



**KENNESAW STATE  
UNIVERSITY**

COLLEGE OF COMPUTING AND  
SOFTWARE ENGINEERING

*Software Engineering and Game Development*

## **CSE 1300/51 - Introduction to Computing Principles**

**Fall 2023**

# **SYLLABUS**

## **COURSE DESCRIPTION, CREDIT HOURS, AND PREREQUISITES**

This course is an introductory computing principles course. Instructor centers on an overview of the history, scope, and impact of computing as well as critical, algorithmic, and computational thinking on problem decomposition and fundamental programming concepts.

**Co-Requisites/Pre-Requisites:** none

**Credit hours:** 3

## **COURSE LEARNING OUTCOMES**

**Students who successfully complete this course will be able to:**

1. Synthesize how software has influenced innovations in other fields and helped people, organizations, and society to solve problems.
2. Use computational thinking to ask questions and find different ways to solve problems.
3. Design a solution as an algorithm and convert the algorithm into a procedural program.
4. Describe the differences between computing disciplines and identify possible job opportunities in the computing field.

## **FACULTY AND SECTION INFORMATION**

Douglas Malcolm

Senior Lecturer of Computing

Douglas.Malcolm@kennesaw.edu

J-353D (Atrium Building)

470.578.5618 FYE Office Phone

**Class Location and Meeting Times:** Tuesdays & Thursdays @ 11:00am EST to 12:15pm EST in Burruss Building 151 on the Kennesaw Campus.

**Course Communication and Office Hours:** Email me (Douglas.Malcolm@kennesaw.edu), please make sure to use your KSU Student Email to contact me and to include which course and section you are enrolled in with me.

I do not like using the D2L Messages as it is harder to send attachments and links (when necessary) through those messages and response time is delayed as I may not see the message in D2L as quickly as an Email via Outlook or Office 365.

Office Hours are by appointment and virtual due to being on both campuses:

Please email me at [Douglas.Malcolm@kennesaw.edu](mailto:Douglas.Malcolm@kennesaw.edu) using your KSU Student Email. Make sure to include the course name and section along with several days and times that you are available to meet so that I can pick a time and send a Teams invitation.

I am also willing to meet before or after class with my in-person students.

**Electronic Communications** - “The University provides all KSU students with an ‘official’ email account with the address ‘netid@students.kennesaw.edu.’ As a result of federal laws protecting educational information and other data, **this is the sole email account you should use to communicate with your instructor or other University officials.**” The instructor only guarantees replies to emails received from your Kennesaw email account (netid@students.kennesaw.edu). Emails sent from other email domains may not reach the instructor's mailbox. To ensure receipt/responses to your email be sure that you communicate with the instructor via your Kennesaw Student email account and include the course number in the subject.

**Required Texts or Other Resources:** No textbook purchase required. This course utilizes Open Educational Resources made possible by funding through Affordable Learning Georgia. Resources for this course are provided free of charge in D2L or via the FYE website.

**Access to a computer with reliable internet access and a working webcam with mic.**

## **COURSE CONTENT AND REQUIREMENTS/GRADING SCALE**

### **Course Topics and Schedule (including all exams):**

See [CSE 1300 Schedule](#) posted on the [FYE](#) website.

*NOTE: Changes to the course schedule will be communicated via announcement in D2L.*

### **Grading Scale and Course Policies**

The instructor will make every effort to have assignments graded within two weeks. Assignments will be graded for correctness and completeness, as per the grading rubrics. Copies of your class work and tests will be kept for our records.

Lowest quiz grade, and lowest assignment grade will be dropped. Any missed exams will be replaced by the final exam grade. If you take all exams and your final exam grade is higher than any earlier test, the final exam grade will replace your lowest earlier exam grade.

### **Bonus points:**

Each time you schedule and attend a CCSE Tutoring Center session you’ll earn 0.5% bonus on your final exam grade. Up to a maximum of 5 points can be earned.

No individual extra credit work will be given to improve one’s grade.

Grading Scale		Spring and Fall Semesters		Summer Semester	
Grade $\geq$ 89.5%	A	Quiz (average)	20%	Quizzes (average)	20%
89.5% > Grade $\geq$ 79.5%	B	Assignments (average)	20%	Assignments (average)	20%
79.5% > Grade $\geq$ 69.5%	C	Exam 1	20%	Midterm Exam	30%
69.5% > Grade $\geq$ 59.5%	D	Exam 2	20%	Final Exam	30%
Grade < 59.5%	F	Final Exam	20%		

## **ACCOMMODATIONS AND STUDENT DISABILITY SERVICES**

Students who are entitled to accommodations through Student Disability Services must submit their Faculty Notification Letter in D2L (from the Course Home Page > Assignments > SDS Faculty Notification Letters) and then email the instructor using your KSU Student Email or come to office hours to ensure your accommodation is setup appropriately.

## **COURSE POLICIES:**

**Attendance Policy:** Posted on FYE Website under [Policies](#).

There is no need to email your lecturer if you missed class or will miss class, it is your responsibility to get notes from a classmate and to catch up on the course materials provided in D2L and via the FYE website.

**Quiz/Exam Policy:** Posted on FYE Website under [Policies](#).

- All exams will be taken online through D2L using Respondus Lockdown Browser with Monitor.
- If you start your exam between the times listed in the chart above for your section, you will get the full amount of time to complete your exam.
- All exams are to be taken individually with no outside resources per FYE Policy.
- Technical issues encountered during an exam should be handled according to FYE Policy to ensure that a make-up exam can be administered.
- I do NOT recommend waiting until the last 15 minutes of the times above to start your exam as setting up the exam in Respondus Lockdown Browser takes several minutes, which may cause you to miss the exam window. Note: this does not constitute a technical issue, this is a time management issue.
- Quizzes are viewable in D2L the day after they close for students to take them.
- An announcement will be posted when each exam closes informing you when you will be able to review the questions and answers so that you can submit regrade requests (following FYE Policy).

**Make-up Assessment Policy:** Posted on FYE Website under [Policies](#).

**Proctored Exams:** Posted on FYE Website under [Policies](#). Webcam is required for ALL sections of CSE 1300.

**Course Technology:** Computer with Webcam (required for all sections) and programming IDE (links provided on our website)

**Electronic Devices and Classroom Behavior Policy:** Posted on FYE Website under [Policies](#).

**Tutoring:** The College of Computing and Software Engineering offers some tutoring services for certain courses. If this applies to your course, you may want to include this resource for your students. Tutoring info can be found here: <http://ccse.kennesaw.edu/ccselabs/ccse-tutoring.php>

Other programming resources (examples, problems, videos, etc.) available [on FYE website under Resources](#).

FYE Submission Guidelines: <https://ccse.kennesaw.edu/fye/submissionguidelines.php>

**Graduate Teaching Assistants** – see contact information and [Live Hours](#) posted in D2L.

**CCSE Tutoring and Open Lab** – Room J-263, [see hours posted on their site](#).

For CCSE Student resources: <http://ccse.kennesaw.edu/student-resources.php>

## **Student Expectations**

Irrespective of modality, students in CSE 1300 are expected to:

- Abide by the Student Code of Conduct
- Treat the instructor and their peers with respect.
- Adhere to the core rules of netiquette: <http://www.albion.com/netiquette/corerules.html>
- Check their KSU Student Email and D2L Email daily Monday – Friday.
- Log into D2L and review announcements daily.
- Review discussion boards for pertinent information at least 3 days a week.

## **First Year Experience:**

Kennesaw State University is committed to your success. To ensure that you take full advantage of your educational opportunities, the College of Computing and Software Engineering is implementing First Year Experience (FYE) Program and this course is part of this program. In some cases, you will be contacted by FYE team member as a follow-up on the instructor's referral and to offer you the guidance and support you need. There are many ways for you to reach your academic and personal goals. We'll show you how.

As part of process improvement, student data will be analyzed and reported in aggregate, de-identified form, as part of IRB-approved Study 19-157: How Student Success in the First-Year courses affects RPG rates.

**<https://ccse.kennesaw.edu/fye/>**

## **Federal, State, KSU and BOR Policy Requirements Statements**

- **Course Delivery:** KSU may shift the method of course delivery at any time during the semester in compliance with University System of Georgia health and safety guidelines. In this case, alternate teaching modalities that may be adopted include hyflex, hybrid, synchronous online, or asynchronous online instruction.
- **Face Coverings:** Based on guidance from the University System of Georgia (USG), masks are encouraged based on individual preference and assessment of personal risk. Disposable face coverings can be picked up at the Office of Emergency Management at Chastain Pointe on the Kennesaw campus and Norton Hall Police Precinct on the Marietta campus. Please email [oem@kennesaw.edu](mailto:oem@kennesaw.edu) if you have questions.
- **Copyright Law:** It is the responsibility KSU faculty and students to respect the rights of copyright holders and complying with copyright law. For more details, see <https://cia.kennesaw.edu/instructional-resources/syllabus-policy.php>
- **Grade Appeals and Student Complaints:** A student's rights to grade appeals are defined in the University catalogs. Each faculty member must specify the grading policy in the syllabus at the beginning of the course. The faculty member may change the grading policy for cause after that time but must do so uniformly with ample notification to students. Students can find more details regarding the appeal process here: <http://catalog.kennesaw.edu/>

- **Inclement Weather Policy:** During the course of the year, Kennesaw State University may decide to close campus or operate on a delayed schedule in cases of inclement weather. For more details, see <https://cia.kennesaw.edu/instructional-resources/syllabus-policy.php>
- **KSU Academic Integrity Statement:** Every KSU student is responsible for upholding the provisions of the [Student Code of Conduct](#), as published in the Undergraduate and Graduate Catalogs. Section 5c of the Student Code of Conduct addresses the university’s policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to university materials, misrepresentation/falsification of university records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the Department of Student Conduct and Academic Integrity (SCAI), which includes either an “informal” resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct’s minimum one semester suspension requirement.
- **KSU Course Withdrawal Policy:** Students may withdraw from one or more courses any time before the last week of the semester. For more details, see <https://cia.kennesaw.edu/instructional-resources/syllabus-policy.php>
- **KSU Disruption of Campus Life Policy:** All students are responsible for knowing the information, policies and procedures outlined in the Kennesaw State University Codes of Conduct. For more details, see <https://cia.kennesaw.edu/instructional-resources/syllabus-policy.php>
- **KSU Enrollment Management/Course Attendance Policy:** Students are solely responsible for managing their enrollment status in a class; nonattendance does not constitute a withdrawal.
- **KSU Military Withdrawals Policy:** Kennesaw State students who are called to active duty or who are deployed during the term may be eligible for a military withdrawal. For more details, see <https://cia.kennesaw.edu/instructional-resources/syllabus-policy.php>
- **KSU Reasonable Accommodations Policy:** Students with qualifying disabilities under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act who require “reasonable accommodation(s)” to complete the course may request those from Office of Student Disability Services. For more details, see <https://cia.kennesaw.edu/instructional-resources/syllabus-policy.php>
- **KSU Sexual Misconduct Policy:** KSU does not condone and will not tolerate sexual misconduct or sexually exploitative or harassing behavior of any kind. For more details, see [https://curriculum.kennesaw.edu/resources/federal\\_bor\\_ksu\\_student\\_policies.php](https://curriculum.kennesaw.edu/resources/federal_bor_ksu_student_policies.php)
- **KSU Web Accessibility Policy Statement:** For more details, see <https://cia.kennesaw.edu/instructional-resources/syllabus-policy.php>
- **Netiquette: Communication Courtesy:** All members of the class are expected to follow [rules of common courtesy in all email messages](#), threaded discussions and chats.
- **Protecting Students' Privacy (FERPA):** Students have certain rights to privacy. These rights are mandated by federal policy. For more details, see <https://cia.kennesaw.edu/instructional-resources/syllabus-policy.php>

## **Additional Student Resources**

<https://cia.kennesaw.edu/instructional-resources/syllabus-resources.php>

KSU Service Desk:

The KSU Service Desk is your portal to getting assistance or access to University IT Services. Students call: 470-578-3555 or email [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu)

For Academic Advising information and to schedule appointments:

<http://ccse.kennesaw.edu/advising/index.php>

Links to frequently used and helpful services:

<http://www.kennesaw.edu/myksu/>

Department of Career Planning & Development

<https://careers.kennesaw.edu>

Counseling and Psychological Services

<https://counseling.kennesaw.edu>

Center for Health Promotion and Wellness

<https://wellness.kennesaw.edu>

Student Health Services

<https://studenthealth.kennesaw.edu>

## How to Succeed in this Class

Here are things you can do that will greatly improve your chances of making a satisfactory grade in this class:

- Read the syllabus: You should read every word in the syllabus during the first week of classes.
- Complete the assigned Readings and Viewings for each Module before class.
- Allow enough time: More unsatisfactory grades are due to procrastination than any other cause. Do not assume that you can complete the assigned work in the thirty minutes before the due date and time; you cannot.
- Verify that your submission to D2L/Gradescope was the correct file before the deadline. It is your responsibility to ensure that the correct file was uploaded to the correct location. I cannot accept late submissions per FYE Policy, and I do not accept submissions via email.

## What should we expect from each other?

The first and most important thing that we should expect from each other is respect and this should be shown in all the interactions.

## Moreover, on my side,

- I will make sure to reply to your email within 24 hours Monday through Friday (I may not respond to emails sent during weekends or holidays).
- I am always open to hear your feedback about the course and I will do my best to address or incorporate your comments in the course.
- I will be available for individual or group consultation.
- We will keep the schedule updated and available on our website.
- We will return your assignments and deliverables graded within 14 days from the deadline.

## **On your side, I am expecting**

- You to come to class on time and actively participate to the lectures and activities.
- You talk to me if you have problems, doubts, or suggestions related to any component of the course.
- You work with effort and integrity on the assigned activities, homework, deliverables, and tests.
- Not to sleep, work on assignments for other classes or read/view unrelated materials in my class during lectures or live sessions. You will be asked to leave the classroom if you are caught doing any of these.
- You to catch up on any missed class sessions by getting notes from a classmate, reading the lecture slides, and watching the lecture videos.