1. General Information

Class Time: 12:00P-1:15P Mo,Tu,We,Th
Class Location: CEC 121 (Carson Engineering Center)

Laboratory Time: 12:00P-2:15P on Fridays.
Laboratory Location: CEC 206 (Carson Engineering Center)

Prerequisites: Math 1523 or equivalent. No prior programming experience is assumed, although prior programming experience is helpful.

Instructor: Sylvain Guinepain
Office: 123 Engineering Laboratory
Office Phone: 325-7519 (email is much better)
Class home page: http://learn.ou.edu
Email: Sylvain.Guinepain@ou.edu

My office hours are: M: 11:00A-12:00P, W: 11:00A-12:00P.

The current office hours are located on the course web site and are always posted on my door. Appointments for additional office hours are scheduled through email with 24 hour advanced notice.

Working laptop computer with a wireless network card and ample battery capacity for a two hour laboratory without plugging into an outlet.

**Recommended Material:** Eclipse IDE for C Developers (from Eclipse.org).

**Teaching Assistants:** There are no teaching assistants available in the summer and all questions should be redirected to me.

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Email</th>
<th>Sec</th>
<th>Office</th>
<th>Mon</th>
<th>Wed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sylvain Guinepain</td>
<td><a href="mailto:Sylvain.Guinepain@ou.edu">Sylvain.Guinepain@ou.edu</a></td>
<td>010</td>
<td>EL 123</td>
<td>11:00-12:00</td>
<td>11:00-12:00</td>
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</tbody>
</table>

**2.0 Topical Coverage**

I expect to cover approximately Chapter 1-8.
Topics: Introduction to computers and programming, structured program development in C, program controls, functions, arrays, pointers, characters and strings.

**3.0 Course Policies**

**Class Attendance:** Class attendance is important because we will discuss concepts and examples that are not in the text book. You are responsible for everything that is announced in class, independently of whether you choose to attend or not. There is a direct correlation between passing this class and attending classes and labs. A sign up sheet will be passed every class sessions and your attendance will be monitored. 10% of you final grade will be based on your attendance and participation.

**Laboratory Attendance:** During the laboratory, students will be able to work in pairs and sometimes required to work in small groups. Students who do not attend laboratory will not get credit for these assignments.

**Class Home Page:** This class will use Desire2Learn software for our home page. The URL for the home page is [http://learn.ou.edu](http://learn.ou.edu). Login with your
4+4 (first four letters of your last name followed by the last four digits of your student number), using your standard OU password. If you have difficulty logging in, call 325-HELP. This software provides a number of useful features, including a list of assignments and announcements, an electronic mailing list, newsgroups, and grade book. The TAs and I update this web site several times a week. You should check the site daily. You are responsible for things posted on the site with a 24 hour delay.

**Class Email Alias:** Urgent announcements will be sent through email. It is your responsibility to:

- Have your university supplied email account forwarded to the location where you read email.
- Make sure that your email address on the course home page is correct, and forwards email to the place where you read it. I’ll send out a test message during the first week of class. If you do not receive this message, it is your responsibility to get the problem resolved.
- Have your email program set up so that replying to your email will work correctly. You can send email to yourself and reply to yourself to test this. If you need assistance in accomplishing any of these tasks, contact 325-HELP.

**Examinations:** There will be one midterm examination and a final examination. During examinations students must sit in assigned seats. Missing an examination without a previously approved excuse will result in a grade of zero for that examination.

**Final Examination:** The final is comprehensive, as required by College of Engineering policy. No final examinations can be given early, except as required by University policy.

**Discussion Groups and Email:** The discussion group on the course home page should be the primary method of communication, outside of class. This allows everyone in the class to benefit from the answer to your question,
and provides students with more timely answers since all three TAs and I check the discussion group regularly. Matters of personal interest should be directed to email instead of to the newsgroup, e.g. informing me of an extended personal illness. Posting guidelines for the newsgroup are linked on the home page.

**Laptop Computers:** It is the responsibility of each student in this class to have a working laptop computer with ample battery and wireless internet connectivity available for every laboratory session. If your computer requires repair during the semester, it is your responsibility to make arrangements to have another computer available for laboratory use. We have a limited number of power outlets and wired internet ports in our laboratory that are shared by forty students. A student without a fully usable laptop computer will be at a severe disadvantage in this class.

**Academic Misconduct:** All work submitted for an individual grade, such as homework, should be the work of that single individual: not their friends, the TAs, nor their tutor.

