General course information for COMI 1150

Course: COMI 1150, Programming Concepts
Professor: Maggie Burke
Text: Starting out with Programming Logic and Design by Tony Gaddis (an older edition is okay)
Office hours: see http://faculty.ccri.edu/mburke1/
Contact: Knight 2168, 401.825.2058
Other materials: Python interpreter (free download http://www.python.org/), Raptor v.4.0 (on CD with text), Flash drive

Course description:
This course introduces important concepts and skills necessary to write common business programs. Emphasis is on structured programming techniques and top-down design.

Course objectives:
By the end of this course, students will be able to design a computer program including modules with parameter passing, functions, looping constructs, selection statements, and input/output in pseudocode, flowchart, or Python programming language form. They will be able to create a test plan for a program and will be able to construct a Venn diagram or truth table to demonstrate the outcomes of a logical expression.

Class attendance:
Attendance is strongly suggested, but not counted explicitly toward your grade. However, it is unlikely you will learn the material and succeed on tests and assignments without attending each class, having completed all required reading and assignments for that day. You are strongly encouraged to ask questions and contribute thoughtful comments. Your contributions, in the form of questions and comments, will greatly enhance the class.

Please do not attend class sick. If you can't attend class, you are still responsible for your homework assignments and tests.

The syllabus is a guideline only and is therefore subject to change. Changes to the syllabus and assignments will be announced during class. Do not rely on the class website for up-to-the-minute changes to the syllabus.

Grading:
Your final grade will be composed as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>50%</td>
</tr>
<tr>
<td>Tests</td>
<td>25%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25%</td>
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</tbody>
</table>

Homework assignments will be graded at 100% value if handed in on or before the due date. (If you are ill, you can email me the homework or upload it to the class website.) Thereafter homework will be graded at 80%. No assignment will be accepted more than two days after the due date. If there is a “Late work” link on the class website, then it means I might accept a maximum of one assignment late. I make no guarantees about accepting this work, I will definitely not accept more than one, and I will not grade it until the end of the semester, if at all. All work must be uploaded to the class website.

Labs are not graded but can be handed in for bonus points toward test grades. Labs can be handed in on the due date. If they are handed in on the due date, I will make every effort to get them back to you as soon as possible with feedback. You may also hand the lab in on the day of the related test (labs 1, 2, and 3 for test#1, labs 4 and 5 for test#2, labs 6 and 7 for the final exam). I won’t provide feedback on the lab, but I’ll count it as extra credit toward the test. If a lab is incomplete, you will not receive full bonus points.

Tests are designed to measure your comprehension of the topics covered in class. The final exam is cumulative.

What is individual work?
Homework assignments and tests are individual work and are to be completed by the individual alone. You may solicit help on general topics, examples from the text, and examples in class from the instructor or other individuals. (There will be many, many examples that are similar to graded work.) You may not discuss individual assignments with any person (in person or over the Internet). All work produced on an assigned problem must be your own.

Work that is clearly not your own work will be handled according to the college’s academic integrity policy. Retain all notes and earlier versions of your assignments so that you can demonstrate the work is your own, should a question arise. Please reference the following portion of the student handbook regarding the academic integrity policy:
http://www.ccri.edu/Advising/Student_Services/handbook.shtml#POLICY_ON_ACADEMIC_DISHONESTY
Soliciting help from me
I want to help you with labs and examples and general concepts. I cannot help you with assignments. It is when you do an assignment by yourself that you learn what you are capable of doing on your own. It is not a failure if you can't do an assignment; it's an experience that teaches you where your strengths and weaknesses are. When you overcome your weaknesses, you know you have learned.

I absolutely will not proofread anything for you. Please don't send me code that you've copied from an example I've given or you've seen in the book, and tell me you can't get it to work. Examples that I give you are correct. If you can't get it to work, you've typed it in wrong.

Debugging is a critical programming skill. I enjoy debugging as much as I enjoy programming, but I can't do either for you. If you have a bug you can't find, I'll be very happy to make suggestions regarding how to debug the problem. However, I will not debug for you.

