## Class Policies CHEN3600 Computer Aided Chemical EngineeringSpring 2012Instructor: Tim Placek

# Course Outcomes

Course outcomes define the desired level of learning that is to be accomplished by a student at the time of the completion of the course. Each outcome consists of a skill or attitude as well as a desired mastery level. By defining specific course outcomes, both students and faculty can ensure that the technical and professional subject material essential to the course is covered as well as detailing the degree of mastery expected. Course exams and assignments are constructed to provide the instructor with information about the level of learning accomplished by each student. Course outcomes can be viewed on the course webpage or the appropriate departmental webpage.

# Out-of-Class Assignment Policy

Homework includes all types of out-of-class assignments including programs, reports, projects, daily homework, reading assignments, etc.

Homework is due at the beginning of the class indicated. This includes both hardcopy and electronic versions.

* Late homework (without an official university/medical excuse) will not be accepted.
* Homework grades are weighted 105% to allow for occasional "slip-ups".
* You may work with classmates on homework and other assignment (if not indicated to be solely independent effort or a team effort) but the work you turn in is to represent your personal effort. This issue is further discussed in the Daily Schedule.
* The format of the reports and other homework is to be consistent with published departmental formats and style sheets as appropriate for the particular assignment.
* The format for computer programs and printed output will be explained in class.

The Daily Schedule should be consulted for homework assignment due dates. Special notices may also be posted to this area so check frequently for updates and new information.

# Class Announcements and Email

Class announcements, such as assignment clarifications, etc. will be made verbally in class, or through the course web site or via email. It is your responsibility to attend class, and check the course web material and email regularly. The university recognizes e-mail as an official form of communication.

* When sending e-mail to the instructor or course GTAs, you must employ the required email format (specified below). Failure to do so will result in your email not being considered.
* When sending files to the instructor or course GTAs, you must employ the required file naming convention (specified below). Failure to do so will result in your file not being considered.

# Course Grade Component Information

## Quizzes

* Quizzes (announced or unannounced) may be given at any time during a lecture or lab session. Quizzes will generally be given at the beginning of the class hour. If you arrive late, do not expect to receive additional time.
* The duration of quizzes may vary from 1 to 30 minutes based on the complexity of the material. Quizzes are closed book and may contain multiple choice, true/false, short answer questions, or problems similar to the homework and examples.
* Partial credit will be given if appropriate for the problem.
* Unannounced short quizzes will be given to reinforce important principles and to encourage preparation for class.
* Quizzes will not be able to be made up without an official university/medical excuse.

Examinations and Final Exam
Three examinations will be given during the semester to demonstrate the student's ability to utilize the material lectured on and presented in the text as reading assignments. A comprehensive Final Exam is administered at the assigned time. Examinations and the Final Exam are used to evaluate the student's success in meeting published course outcomes.

* Exams will not be able to be made up without a valid university excuse.
* Copies of exams and other student work will be maintained by the department for accreditation purposes.
* Exams will be conducted during lecture times. Exams will be closed book, and additional calculator/portable electronics policies may be enforced. The calculator policy for CHEN 3600 is simply that no calculators are allowed. All exams are designed to be solved using commands that are available in the following licensed products: MATLAB (R), the MATLAB (R) Optimization Toolbox, the MATLAB (R) Statistics Toolbox, and the MATLAB (R) Symbolic Math Toolbox. The three specifically aforementioned toolboxes comprise the “Standard Set” of toolboxes. Each of these are included in the Student Version of MATLAB (R). While other toolboxes are sometimes available, there is no guarantee of their availability during an exam. Therefore the use of non-standard toolboxes is emphatically discouraged in CHEN 3600.
* Any MATLAB (R) functions developed during in-class activities are available resources for use during an exam. Students are strongly encouraged to make use of this allowance.
* All MATLAB (R) documentation that is accessed through the doc or help commands is also available for use on exams.
* A 2-1/2 hour comprehensive final examination will be given at the official time.
* Students arriving after the official start time of the final examination will not be given additional time.
* **Note: There are special requirements for submission of exams (specified below).**

## Course Project

* The course project will be announced during the first few course meetings. This semester long project is to be individual work.
* Neither late nor handwritten reports will be accepted.
* The interim and final reports will be graded for technical accuracy as well as writing quality.
* All reports must adhere to the standard department format for technical reports/memos.
* **Note: There are special requirements for submission of interim and final project reports (specified below).**

## Lab Assignments

* Laboratory assignments may consist of a central problem (potentially with sub-parts) at a level generally more involved than problems from a standard homework set.
* Students are expected to spend about one week per lab assignment and turn in the requested information (answers, plots, etc.) in standard homework format.
* Hand drawn plots are not acceptable.
* **Note: There are special requirements for submission of lab assignments (specified below).**

# Grading Policy

*As per the Auburn University Bulletin, instructors shall determine the policy regarding grading which they feel is best for the course. This policy shall be presented to the class, in writing, at the beginning of the term.* This section details how your course grade is determined.

