How to get help: We have a team of computer science students available to help you with questions or problems you encounter. To contact them, send an email to 101SP19@statecollege.online – Always be sure to reply-to and/or “cc” this email address when interacting with a helper; otherwise you might delay getting a response.

If you have a question about a course policy or something of a personal nature, use the “inbox/compose a new message” feature of Canvas and send me a message.

REQUIRED COURSE MATERIALS

Required textbook (only $9.99): A Gentle Introduction to Computer Programming Fundamentals. Originally it was only available in a Kindle edition (there is a free Kindle reader download for almost any device) – but now, by popular demand, there is a hardcopy edition available ($19.95).

Obtain the book here: https://www.amazon.com/dp/B00ECI0D0S (Links to an external site.)

Obtain the Kindle reader here: https://www.amazon.com/kindle-dbs/fd/kcp (Links to an external site.)

Videos by the instructor: These are stored in Box, and you will need a Penn State access account to get them. Luckily, if you are reading this in Canvas, you already have one!

Other videos and readings: Other videos and/or readings will be assigned throughout the course; these are just as much a part of the course as the above items. If something says “optional” then it will not appear (specifically) in a quiz or exam problem.

Very important information

This course is set up in a way that you probably have not encountered before. There are 12 modules; each module has several steps. You are required to complete each step before moving on to the next step, and you are required to complete each module before moving on to the next module. You can re-try the work as many times as necessary. At each step you are required to confirm that you have completed the work on your own and within the time constraints – sometimes this is enforced by the software, sometimes not. However, you are always required to answer these questions honestly. This course is designed to help you succeed! But, if you try to avoid the work you will likely not learn and not do well. It’s that simple.
How to succeed:

1. Each module has required videos and/or readings. Watch and/or read the material first. Be sure to watch the videos like you would a live lecture, including taking notes, etc.
2. Next, take the quiz on the material. You must achieve at least an 80% on this quiz to move forward. Otherwise, re-engage with the material and try the quiz again.
3. Next, attempt the programming assignments. You must do all of the programming assignments in Vocareum, which is an online platform that runs and tests your programs. Complete each assignment within the specified time period if you can. If you have done so, move ahead to the next item. If you completed the problem, but not within the stated time period, wait at least three hours and try it again. When you try it again, do not look at your previous answer. If you were unable to solve the problem at all within double the time allotted, watch the video where I show you one way to solve the problem. (Note that my answer is only an answer, not the answer) Now, wait at least three hours, then return to the problem and try to solve it yourself within the allotted time, without looking at any notes (and of course not the video!). Keep doing this until you are able to solve the problem yourself within the time constraints.
4. If you are able to solve the problem on your own and within the time constraints, you should still watch the video for hints and other things you might not have thought of.
5. At the end of modules 3, 6, 9, and 12 is a timed mini-test. This is a composed of one or more problems which are very much like the problems in the assignments. If you have done all of the work on the assignments, this problem should be fairly simple. Once you begin the problem, a timer will start and you have to complete and submit the problem within the time limit (up to 2 hours). For obvious reasons, there is no posted solution to this problem. You must attempt the mini-test before moving ahead in the course. However, you do not have to obtain a 100% to continue. If you don't obtain a 100% on a mini-exam, email me through Canvas and tell me which mini-exam you completed, and I will hand-grade it.
6. Go on to the next assignment and/or module! Note, though, that I will be opening the modules approximately one per week, so the next one may not be available yet.

GRADING

Your grade is 80% determined by your completion of the modules. For example, if you complete all the way through eleven of the twelve modules, then you earn 92% of 80% for this aspect of the grade. Remember that you can not move forward through the material unless/until you have successfully completed the prior material.

The other 20% of the course grade is based on the four mini-tests, 5% each. Note that this means that even if you only successfully complete one of the mini-tests, as long as you do all of the other work, you will still get a “B” (85%) for the course.

There is nothing to stop you from doing well except lack of perseverance!

One important note: As you complete the problems in Vocareum, you are required to answer a question in Canvas that asks if you have done so; this unlocks the next step in the course. If you
lie and move forward in Canvas without actually solving the problems in Vocareum, your grade is limited by the **last programming problem** you solved in Vocareum. So, **always answer the questions in the modules truthfully**.