In General
Check your email and the class website every day. Send me email if you’re having trouble with your homework or project, and I will respond to you as quickly as possible. (Please see the class email policy for details on email correspondence.)

Email Policy
1. You can expect me to read and acknowledge your email once per day during the week.

2. I expect you to read your email at least once per day during the week. I sometimes send important group messages about the class (such as a change in the syllabus, or information helpful to accomplishing a homework or project). I sometimes send individual messages about your progress.

3. Please acknowledge receipt of an individual email from me. You do not need to acknowledge group messages (which usually being "Dear Students."). Acknowledgement can be as simple as, "Thank you," or "I received your message and will reply in detail by Tuesday," or it can be a detailed response.

4. All email correspondence related to this class should take place in Blackboard and/or the CCRI email system. Your CCRI email account is an official communications medium at CCRI and you are responsible for the consequences of not reading your email.

5. I recommend that you do not forward your email to an off-campus account, or if you do, do not rely on receiving your email in that way. Forwarding off-campus can lead to lost messages. You are responsible for reading email that is sent to your CCRI account. If you forward it and it gets lost, you are responsible for the consequences. If you follow these guidelines, you will always get my email. It is your responsibility to follow these guidelines, and failure to do so might affect your grade.

6. The subject line of your message should contain the name or number of the class and a meaningful summary of the contents of the message, such as "Programming Concepts PROBLEM with homework #3." If you use the subject line "Homework #3" and you have a problem or question, I may not read your email immediately. Therefore, be sure to put the word "QUESTION" or "PROBLEM" in the subject line if you urgently need a response.

7. Please be polite and respectful in your messages to me, and I will be polite and respectful in my messages to you.

8. All messages should strongly relate to the course materials and assignments. Under no circumstances should you send me a forwarded message. I already know that Mars is crashing into the Earth next week, and has been since 2003.

9. Spend time composing messages to me. Proofread. Rewrite. Spend time reading messages from me. Do you understand every point, if I’m answering a question? If not, re-read before you ask another question.

10. Before you compose your message, think about how it will be received by me. Will it be perceived as intelligent, professional, and thoughtful? If you are asking me a question about the material, please tell me what you know and what you've tried. Remember that you may receive only one response from me within a 24-hour period, so you must make every message count!

11. Unless another faculty member has provided an email policy, please use these guidelines to send email to other faculty members and college staff. Polite, respectful, carefully worded messages are always appreciated by everyone.

12. Helpful Links:
CCRI's Electronic Communications Policy: [http://it.ccri.edu/policy/electroniccomm.shtml](http://it.ccri.edu/policy/electroniccomm.shtml)
Email for students, from IT: [http://it.ccri.edu/Documentation/myccri-tutorials/email_students.shtml](http://it.ccri.edu/Documentation/myccri-tutorials/email_students.shtml)
Distance Learning Communication with email:
Classroom Laboratory Policy

Our class meets week in a lab. That is because we will have a hands-on approach to learning programming concepts on the machines you are using for homework. During lecture, you may use the machines for:
1. labs;
2. individual assignments assigned during class;
3. if I am walking you through an example on the machines; or
4. for taking notes.

If you are going to use the machines to take notes, you must email me your notes after class.

If you are using the machines for any other reason or if you abuse this policy, you (the individual, not the class) will no longer have the privilege of a computer during lecture. Please note I do not want to see your Facebook or Photobucket page any more than you want to see mine.

Accommodations
All students are individuals, with individual learning styles, life situations, and backgrounds. Although I specifically mention two student groups here, all students are welcome to approach me with concerns about how their learning might be negatively impacted in my class. All students may petition me for learning accommodations in my class, and I will do my best to accommodate you within reason and fairness to everyone.

Any student with a documented disability is invited and encouraged to contact me early in the semester so that we may work out reasonable accommodations to support your success in this course. If you have not already done so, you should also contact the Disability Services for Students Coordinator on your campus.

Welcome to all veterans. If you would like to identify yourself to me as a veteran, please do so with the utmost confidence that I support and respect you. If you know now, or if you discover during the semester that you require accommodations or are uncomfortable for any portion of the class, please see me.