In CHEN 3600, your course grade will be determined by proportionally weighting performance in the following areas

* 30% - 3 Exams (10% each)
* 40% - Final exam
* 10% - Term project
* 20% - Homework, quizzes, and other classwork (includes labs, other homework, and quizzes)

Breakpoints employed for the three term exams and the final exam are: A=80%, B=65%, C=55%, D=45%, F=less than 45%.

Breakpoints for term project, homework assignments, quizzes etc., are: A=90%, B=80%, C=70%, D=60%, F=less than 60%.

These grade breakpoints are determined by applying the Auburn University Bulletin criteria to each area. The following summarizes the criteria published in the University Bulletin:

* A: Superior
* B: Good (not Superior)
* C: Acceptable (not Good) (NOT AVERAGE)
* D: Passing (not Acceptable and not Failing)
* F: Failing (not Passing)

Characteristics of Grade Benchmarks (employed by instructor in all courses taught)

A - Student clearly demonstrates an in-depth technical understanding of the concepts. Able to offer different technical viewpoints and solutions to a problem. Demonstrates the ability to apply the concepts creatively. Consistently carries problems to a final and justified solution. Demonstrates technical leadership in the subject.

B - Student demonstrates a technical understanding sufficient for solving the majority of problems. Able to propose at least one technical solution or viewpoint to a problem. Consistently carries problems to a satisfactory solution. Can explain and justify a conclusion or approach most of the time.

C - Student demonstrates a technical understanding sufficient for solving straightforward problems but may have trouble with more complex variations or situations. Carries problems through to an adequate solution most of the time. Able to explain and justify conclusions or approaches for many cases but with uncertainty.

D - Student's ability to apply the concepts even to straight-forward problems is marginal. Carries problems through to an adequate solution only sporadically. The ability to explain or justify conclusions is weak and sporadic. There would be a question with regard to the ability to work in the area in an industrial setting.

F - Student's ability to apply the concepts to problems is seriously in question. The ability to do industrial work in the area undemonstrated.

# Academic Honesty Policy

 In order to articulate fully its commitment to academic honesty and to protect members of its community from the results of dishonest conduct Auburn University has adopted policies to deal with cases of academic dishonesty. These policies are intended not only to emphasize the imperative of integrity, but also to protect the rights of all members of the university community. The complete academic regulations concerning cheating are located in the Tiger Cub Student Handbook, Code of Laws, Title XII, Student Academic Honesty Code, Chapters 1200-1203.

The following information is the implementation and delineation of those policies by the above faculty member.

When a student is suspected of violating academic honesty standards, the faculty member will, as soon as reasonably possible, notify the student of the suspected infraction, seek the student's explanation, undertake any further investigation the faculty member considers appropriate, and initially determine whether a violation of the academic honesty policy has likely occurred.

If an act of academic dishonesty is determined to have likely occurred the matter will be turned over to the Auburn University Academic Honesty Committee

# Special Accommodations

 Students who need accommodations are asked to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with the office hours, an alternate time can be arranged. To set up this meeting, please contact the instructor by e-mail. If you have not established accommodations through the PSD office, but need accommodations, make an appointment with The Program for Students with Disabilities, 1228 Haley Center, 844-2096 (V/TT)

# Attendance Policy

*College work requires regular class attendance as well as careful preparation. It is the expectation of Auburn University and Department of Chemical Engineering that students attend all their scheduled classes. Specific policies regarding class attendance are the prerogative of individual faculty members. This policy shall be presented to the class, in writing, at the beginning of the term and will govern the actions of the instructor in the course.*

The attendance policy for CHEN 3600 is as follows: Students who have more than four (4) unexcused absences will automatically be assigned the grade of FA (failing due to excessive absences). An unexcused absence is defined as any absence not consistent with the definition of an excused absence provided in the Tiger Cub publication (Section 5.10.1-5.10.5). Documentation for excused absences must be provided to the instructor within a week of the return to classes. This policy will be enforced regardless of the performance of the student in coursework.

Please note: Attendance will be determined by various means including taking roll, taking quizzes, etc. Quizzes are frequently given at the beginning of class, therefore, you will be considered absence if you arrive at class after the quiz is collected. You will also be considered absent if the quiz is submitted in an unacceptable fashion (see Submission of Electronic Materials).

