

COP 2000 – Introduction to Computer Programming Syllabus Supplement – Fall, 2009

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Course Requirements:

Your grade will be determined by how much you learn in this course, as demonstrated on the quizzes, exams and in-class projects. You are expected to do any or all of the following as necessary, in order to insure that you have mastered the course objectives:

- Read and study assigned material from the text;
- Complete practice exercises and daily assignments and submit in a timely manner;
- Pursue independent study using resource materials available in the library (books, periodicals, videos), the Tech Center lab, and any other pertinent source;
- Demonstrate your mastery of the required skills on quizzes, in-class projects, and exams.

Course assignments and materials will be available on the Desire2Learn (D2L) course web page at the following URL: <http://d2l.chipola.edu>

Some course materials may also be posted on the campus network:

S:\Business\COP 2000

Check the course web page regularly and stay caught up with your work. If you check the web page or network folder and a document is missing, please inform your instructor.

Grading:

- All coursework must be completed during the term. Incomplete grades will be given **only in extreme circumstances with approval from the department supervisor.**
- Absences can impact your grade (even though attendance is not explicitly included in the course grade calculation).
 - The highest 3 exams will be used to compute your grade. If you miss an exam, the score will be a zero (0). Individual makeup exams will not be given; however, the comprehensive makeup exam can replace any missed exam or any earlier low test grade.
 - Assignments and projects **WILL NOT** be accepted late. If you must be absent when work is due, it can be submitted through the D2L course website dropbox. Students who are absent for official college business (ie, athletics, club trips, student ambassadors, etc.) should make arrangements to complete and/or turn in work early.
- **STAY CAUGHT UP WITH YOUR WORK.** It is your responsibility to meet scheduled deadlines and verify that your work is complete and correct prior to submitting. A grading rubric will be provided; projects not meeting the minimum functionality specifications will receive **NO CREDIT.**

	Points possible	Total course points	Grade assigned
Highest 3 exams: (average)	100	278 - 300+	A (93 - 100)
Homework/Lab Assignments: (total)	100	248 - 277	B (83 - 92)
Programming Projects: (total of 5)	<u>100</u>	209 - 247	C (70 - 82)
		179 - 208	D (60 - 69)
TOTAL POINTS POSSIBLE	300	Below 179	F (below 60)

Academic honesty: Credit for this course is based upon individual achievement and demonstrated skills. You will be required to demonstrate your ability to use basic software features covered in the assignments and quizzes; therefore, **doing your OWN work** on assignments and quizzes is crucial. All work submitted should be the product of your own personal efforts unless the instructor specifically authorizes a group assignment or project. Discussion of assignments and quizzes is encouraged, but submitting someone else's work as your own is not permitted (and vice versa). Using cell phones or other communication devices during exams is prohibited. Gaining answers on projects or exams through any dishonest method or providing such assistance to others is cheating and disciplinary action may be taken as stated in the student handbook.

Classroom etiquette:

- Follow classroom lab rules and network usage procedures (IMM29).
- Be considerate of your classmates and your instructor
 - Minimize classroom disturbances
 - Do not print during lectures.
 - Turn off cell phones/pagers, or set to vibrate mode.
 - If you must enter class late or leave early, do so as quietly as possible.
 - If you are late, wait until the end of class to check with the instructor about attendance.
 - Work quietly on assignments
 - Keep the classroom neat
 - Do not eat or drink in the classroom.
 - Clear any trash from your work area before you leave.
 - Recycle usable paper (without folding) in boxes by printers
 - Do not attempt to get assistance on projects from other students or to gain answers for quiz questions dishonestly. Silence during exam class periods is expected. No IM, cell phones, text messaging, etc.

Copyright Notice:

The course website may contain copyrighted materials that are used in compliance with U.S. Copyright Law. Under that law, materials may not be saved to your computer storage, revised, copied, or distributed without permission. They are to be used in support of instructional activity as part of this course only and shall be limited to the duration of the course, unless otherwise specified by the instructor or owner of the material. You may only download or print materials at the direction of your instructor, who knows which materials are copyrighted and which are not.

Withdrawals: Students may attempt a course up to 3 times; withdrawals count as attempts. On the 3rd attempt, a student may not withdraw, but must receive a grade.

Important dates:

Aug. 28 12 noon	Last day to withdraw with fee refund
Nov. 4	Last day to withdraw from individual class with a grade of W
Nov. 18	Last day to resign from school (all classes)

It is the **student's** responsibility to complete the appropriate form to withdraw from a class or resign from all classes and to obtain the necessary signatures and submit the form to the Registrar's Office prior to the deadline.