1 Overview

This document details the administrative portion of the lecture from the first day of class. Particularly, this document describes the handouts provided, and the discussions about grading, homeworks, exams, quizzes, programming assignments, and communication.

2 General Information

- Course related policies: [http://www.ugst.umd.edu/courserelatedpolicies.html](http://www.ugst.umd.edu/courserelatedpolicies.html)
- Times and Physical Locations: MWF 4:00pm - 4:50pm, CSI, Room# 1115
- Mid-Term Exam: Nov 8, in the class.
- Final Exam: time and place to be determined by the University
- Office Hours (Instructor): Mon 12:30PM-1:30PM at A.V. Williams Bldg., Room 3249, or preferably by appointment via e-mail.
- TA Office Hours (Soheil Behnezhad): Tue 3:15PM-4:15PM at A.V. Williams Bldg., Room 1112
• TA Office Hours (Mahsa Derakhshan): Thu 3:15PM-4:15PM at A.V. Williams Bldg., Room 1112

• TA Office Hours (Kevin Chen): Mon 1:00PM-3:00PM at A.V. Williams Bldg., Room 1112

• TA Office Hours (Ruoxi Li): Wed 9:00AM-11:00AM at A.V. Williams Bldg., Room 1112

• TA Office Hours (John O’Keefe): Mon 10:00AM-12:00PM at A.V. Williams Bldg., Room 1112

• TA Office Hours (Kevin Wittmer): Fri 11:00AM-1:00PM at A.V. Williams Bldg., Room 1112

3 References
Though the following books can be used as the main references for this course, everything covered in class will not be in these references, and vice-versa.


4 Honor code
We take the Code of Academic Integrity and the University of Maryland Student Honor Pledge (“I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination”) very seriously. For details, see Code and Pledge. Our policy is that “authorized” assistance includes talking together about assignments and approaches to them, but *not* writing up with assistance or collaboration on—or with access to another’s—actual final materials to hand in.

Also note that posting project/assignment/homework solutions publicly (e.g., in a public online location) is a violation of your academic integrity policy. See [http://www.ugst.umd.edu/courserelatedpolicies.html](http://www.ugst.umd.edu/courserelatedpolicies.html) for more information.

5 DSS-related request
Any student eligible for and requesting reasonable academic accommodations due to a disability is requested to provide, to the instructor in the class or in office hours, a letter of accommodation from the Office of Disability Support Services (DSS) within the FIRST TWO WEEKS OF THE SEMESTER.
6 Laptop policy

Please note that **LAPTOPS ARE NOT ALLOWED** in the class unless you want to take notes. In this case, you need to talk with the instructor after the class for a special permission AS WELL AS sending an email to hajiagha@cs.umd.edu for the special permission. You also need to send your notes just after each class that you bring the laptop to the class to hajiaghi@yahoo.com with subject line “cmsg351 laptop notes” (all lowercase) and then your UID, date, and title of the notes.

7 Requirements

Grading for this course can be broken down into the following categories (see details in later sections):

- **Class participation:** 7%
- **Five homework assignments:** 20% requirement and 5% bonus (each 4% requirement with 1% bonus)
- **Programming assignments:** 5% requirement and 5% bonus
- **Quizzes:** 3% requirement
- **Exams:** max of (a) midterm count for 25% together with the final for 40%, and (b) the final exam grade for 65%

Note that based on above information you can earn up to 10% bonus on top of 100% requirement scores.

**IMPORTANT NOTE:** For any letter grade (including plus/minus) that you get for any parts above you may find the equivalent numeric grade (out of 4) from the most recent 2011 University of Maryland Marking System and Quality Points for Letter Grades at [http://www.testudo.umd.edu/plusminusimplementation.html](http://www.testudo.umd.edu/plusminusimplementation.html), and in particular A+:4.0; A:4.0; A-:3.7; B+:3.3; B: 3.0; B-:2.7; C+:2.3; C:2; C-:1.7; D+:1.3; D:1.0; D-:0.7; F:0.

8 Homework assignments

Five homeworks are given during the semester and they are due the week after in the class. Four questions of each homework will be graded (at random) for the 4% requirement. You will get 1% bonus if you try all problems. Homework assignments will be found on the web. Homeworks are due AT THE START OF CLASS on the day indicated, and LATE OR MAKEUP HOMEWORKS WILL NOT BE ACCEPTED!!! Graded homeworks will be available for pickup at TA office hours. Any question regarding assignments should be sent to hajiagha@cs.umd.edu and CC’D to Mahsa Derakhshan mah.derakhshan@gmail.com
with the subject line “cmsc351 assignment” (all lowercase) and then the question number.

9 Programming assignments

We give two problems in the first half of the class for 5% requirements and two more problems in the second half for 5% bonus. More details regarding the grading of the programming assignments will be presented in the class. Any question regarding programming assignments should be sent to hajiagha@cs.umd.edu and CC'D to Soheil Behnezhad soheil.behnezhad@gmail.com with the subject line “cmsc351 programming assignment” (all lowercase) and then the problem number.

10 Exams

There will be one midterm exam and one final exam. If you miss the midterm exam, it will be DROPPED from your grade. THERE WILL BE NO MAKEUP EXAMS. Exams will be based on what is covered in class. If you learn what is covered in the class notes, assignments, and you understand the theory, you should be okay for the exam preparation. There would be two quizzes each 20-30 mins in the class as well. The dates are NOT ANNOUNCED intentionally to check your class attendance. If you are present in one of the quizzes you can satisfy 3% requirement for the class. If you are present in both quizzes, your grade would be the max of two quizzes.

11 Communication

An email was sent out to everyone who registered for the course. The instructor’s email address is: hajiagha@cs.umd.edu and TA’s email addresses are mah.derakhshan@gmail.com (Mahsa Derakhshan) and soheil.behnezhad@gmail.com (Soheil Behnezhad).

Please add the following to the subject line when sending an email to the instructor or TAs:

- “cmsc351” (all lowercase) for course related emails.
- “scribe” (all lowercase) for scribe related emails.
- “laptop” (all lowercase) for laptop related email.
- “exam” (all lowercase) for exam related emails.
- “assignment” (all lowercase) for assignment related emails.
- “programming assignment” (all lowercase) for programming assignment related emails.
Also, feel free to send the instructor an email with any suggestions you have for the class with the subject line "suggestion".