

UNIVERSITY of BRIDGEPORT  
COMPUTER SCIENCE & ENGINEERING

Class Guidelines and Regulations



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The students are expected to follow the following guidelines in order to excel in this course:

### Attendance

- You should be in class on time. Late comers are not welcome because they disturb the class
- You are required to attend all lectures.
- Points may be taken from your grade for absences.
- Official excuse for an absence should be communicated to me within a week.
- If the total number of unexcused absences is more than 20% you will be given F grade and will not be allowed to continue in the course.

### Participation

- You are encouraged to participate in the class discussions.
- You are encouraged to ask any question, or ask me to clarify any part at any time.
- You should be alert to answer questions I raise in class.
- Participation in classroom can affect your final score.

### Quizzes

- Quizzes are once every week.
- Quizzes will be **based on** the material discussed in class and the textbook exercises.
- Quizzes are closed book and closed notes, but open mind.
- **No** make-up for quizzes.

### **Project (See detailed instructions for project)**

- Late project will **NOT** be accepted.
- You should submit all source code, design work, and the written report. (**hard copy + soft copy**)
- The final grade of the project will depend on all aspects of the project:
  - Design
  - Application programs
  - User interface
  - Written report
  - Presentation/demo (if any)
- Similar projects or copied projects will be given **F** grade and will be reported for further disciplinary action

### **Midterm Exams**

- The material covered up to the class before the exam date will be included.
- There will be **No** make up for the exam.
- The weight of the midterm exam is as given in the syllabus.

### **Second Exam**

- There will be a second exam whose date is given in the syllabus.
- The weight of the exam is as given in the syllabus.

### **Academic Dishonesty**

- According to the university regulations, if any student is discovered for any instance of academic dishonesty, the instructor will give a failing (F) grade and report the case to the administration for further disciplinary actions.

### **What you should expect from me?**

- The utmost effort to explain and delivering the course material.
- The utmost effort to make the course very interesting and appealing.
- The availability for help, assistance, and cooperation as needed.
- Providing you with any additional material to the textbook, as needed.
- The solution of problems required in the course or requested by you.
- Encouragement and motivation to ask me any question or give more clarifications.
- Feedback on your performance in the course so that you can overcome the shortcomings.
- Fairness in treatment, grading, and evaluation.