**Other important Notes:**

- **All programming assignments must be submitted through Vocareum.**
- **All program submissions will be run through software which checks for plagiarism. This software is sophisticated, and can not be beaten by obvious things like changed variable names, etc. Be sure that you understand the academic integrity policies discussed below.**
- **Do not rely on CANVAS to calculate your grade. Only consider CANVAS as the place where your grades are stored. CANVAS will almost assuredly not calculate your grade properly.**

**Letter grades:**

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>94% and above</td>
<td>A</td>
</tr>
<tr>
<td>90%-93.9999%</td>
<td>A-</td>
</tr>
<tr>
<td>88%-89.9999%</td>
<td>B+</td>
</tr>
<tr>
<td>84%-87.9999%</td>
<td>B</td>
</tr>
<tr>
<td>80%-83.9999%</td>
<td>B-</td>
</tr>
<tr>
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<td>C+</td>
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<tr>
<td>70%-77.9999%</td>
<td>C</td>
</tr>
<tr>
<td>60%-69.9999%</td>
<td>D</td>
</tr>
<tr>
<td>0%-59.9999%</td>
<td>F</td>
</tr>
</tbody>
</table>

**Late Policy:**

In order to succeed, you need to work on the course material throughout the course, and not try to "binge complete" it. I will be opening modules approximately one per week, and (after the first few days) there will always be the current week and two weeks ahead open for you to work on. The work has defined due dates; note that all due dates are eastern time.

If you submit an item late, you will be deducted 50% of the grade. However, **I grant seven "freebie" late submissions**, so if you get a little behind at some point, you can catch up with impacting your semester grade. Note, though, that if you get behind you need to catch up, because you can not jump ahead to the later assignments until you have completed the earlier ones.

**Academic Integrity**

_Untunately every semester I am forced to forward students to the Academic Integrity Review Board. For some reason, despite my warnings to the contrary, students think that they can simply copy their solutions from someone (or somewhere) else and submit these as their own work. If I encounter cheating, I am required to submit it to the Academic Integrity Review Board. Please do not make me do this, as it is no fun for either of us!_

Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all people at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, the University’s Code of Conduct states that all students should act with personal integrity, respect other students’ dignity, rights and property,
and help create and maintain an environment in which all can succeed through the fruits of their efforts.

Academic integrity includes a commitment by all members of the University community not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

The University defines academic integrity as the pursuit of scholarly activity in an open, honest and responsible manner. All students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts (refer to Senate Policy 49-20. Dishonesty of any kind will not be tolerated in this course. Dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Students who are found to be dishonest will receive academic sanctions and will be reported to the University's Office of Student Conduct for possible further disciplinary sanctions (refer to Senate Policy G-9).

Additionally, The Department of Computer Science and Engineering expects all student programming work assigned in a class to be completed independently by students (or by teams if permitted/required) and to consist of code designed and developed solely by the students. The use of any other code is not permitted unless the course instructor explicitly allows it and such code is clearly identified as coming from an external source and that source is credited. Students will never be given credit for code which they did not construct. Refer to Academic Integrity Standards for CMPSC, CMPEN, and CSE Programming Courses at http://www.eecs.psu.edu/students/resources/EECS-CSE-Academic-Integrity.aspx

Accessibility

Penn State welcomes students with disabilities into the University’s educational programs. Every Penn State campus has an office for students with disabilities. Student Disability Resources (SDR) website provides contact information for every Penn State campus. (Links to an external site.)Links to an external site. For further information, please visit Student Disability Resources website (Links to an external site.)Links to an external site.

In order to receive consideration for reasonable accommodations, you must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: See documentation guidelines. (Links to an external site.)Links to an external site. If the documentation supports your request for reasonable accommodations, your campus disability services office will provide you with an accommodation letter. Please share this letter with your instructors and discuss the accommodations with them as early as possible. You must follow this process for every semester that you request accommodations.
**Counseling & Psychological Services (CAPS)**

Many students at Penn State face personal challenges or have psychological needs that may interfere with their academic progress, social development, or emotional well being. The university offers a variety of confidential services to help you through difficult times, including individual and group counseling, crisis intervention, consultations, online chats, and mental health screenings. These services are provided by staff who welcome all students and embrace a philosophy respectful of clients’ cultural and religious backgrounds, and sensitive to differences in race, ability, gender identity and sexual orientation.

