also measured as part of a learner or an IT Professional's evaluation.

- Errors in grading must be reported in detail to the instructor, by email within 48 hours. However, the instructor's subsequent decision on the matter will be final. Further communications on that issue will be ignored. Grading is *not* a negotiation, any more than your future boss' judgment of your work's quality is.
- Gradebook Usage**
- Students are expected to monitor their gradebook daily.
  - Students are expected to read the feedback on every grade as they are released. Questions should be emailed to your instructor only within 48 hours of the grades release.
- Other**
- Staying registered beyond the first week implies acceptance of this syllabus' terms.
  - Anything not explicitly authorized in writing by the instructor, i.e. syllabus / announcements / emails / instructions, is considered disruptive or unethical behavior from students. If in doubt, you are expected to email your instructor to verify the appropriateness of a given behavior prior to engage in it.
  - If a given communication from your instructor contradicts another, it is your responsibility to email your instructor to verify which policy is appropriate.
  - Please make sure that you turn off your cellular phone during scheduled class meetings (online or face-to-face) and do not use your computer for non-course related purposes when engaged in live online sessions.

## 8. Advice

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### Engage in Learning

- Make sure you use the gradebook to review your grades and feedback on the various items every week so you may monitor your progress.
- Check the course's sites for updates or announcements on a daily basis.
- Do not simply "do the minimum". A learning activity might not be graded, e.g. posting on forums to ask / answer questions, but yet it may be essential to your academic experience.
- Depriving yourself of such opportunity has generally a very negative impact on both grade and quality of the skills you develop during your degree.
- A 3 credit course at USF generally require students to devote 12 hours of work every week during spring and fall semesters.
- During summer semesters, which are 10 weeks only but need to cover the same material than our 16 week long semesters, this number of hours proportionally rises to about 20.
- Do not wait for the last minute to work on your assignments. The most effective way to work is to have multiple work sessions over the week.
- This allows you to have time to ask questions, and get responses, before deadlines. If you do not give yourself the time to work like so, you might implicitly forfeit any opportunity to actually get help.
- As a student, it is your responsibility to work on both graded and non-graded assignments / quizzes / exercises regularly with the intent to

### Get Help Early & Often

develop your understanding of the material being taught.

- However, you should also seize opportunities to get help with this task. This offering has many such opportunities readily available to support your learning; meeting with the instructor online or in-person, using forums to ask questions, working on non-graded practice assignments with other students...
- Establish, early in the semester, a regular dialog with your instructor. I am always happy to discuss your experience in the course. Do not hesitate to reach out to me regarding any problems you might have; e.g. technology, learning activities, difficulties with the material, questions about the BSIT program, how to make the most out of your study time...