# Electronic Device Policy

 Restricted electronic devices (such as cell phones, pagers, pen cams, etc.) may not be used at any time. Please turned off or set to silent mode any "signaling" devices.

Restricted electronic devices must not be accessible during exams (please place in backpacks, etc.). Any restricted electronic devices visible during an exam or final will be considered an act of academic dishonesty as defined above.

Disruptions of the class by "signaling" devices during examinations will result in loss of 10% of the exam credit.

# Policy Concerning Hardcopy Submission of Assignment, Quiz, and Exam Materials

 Unless otherwise indicated, all assignments are to be submitted as both a hardcopy and emailed as an electronic submission. The primary exception to this is "in-class quizzes" which may be submitted in file form or as a hardcopy handout completed by the student as directed by the instructor.

All hardcopy submissions of homework, project reports, lab reports, and program reports must be initialed as per instructions provided in class. Initialing is done in ink (not typed or in pencil). Personal work is initialed to indicate the item being submitted has been carefully proofread and represents the final (and presumably best) work of the individual. Work submitted without initialing may be little more than a rough draft or something mistakenly turned in. In CHEN 3600, it is assumed all work represents the students’ best effort and has been carefully proofread.

Assignments submitted without appropriate initials will not be graded. Group (team) assignments submitted without each team member’s initials will not be graded. Forgery of initials will be considered to be an act of academic dishonesty.

# Policy Concerning Electronic Submission of Assignment, Quiz, and Exam Materials

 FILE NAMING: All files generated in connection with this course are to be transmitted by email to the instructor. These files MUST employ the specified naming convention. **Files which do not follow the naming convention will not be accepted. No notification of unacceptability will be provided.**

* All alphabetic characters in filenames must be lower-case
* Elements of the filename must be separated by underscore character "\_"
* The first element of the filename is your email-id (university computer id)
* The second element of the filename is the assignment identification (see below for examples of the required designations.
* The third element of the filename (if required) is any special designation (see below).
* Only Office 2007 and Office 2010 files will be accepted for Word files. Office 2003 files must be converted before transmission. It is strongly suggested to NOT use Office 2003 products. The acceptable file extension for Word 2007 and Word 2010 is docx.
* Note the specific format for quizzes (see below).

Examples: Assume student's email address is smith99@auburn.edu

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Date or Assignment | Software | Special Info | Appropriate Filename |
| Quiz | May 5, 2012 | MATLAB |  | smith99\_quiz050512.m |
| Homework | HW3 | Word |  | smith99\_hw3.docx |
| Homework | HW3 | Word | Late Assignment\* | smith99\_hw3\_late.docx |
| Homework | HW3 | Word | Resubmission\*\* | smith99\_hw3\_resub.docx |
| Lab Report | Lab3 | Word |  | smith99\_lab3.docx |
| Project  | Interim Report 1 | MATLAB |  | smith99\_interim\_report1.m |
| Project  | Interim Report 1 | Word |  | smith99\_interim\_report1.docx |
| Project  | Final Report | MATLAB |  | smith99\_project\_report.m |
| Project  | Final Report | Word |  | smith99\_project\_report.docx |
| Program | 4 | MATLAB |  | smith99-pgm4.m |
| Exams | 1 | MATLAB |  | smith99\_exam1.m |
| Final Exam |  | MATLAB |  | smith99\_final\_exam.m |

*\* = A late submission is being provided. If a submission is being submitted late (due to illness, etc.), the designation "late" is employed.*

*\*\* = A resubmission "replaces" all previously submitted work. Resubmissions are only acceptable BEFORE the due date and due time of an assignment. Any previous submissions will not be graded. Please explain the reason for the resubmission in your email body.*

Example (1): You are taking a quiz and send the wrong file. If the quiz is still being accepted, you may resubmit your work.

Example (2): You have submitted your homework assignment and discover you have not followed the file naming convention. If the homework is not late, you may resubmit your work.

Team Email and Files: Email from teams should submit files that are named for all students in the team using the following format.

**Filename: smt0099\_tdj0007\_lab3.m**

As always, the subject line needs to reflect the name of the file(s) being submitted.

# Hardcopy Files:

Unless otherwise indicated by the instructor, all assignments are emailed to the instructor and turned in physically.

Initialing: Physical files (hardcopy printed versions) must be INITIALED. One initials the "initial occurrence" of your printed name. Initialing is done in ink immediately following or above your name. The purpose of initialing one's work is to certify its completeness and compliance with all requirements. Note: Initials are not a signature.

