

CSE 191 Spring 2018 Policies

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1 Breakdown on Contributions

- Quizzes (up to 10%)
- Homework (60–70%)
- Comprehensive Final Exam (30%)

2 Written Homework

Homework assignments will be posted with specified due dates. You will be required to submit your writeup of the assignment before 23:59 on the corresponding due date. Please continually check the website for homework assignments posted as a PDF.

For written homework assignments, we will only be accepting electronic submissions. These will be accepted via our new autograding system called Autolab. Submissions must be in the form of PDF. There are two ways to complete your written homework:

- You may typeset your submissions using any word processor you wish (Microsoft Word or LaTeX are good options).
- You may handwrite your submission and then scan it. An easy way to scan is using your phone along with the Scan feature in Google Docs. If you prefer to scan your documents you may do so with your own scanner or, on campus, the libraries provide scanning services.

Make sure to **double check your assignments before and after submission** to ensure that part of your writing wasn't chopped off as the integrity of your submission is your responsibility. Also, if you handwrite an assignment, make sure that you write legibly. You may be deducted points if we cannot decipher your handwriting.

3 Quizzes

Quizzes will be given at the start of some lectures. Quizzes will be based on reading material covered in lecture. There are intended to help students evaluate

their current level of mastery of the material. If the overall quiz grade raises a student's grade, it will be included, otherwise it will be discarded.

4 Exams

There will be one 3 hour final exam. The final exam is worth 30% of your grade. I reserve the right to change the grade contributions for this exam.

No makeup exams will be given except in *provably extreme circumstances*. Please note the following additional policies/suggestions with respect to makeup exams:

- Notify your instructor 24 hours prior to the exam via e-mail or telephone (voice mail) if you are going to miss an exam. If it is medically *impossible* for you to give prior notice, please obtain a note from a physician detailing the period (and the reason) you were medically incapable of communicating with the instructor.
- If you miss an examination because of sickness or similar reasons, *visit a physician and obtain a note detailing the period and the reason you were medically incapable of taking the exam.*
- The final exam date is scheduled by the university and is posted under the HUB Final Exam Schedule.

5 Studying and Assignments

I urge you to read the appropriate sections in the book before class and then to reread the section after class. The quality of reading is important – reading mathematics requires going very slowly and carefully. Similarly, take notes in class and then recopy your notes after class. All of this takes time, and doing the homework takes more time. The concepts and ideas of proofs are not something you can simply memorize and regurgitate. You must understand them in order to be able to apply them to different problems.

If there is a genuine reason for re-grading, please contact the instructor within *one week* of when the graded material is handed out by the grader. In particular, if you do not pick up/view your graded material on time, you may lose the opportunity to get back to us within the stipulated time period.

Feel free to make up a group of students to work on homeworks and study the course. Piazza offers a mechanism to search for groupmates. In a course like this it is very important to discuss problems with one another in order to deepen your understanding. Teaching is the best way to learn material!