Do not show another student a copy of your homework before the submission deadline. The penalties for permitting your work to be copied are the same as the penalties for copying someone else’s work.

If you choose to do your work on your computer, make sure that your computer account is properly protected. Use a good password, and do not give your friends access to your account or your computer system. Do not leave printouts, or thumb drives around a laboratory where others might access them.

Upon the first documented occurrence of collaborative work, I will report the academic misconduct to the Campus Judicial Coordinator. The procedure to be followed is documented in the University of Oklahoma Academic Misconduct Code (http://www.ou.edu/studentcode). In the event that I elect to admonish the student, the appeals process is described in http://www.ou.edu/provost/integrity-rights/.
**Tutors:** Tutors can be an excellent source of support for students who are having difficulty in the class, but only if the tutor is aware of the distinction between teaching students the material so that they can do their own work, and doing work for students. Tutors who do work for students are not only failing to help the students learn, they are abetting academic misconduct.

If your tutor is methodically telling you what to write, he or she is abetting academic misconduct.

If you tutor is emailing files containing partial or complete assignments to you, you will commit academic misconduct if you turn them in.

A more effective use of tutoring services is to do problems that are similar to the assigned work, instead of doing assigned work. For example, it would be fine to work unassigned problems from the textbook with a tutor. This requires significant discipline, both on the part of the tutor and the part of the student. Copying from a tutor is as unacceptable as copying from another student. If your tutor doesn’t know how to teach properly, please ask them to call or visit me and I will provide training and guidance. If you are tutoring someone else in the class, you can be accused of academic misconduct if this person copies your work.

**Incompletes:** The grade of I is intended for the rare circumstance when a student who has been successful in a class has an unexpected event occur shortly before the end of the class. I will not consider giving a student a grade of I unless the following three conditions have been met.

1. It is within two weeks of the end of the semester.

2. The student has a grade of C or better in the class.

3. The reason that the student cannot complete the class is properly documented and compelling.

**Accommodation of Disabilities:** The University of Oklahoma is committed to providing reasonable accommodation for all students with disabilities.
Students with disabilities who require accommodations in this course are requested to speak with the professor as early in the semester as possible. Students with disabilities must be registered with the Office of Disability Services prior to receiving accommodations in this course. The Office of Disability Services is located in Goddard Health Center, Suite 166, phone 405/325-3852 or TDD only 405/325-4173.

**Cancelled Classes:** Classes are cancelled on the following days for the following reasons.

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Reason</th>
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</thead>
<tbody>
<tr>
<td>Friday</td>
<td>7/4</td>
<td>Independence Day</td>
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</tbody>
</table>

**University Deadlines:** The table below summarizes important deadlines for students at the University of Oklahoma. It is the responsibility of the student to keep track of these deadlines if they may wish to withdraw from this class. Be warned that I follow university policy extremely literally. During the period when withdrawal can result in either a W or an F, I will give a W only if the student is receiving a D or better in the class.

<table>
<thead>
<tr>
<th>Event</th>
<th>Last Date</th>
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<tbody>
<tr>
<td>Last Day to Add</td>
<td>6/6</td>
</tr>
<tr>
<td>Last Day to Drop With Refund</td>
<td>6/6</td>
</tr>
<tr>
<td>Last Day to Drop With Automatic W</td>
<td>6/20</td>
</tr>
<tr>
<td>Last Day to Change to Audit</td>
<td>7/3</td>
</tr>
<tr>
<td>Drop with Grade of W/F without permission of the Dean</td>
<td>7/3</td>
</tr>
</tbody>
</table>

**Classroom Conduct:** Disruptions of class will not be permitted. Examples of disruptive behavior include:

Allowing a cell phone or pager to repeatedly beep audibly.
Playing music or computer games during class in such a way that they are visible or audible to other class members.
Exhibiting erratic or irrational behavior.
Behavior that distracts the class from the subject matter or discussion.
Making physical or verbal threats to a faculty member, teaching assistant, or class member.
Refusal to comply with faculty direction.

In the case of disruptive behavior, I may ask that you leave the classroom and may charge you with a violation of the Student Code of Responsibilities and Conduct.

4.0 Projects, Homework, Quizzes, and Attendance.

Language: We will be using the C language.

Computer Literacy Expectations: A list of specific expectations for computer literacy is posted on the course home page. If you do not meet these expectations, it is your responsibility to remedy this situation immediately or drop this class.