[Counseling and Psychological Services at University Park (CAPS)](http://studentaffairs.psu.edu/counseling/): 814-863-0395

Counseling and Psychological Services at Commonwealth Campuses

Penn State Crisis Line (24 hours/7 days/week): 877-229-6400
Crisis Text Line (24 hours/7 days/week): Text LIONS to 741741

**Education Equity Reporting**

Consistent with University Policy AD29, students who believe they have experienced or observed a hate crime, an act of intolerance, discrimination, or harassment that occurs at Penn State are urged to report these incidents as outlined on the [University’s Report Bias webpage](http://equity.psu.edu/reportbias/)

**Attendance Policy:** (Note: The following is the PSU policy on attendance. As an online, asynchronous course, you can read “attendance” as roughly equivalent to “participation.”)

Class attendance is one of the most important ways students learn and understand course materials. It is a critical element of student success. Class attendance recognizes on exceptional occasions, students may miss a class meeting to participate in a regularly scheduled university-approved curricular or extracurricular activity (such as Martin Luther King’s Day of Service, field trips, debate trips, choir trips, and athletic contests), or due to unavoidable or other legitimate circumstances such as illness, injury, military service, family emergency, religious observance or post-graduate, career-related interviews when there is no opportunity for students to re-schedule these opportunities (such as employment and graduate school final interviews.)

In all cases, students should inform the instructor in advance, where possible, and discuss the implications of any absence. Missing class, even for a legitimate purpose, may mean there is work that cannot be made up, hurting the student’s grade in the class. Likewise, students should be prepared to provide documentation for participation in University-approved activities, as well as for career-related interviews, when requested by the instructor. Students who will miss a class
in accordance with Senate Policy 42-27, should present a class absence form: [http://www.psu.edu/oue/aappm/classabs.pdf](http://www.psu.edu/oue/aappm/classabs.pdf)

**Other important notes**

1. The content of the syllabus is definitive. This means that if something in the syllabus changes after I recorded the video, then the syllabus "wins".

2. In any quiz in this course, if an answer says "none of these" or a similar phrase, it means "none of the other options are legitimate". So, if something asks you for the output of a code segment, "none of these" does not mean that the output is explicitly the letters n-o-n-e o-f t-h-e-s-e, but instead that none of the other items matches the output. Similarly for the phrase "all of these".

3. In a similar fashion, if a multiple choice question says “all of these” or “none of these” it does not include the phrases “all of these” or “none of these” as a referent. For example:

What is greater than 3?
- a. 4
- b. 5
- c. 6
- d. none of these
- e. all of these

The correct answer is (e) all of these (4, 5, and 6). In this case “all of these” does not include “none of these”. This policy will automatically be in force for all such situations and will not be considered a reason to change a grade.

4. If you are taking this course from another university, be sure that you do something to check your PSU email. This is where all of the official PSU correspondence will go, and you will need to know about that stuff. At least forward your PSU email to your non-PSU account so you can get the messages. However, if you email me regarding a grade or other private info, I can only reply to you from a Canvas email or if your email comes from your official PSU email address.

5. If (after I announce that the Vocareum accounts have been created) you have not received an email from Vocareum regarding gaining access, please follow these steps:

   - Check your PSU email.
   - Check the junk folder in your PSU email.
   - Visit vocareum.com, select "access labs", then do the "forgot password" process. Be sure to use your PSU email address.
   - If the "forgot password" process says that your email address is not found, email me from your PSU email address and let me know that you have not been added.

Please note that if you added the course late, probably this is why you don't have an account. *Please do not panic!*

6. The syllabus mentions 2 hours for the mini-exams. Note that they are up to two hours. Usually you will have twice the amount of time a similar problem would take when you do the
assignments. For example, a 15-minute problem will have 30 minutes of time. If there are two
problems, each of which are 15-minute problems, you will have an hour to do the exam. No
exam will be scheduled for more than 2 hours.