# Emailing Files:

All emails related to this course must use a subject line that adheres to the format discussed below. This is necessary to have class email properly filtered and graded efficiently.

IMPORTANT NOTE: All electronic submissions should be made directly to the instructor. Use the following email address for all correspondence: **placetd@auburn.edu**

**Email that does not employ the correct subject line will not be accepted or acknowledged. Attached files that do not conform to the file naming policy will not be accepted or acknowledged.**

Subject Line Requirements: In all cases, in order to be properly processed by the instructor's email filters, the following format of the subject line MUST BE ADHERED TO. The subject line must start with **"CHEN 3600 - "** (Note that there is ONE space between CHEN and 3600 and following this information is a "space", a "dash", a "space." Other information is provided as indicated below:

(1) If the email is the submission of an assignment, quiz or exam or other file or files, use the following:

**CHEN 3600 - Submission of smith99\_lab3.docx**

(2) If the email is the submission of an assignment consisting of several files, use the following:

**CHEN 3600 - Submission of smith99\_lab3.docx, smith99\_lab3.m and smith99\_fun\_bisect.m**

(3) If the email is not the submission of an assignment, quiz or exam, but requests or provides information, use the following:

**CHEN 3600 - Request meeting concerning grading of Exam 1**

(4) Submit only one assignment per email. Submit all appropriate files with one email. If you are submitting several assignments late (excused because of illness or other recognized reasons), submit each assignment separately.

(5) In the case of an assignment which is NOT accepted, the assignment may be resubmitted (with no penalty) as long as the assignment is not late. Again, it is the student's responsibility to determine that they submitted elements of the assignment that were not acceptable.

Email Body Requirements: There should ALWAYS be an informative, polite, businesslike body with any email. It is rude and unacceptable to just "throw" email at someone. Email communications are just as "formal" as hardcopy reports.

Checking Your Submission: Get into the habit of checking ALL email submissions for adherence to all requirements. The easiest way to do this is check your "Sent Mail" folder and view the Subject, Body, as well as opening any attachments. If your submission does not meet all requirements, a RESUBMISSION is in order. (See above)

Summary: **In light of the above, it is obvious that appropriate attention and double checking all elements of each assignment and exam submission is essential and solely the responsibility of the student. The loss of all credit on an assignment or exam for failing to follow all elements of the submission requirement should be taken very seriously. No exceptions will be made.**

# Participation in Assessment Efforts

Each Auburn student is expected to participate in the University’s assessment efforts. Academic programs use various means to gather assessment information, including portfolios, performances, achievement tests, comprehensive examinations, surveys, interviews, focus groups, evaluation forms, and other methods. While enrolled, a typical student can expect to take part in one or more of these assessment activities. Participation in these activities may be a completion requirement for some degree programs. (Tigercub 2011)

# Unapproved Computer Activities

It is a class policy that during class time (both lectures and labs), students are expected to focus on the lectures and other class activities. STUDENTS MAY NOT ENGAGE IN ANY OTHER COMPUTER ACTIVITIES DURING OFFICIAL CLASS TIME not specifically endorsed by the instructor. This policy prohibits emailing, web surfing, working on assignments for other courses, playing games, texting, or using any software not directly related to the current lecture or lab activities. The instructor and/or GTA will note the name of any student determined to be in violation of this policy and a notation will be made in the grade book. Each violation will result in a loss of one letter grade for the course. **There are NO EXCEPTIONS to this policy.**

# Food or Drink

 There is to be no food or drink in the computer laboratory. Any visible food or drink items will be noted and associated with their owner and/or immediately disposed of. Names of students that bring food or drink into the lab will be reported to the Department Chair (and Engineering Network Services), and may result in having their computer accounts disabled. Note that this policy is enforced 24/7 via surveillance cameras and login records.

# Acknowledgement

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /

By my signature and printed name above, I acknowledge that I have obtained a duplicate copy of the current class policies for CHEN3600 and have read and understood them. This includes, but is not limited to (1) Class Attendance Policy, (2) Electronic Submission of Course Materials Policy, (3) Policy Concerning Hardcopy Submission of Assignment, Quiz, and Exam Materials, (4) Policy Concerning Electronic Submission of Assignment, Quiz, and Exam Materials, (5) Restricted Device Policy, (6) Course Homework Policy, (4) Academic Honesty Policy, (5) Calculator Policy, (6) Departmental Homework Format Policy, (7) Restriction of Computer Activities Policy.

If I have questions about any policy, I will direct these to the instructor for clarification.