

# **CLASSROOM POLICIES**

## **COURSE POLICIES**

### **Student Conduct In Class Policy**

Any acts of classroom disruption that go beyond the normal rights of students to question and discuss with instructors the educational process relative to subject content will not be tolerated.

Students are not allowed in classroom or laboratory facilities, when the instructor is not present. Students must be seated when bell rings and are not excused until bell rings again.

A seating chart will be used in class. Students may select their seating and changes may be made at the discretion of the instructor.

### **Computer Care**

- 1- Respect the hardware and software.**
- 2-** Do not change any computer settings – this includes but is not limited to remapping, unplugging, changing the computer's C drive, removing the mouse ball.
- 3-** Students must clear any printing with instructor before they send material to the printer. Students must know how many pages an article contains and whether they need the entire article or just part of it. Respect the hardware and software.
- 4-** Never touch another student's computer.
- 5-** Do not surf the Internet or read e-mail when you're supposed to be listening to the teacher or working on an assignment.
- 6-** Work quietly and stay on task. Make every effort to do your best.
- 7-** Leave your workspace the way you'd like to find it. This means exit all applications, close the server connection, and put CDs where they belong. Logoff at the end of the period.

### **Electronic Devices**

Cellular phones, pagers, CD players, radios, iPods, and similar devices are prohibited in the classroom.

### **Examination Policy**

There are 2 exams and 8 quizzes. No make-up exams must be scheduled with the instructor. It is *your* responsibility to schedule make-ups. It is also *your* responsibility to check grades throughout the semester and report grade discrepancies to your instructor.

*Preparing for Examinations:* Attend lecture and read the chapters. All of the questions are taken directly from the lectures and class work.

*In Case You Are Late or Absent:* It is your responsibility to get the course notes, handouts, and laboratory assignments should you miss class or be late. In nearly every case, notes will be available on the class web page.

## **No Cheating Policy**

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

- 1- Represent the work of others as their own.**
- 2- Use or obtain unauthorized assistance in any academic work.**
- 3- Give unauthorized assistance to other students.**
- 4- Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.**
- 5- Misrepresent the content of submitted work.**

For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. Such collaboration constitutes cheating. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor.