

CISC 306 Syllabus

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1 Instructor Information

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2 Class information (generic to all classes)

2.1 In the classroom

The following describes the basic in-class behavior policy.

- Raise your hand before asking a question, let me finish my sentence first.
- Questions related to the class are always welcome.
- Disruptions are not tolerated. People who disrupt with intent must leave the classroom. Warning may be given at the discretion of the professor.
- Talking with other students is not tolerated (see disruptions). If you have a topic related to the class, tell me about it. If the topic does not relate to the class, talk about it outside of the classroom.
- Eating and drinking is not allowed in the classroom.
- Cell phones and pagers must be set to quiet, silent or vibration-only modes. Talk on your phone outside of the classroom. The professor reserves the right to ask repeat offenders (talking on the phone or have the phone ring in the class) leave the class.

2.2 In the lab

- Ask questions! Consider the lab session as my office hours.
- If I am helping someone else, let me know that you need help and I'll help you as soon as possible.
- I keep a queue when multiple people need help at the same time. Be sure to let me know as soon as possible that you need help.
- To avoid "hogging", I only spend up to 5 minutes per student each time when there are others waiting. After 5 minutes is up, sign up again for another 5 minutes.
- Consider the use of a USB flash drive or web-based email for transferring files. Floppy disks and ZIP disks are both very unreliable. For those with a home server, ftp/ssh also works.
- Observe all rules in the pink form. If any of my rules conflict with the pink form, the pink form overrules.

- No food nor drink in the lab. This include candies, chewing gum and etc.
- Same cell phone/pager policy as in the classroom, see above.
- Same non-disrupting policy as in the classroom, see above.
- Only use the computers for class related activities. Email only to the extent that is required by the class. Do not browse unrelated material on the web. The professor reserves the right to ask anyone who do not follow the lab rules leave the lab (not just the section). The professor also reserves the right to reset/power-off computers used for any activities not related to the class with or without prior warning.

2.3 Online notes

I normally upload most (if not all) of my classnotes to my website at www.drta.org/teaches/ARC. You are welcome to check and view my classnotes. However, all the classnotes are copyrighted, which means you cannot redistribute the materials in any form unless you have my consent.

I understand most people do not have 24-hour internet access. You are allowed to download the HTML and PDF files on your computer *for your own use only*. You can even print these files out for easier off-line viewing. However, please do not print the classnotes at the printers in room 152. The first reason is that I change my classnotes frequently, what you have printed may be obsolete already. Secondly, printing classnotes can overwhelm the technicians.

You are strongly recommended to print the classnotes using your own printer or at a lab where there is pay-per-print. I understand this is inconvenient and possibly costly. If you think this situation (not being able to print classnotes at room 152) is unacceptable, please contact my dean (boss), Barbara Blanchard at the CIT Area Office. I am more than happy to look into and implement solutions, but I need administrative support first.

2.4 Cheating

Cheating is not fair to other students and eventually is not beneficial to the cheater. All observed and reported cheating in the class will be investigated. All confirmed cheaters will be penalized. The penalty of cheating is *at least* not counting the involved assignment or examinations. The professor reserves the rights for more punitive actions.

What constitutes cheating? In the context of a class, a student cheats if the student does not personally and independently complete submitted assignments or answer questions in a submitted examination. Working on questions in an examination using resources (time, notes, textbook, calculators and etc.) other than the ones allowed is also considered cheating. If an assignment is collaborative, a student can still cheat if the student does not contribute sufficiently to the submitted assignment. Furthermore, any student who helps another student submit work without personal and independent effort is also considered an accomplice in cheating. Any accomplice is penalized exactly the same as a cheater.

The professor reserves the right to authenticate submitted work. This includes, but not limited to, the questioning of how a submitted program work and how a submitted document is created. For examinations, the professor can question of why wrong answers can be ruled out in a multiple choice exam. Submitted works that are not authenticated satisfactorily are considered results of cheating and consequently are discarded.

Repeated cheating can lead to suspension by a college administrator.

If a student suspects others are cheating, incidents can be reported anonymously. In other words, I will not disclose the informer without permission.

2.5 Grading

2.5.1 Non-Project Oriented

For a non-project oriented class, the following is used for grading.

The final grade is determined by the following factors:

- 20% from all homework assignment. Yes, this is a very small percentage for seemingly a lot of work. This is because it is difficult to verify that everyone works on homework assignments independently. However, the time you spend doing homework assignments is not wasted. It will help prepare for the exams.
- 20% from the first test. This test is scheduled at about 1/3 of the semester.