Sharing Resources: It is common for office hours and laboratory sessions to become very busy immediately before a project or homework assignment is due. While the TAs and I will make reasonable efforts to meet the needs of as many students as possible, it is often impossible to fully meet the needs of all students during this busy period of time. For example, if there are ten students in my office during a given office hour, each student could expect to receive about six minutes of help. This limited amount of help may not be sufficient. Students who wait until the last minute to get help on projects or homework may have to hire a tutor to get extended help on projects.

Projects: Incomplete projects may be turned in for partial credit.
Projects which do not compile will generally receive no credit.

Beyond the first two projects, projects that do not execute will generally receive no credit.

**Software Tools:** I recommend that you use Eclipse in this class. Using commercial software without proper licensing is illegal, unethical, and absolutely unacceptable in this class.

**Project Strategy:** The grades for projects are determined by how well the material presented meets the objectives stated on the project handout. If you have to turn in an incomplete project, the way to maximize the points received is to meet as many objectives as possible. One effective strategy is to meet objectives one at a time. If you save a copy of our current project to a separate directory when an objective is met, this can prevent many problems.

**Project Submission:** Projects are due by 11:59 p.m. on the selected due date by uploading the project files to the digital dropbox on the course homepage for your lab section (not the lecture section where most of the course documents are located). Late projects are not accepted. Do not wait for the last minute to submit a project.

**Project Groups:** Most lab time will be spent working in pairs or groups. Students who do not attend laboratory will not get credit for their pair or group’s work.

**Backup Copies of Projects:** It is the students’ responsibility to backup their files appropriately. No extensions to deadlines will be given as a result of lost files, unless there is a massive, network wide problem which affects the entire class. Do not rely on anyone else to backup your important files. Buy a jump drive (or other media) and make backing up your work a routine part of computer usage. Always back up your files at the end of the laboratory session so that both partners have a complete copy at all times. It is particularly important to save a backup copy of any project that is
submitted. This backup version should not be opened or edited after submission in case something goes wrong with the submission.

**Homework Submission:** Homework is submitted at the beginning of class. Class time should not be used to complete homework assignments. If you choose to submit homework online in the digital drop box, please email your TA and inform them that it is there.

### 5.0 Evaluation

**Grading Questions on Homework, and Projects:** All disagreements about the grading of projects or homework must be brought to the attention of the instructor within one week of when the item was first returned to students.

**Examination Grading Questions:** If there is a dispute about the grading of an examination problem, you may stay after class the day the tests are returned to discuss it. If you cannot stay at this time, return the paper to me and stop by during my office hours. Once a test has been removed from the classroom after it has been returned, the grade is final and will not be changed, even if it is found to be in error.

**Desire2Learn Grade Summary:** Desire2Learn has a grade book that is used to store the raw data that is used to calculate your course grade. It is the responsibility of each student in this class to check their grades on Desire2Learn after each project or homework is returned. If an error is found, bring the grading document to me or the TA, and we will correct it. The grade book does not understand how grades are actually calculated in this class. It therefore may show things like percentages and total points that are incorrect. The correct formulas for calculating grades are given in this document.

**Grading:** There are 5 components to the course grade. They are weighted as follows.
<table>
<thead>
<tr>
<th>Component</th>
<th>Percent</th>
</tr>
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<tbody>
<tr>
<td>Attendance</td>
<td>10</td>
</tr>
<tr>
<td>Midterm</td>
<td>15</td>
</tr>
<tr>
<td>Homework</td>
<td>20</td>
</tr>
<tr>
<td>Project</td>
<td>30</td>
</tr>
<tr>
<td>Final</td>
<td>25</td>
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</table>

The percentage of the grade that comes from homework, and projects confuses some students. These elements are more lightly weighted to allow students to make mistakes and learn from them with small penalties. Completing these exercises is how most students meet the learning objectives that make it possible to do well on the midterms and final that are weighted more heavily. Failure to do the homeworks, and projects usually results in failure of the course. The grading scale will be no higher than the following. It may be lower at the discretion of the instructor.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90+</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>Otherwise</td>
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**Borderline Grade Decisions:** Grades are rounded to the nearest whole number. Although it would be preferable that all grades are cleanly decided, it is usually the case that a few final course grades are decided by only a few points. I have an algorithm for determining grades in these difficult cases. A grade is a borderline grade if it is within two points of the next higher grade. Therefore, grades like 69 and 78 are borderline grades, but grades like 81 and 92 are not. The grade on the final examination will be used to determine borderline grades. If the grade on the final is below the threshold for the higher grade, the lower grade will be given. If the grade on the final is above the threshold for the higher grade, the higher grade will be given.