

Prof.: Robert Shields; **Email:** rshields at shoreline dot edu; **Tel:** (206) 546-4773;

Web: shoreline.edu/rshields **Office** 1420 - **Hours:** see my web site or by appointment

In order to save energy and other resources (such as paper), these entire additional syllabus details are posted online rather than printed. They are all included, by reference, as part of each syllabus.

Grades:

Your overall earned percentage grade will be converted to the 4.0 scale in the following way.

For earning the percentage listed, you will get at least the corresponding grade shown here.

90%: at least 3.5

85%: at least 3.0

80%: at least 2.5

75%: at least 2.0

70%: at least 1.5

60%: at least 0.7

Grades of H, I, N, NC, P, V and Z will be assigned in accordance with SCC Policy (see the college web site for details). The P (Pass) grade cannot be assigned for averages below 2.0 (75%).

Late Work: received up to 24 hours after the due time will be subject to a 30% discount and earn no credit after 24 hours unless we make prior arrangements. No late work will be accepted after the scheduled date of the exam covering that work. You may not resubmit any work with corrections.

We may use or grade questions/exercises that statistically partially sample the material covered and may use or grade different portions for different students. We may use web based tools such as Blackboard Check the web site or ask me for any clarification or details on team/solo requirements for each assignment.

1. **Collaborative learning:** You will be accountable for learning, helping others to learn and presenting what you have learned in both group and individual activities. You will also be accountable for evaluating what you hear from others in your class.
 - a. Before doing any collaboration, contact me if you are unclear if collaboration is allowed or required.
 - b. Study groups are helpful when learning. Respect the ideas, time and property of others.
2. **Solo assignments** You must do **all solo work** such as assignments, quizzes, tests, etc., **on your own**. Unless my instructions specify otherwise assume solo work. **If any assignments look too similar to me, they will receive 0 credit.** See SCC Policy 5030 for details on Academic Honesty.
3. **Accommodation:** If you are a student with a special need or condition that might affect your performance or participation in this class, please let me know during the first week of class so that we can work together for your success. Students with disabilities who have accommodation needs are required to meet with a Services for Students with Disabilities program staff to establish their eligibility for accommodation. All such information is kept private. Examples of accommodations include using sign language interpreters or recording class sessions. (Visit the college website for more information.)
4. **To succeed:** You will need
 - a. Time and determination to work. You must commit about as much time as you would for a calculus class (ask previous students of this class.) Plan to spend an average of 1 to 5 hours out of class for every credit: this means 5-25 hrs/week per 5 credit course.
 - b. Willingness to experiment and ask questions.

- c. Strategies to organize files, handouts, tests, homework, and notes and to avoid catastrophic lost papers or files (BACKUP your work !)
5. **To excel:** You must Get to class, on time. Listen, Contribute, Take notes.
 - a. Complete assigned reading before class starts, do the assignments on time
 - b. Ask questions: they are free; your grade is based entirely on your earned assignment and test scores.
6. **Get help:** Don't wait. Ask questions. Come to office hours; ask for another appointment; my hours are usually flexible.
 - a. If you can't keep up with the class, see me early. There is assistance for "learning blocks" and other situations.
 - b. If you have special needs (such as, a reading problem), inform me so we can be sure you are getting the best help.
7. The Writing & Learning Studio provides free instructional resources for students working on essays, research papers, etc.
8. **Attendance:** -- I expect you to attend every class.
 - a. You are responsible for all information given in your class, including any change of schedule or assignments. I do not take notes on every question raised and answered in class. You should exchange email addresses and phone numbers with other students in case you miss a class.
 - b. If you suffer a disruption during the quarter, notify your instructors immediately. You can ask the Advising/Counseling Center to contact us for you. The sooner we know, the more likely we can help you to work around the problem.
 - c. As soon as you find you cannot complete this course, contact me to minimize your cost (financial, academic & emotional).
9. **Tests and assignments:** Plan ahead and ensure that the computer prints your name on all hardcopy.
 - a. You may receive partial credit for reasonable work, if I can read it. You may use the back of test pages
 - b. Save all returned work. I may need to see it again to record your grade.
10. **Assignments** are due at the time and date published or stated in class.
 - a. Each assignment will have a due date and time. Late work will not be accepted except by prior arrangement.
 - b. Use 8-1/2 x 11 inch paper (with no "fringe") for all work handed in.
 - c. Do NOT use cover sheets or binders for assignments or projects; just staple the required pages together, in order, clearly identified. Points may be deducted for submitting other pages (please read the directions & save oil & trees).
 - d. Code must be formatted and commented clearly. Style requirements and details will be explained in class.

- e. Follow all specifications included with each assignment.
11. **In-class test(s)** are due at the end of class on the published day. See the late work policy.
12. **Quizzes** may be given anytime. **Quizzes** are due at the time announced. Late or make-up quizzes will not be accepted.
13. **Class Rules:** Do not use cell phones or pagers during class or exams, and turn off audible signals!
 - a. In class, you may only use computers for purposes appropriate to the current class topics—NOT email, surfing, chatting, instant messaging, etc.
 - b. Do not print during any class or test session without permission from the instructor.
14. **Prohibited in the computer labs** by law, school, department or instructor policy:
 - i. Smoking, drinking, or eating. Children and pets, no matter how cute.
 - ii. Duplication of material protected by the US Copyright Law
 - iii. Playing or down loading games
 - iv. Viewing or downloading pornographic or sexually offensive material
15. To protect individuals with **chemical sensitivities**, you must not wear any fragrance or perfume in (class) rooms.
16. **Weather:** Check the college web-site (<http://www.shoreline.edu/>) or phone message (206-546-4101) or KIRO, KING or KOMO radio and television stations. If Shoreline Community College is not mentioned, assume it is open. Shoreline Community College is not the same as Shoreline Public School District. In any case, follow our schedule to prepare for class even if the campus is closed.
17. **Escape clause:** I will change classroom procedures and requirements if needed to reach the course goals. If I can answer questions in class I will. For questions beyond our scope or on past topics you may need to wait for time out of class.
18. **Misc:** You may be able to use an outside computer to produce work. You must be familiar with the hardware/software in class for quizzes/tests. If use of outside equipment causes minor variations in output, explain in a note on each item. You must get prior permission to use different software for assignments. It may present enhanced learning or may cause problems.
19. All storage devices must be labeled with your name and contact identification and include a plain text file named "ownerInfo.TXT" in the root directory containing your name and email, phone or other contact information.