- 20% from the second test. This test is scheduled at about 2/3 of the semester, and it is not *intentionally* comprehensive. For some classes, it is difficult to avoid earlier topics when asking questions about newer concepts.
- 40% from the final exam. This exam is scheduled at the end of semester, and it is intentionally comprehensive.

2.5.2 Project Oriented

For project oriented classes, the entire grade is determined by the projects. See the schedule for more information about the proportions of each project (or each phase of a large project).

2.5.3 Homework score adjustments

Homework assignments have the following adjustment policy. For each day an assignment is submitted early, 2% is rewarded. For each day an assignment is submitted late, 20% is deducted. This means for an assignment that is worth 80 points, but is turned in 2 days early, 1.6 points is rewarded, yielding a total of 81.6 points. Points from assignments can exceed 20% of the final grade if properly completed homework assignments are turned in consistently early.

2.5.4 Homework/project letter grades

For homework assignments, the break points (100% means full score for all homework assignments) of letter grades are 12.5% for a D, 37.5% for a C, 62.5% for a B and 87.5% for an A.

2.5.5 Examination/test Grading Policies

The tests and the final exam also have extra credit questions. Most questions (if not all) are multiple choice type with 5 choices. Each test/exam has a *base* number of questions and a *total* number of questions. The total is always larger than or equal to the base. Let r be the score from correct answers, b be the base number of questions and t be the total number of questions. The break points of letter grades are as follows:

- F if $\frac{r}{b} < \frac{0.1 \times b + 0.2 \times t}{b}$
- D if $\frac{r}{b} < \frac{0.3 \times b + 0.2 \times t}{b}$
- C if $\frac{r}{b} < \frac{0.5 \times b + 0.2 \times t}{b}$
- B if $\frac{r}{b} < \frac{0.7 \times b + 0.2 \times t}{b}$
- A if $\frac{r}{b} \geq \frac{0.7 \times b + 0.2 \times t}{b}$

The break points for the letter final grade are weighted averages of the components from the homework assignment component and the exam components.

I reserve the rights to change the grading scheme throughout the semester. I will make the changes public to the entire class whenever changes are made.

In order to receive your grade, you should sign up for a ZIP account if you have not done so already. You *must* sign up at on-campus, although you can access your account via the internet once you have an account. Visit <http://zip.arc.losrios.edu> to sign up for an account. Your midterm grade and final grade are both sent to this account. I will also send emails to your ZIP accounts regarding course materials and homework assignments.

2.6 Attendance and dropping

All students are expected to attend all classes. Too many absences without reasonable cause lead to being dropped by the instructor. The general rule is that a student can miss, of the entire semester or nine week period, up to the number of classes in a week. In other words, a class that meets on MWF has a maximum of 3 missed classes before a student is dropped, whereas a class that meets on MW has a maximum of 2 missed classes before a student is dropped.

Reasonable cause is limited to the following categories:

- death or serious injury/sickness of the student

- death or serious injury/sickness of an immediate member of the student's family (parent, sibling, spouse, child)
- contagious sickness that can potentially lead to death or permanent or temporary inability to work/study
- accidents and necessary time sensitive responses to accidents (filing claims, meeting with lawyers, etc.)

Even with reasonable causes, a student cannot miss any more than two weeks of class meetings unless the instructor is convinced said student still has a possibility to catch up and pass the class. This exception applies only to students with sufficient prior experience or exposure to the topics in the syllabus.

In all cases, a student is responsible to catch up with the class in case of any absence. The instructor has no obligation, besides class meetings and pre-designated office hours, to help a student catch up with the class even if there is reasonable cause for absence.

3 Catalog Description

This course covers the production of Web pages, including design, layout, construction, and presentation. A web-authoring tool is used to format a Web page. May be taken four times for credit on a different software package or version.

4 Schedule

The following is a tentative schedule of the semester (organized in weeks). Note that I may speed up or slow down depending on the progress (or there lack of) of the class.

- 1 Introduction, logistics
- 1.5 Basic text design elements, fonts and colors
- 2 Structural text elements, headings and lists
- 2.5 More structural elements: tables
- 3 Phase 1 due; introduction to links and anchors
- 3.5 Structuring a web site, organization
- 4 Web site design and layout
- 4.5 Phase 2 due; introduction to graphical elements
- 5 Images and background
- 5.5 Other uses of graphical elements, separators and bars
- 6 Combine graphical elements with tables, tiling
- 6.5 Phase 3 due; introduction to frames
- 7 More frames
- 7.5 User interface elements, buttons, textboxes
- 8 More user interface elements, dropdown boxes, lists
- 8.5 Phase 4 due; introduction to actions and scripts
- 9 More on scripts
- 9.5 Final Project due