CSE 1321/W01 – Programming and Problem Solving I
CRN: 11445 | Spring 2021

SYLLABUS

FACULTY AND COURSE INFORMATION

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Office Phone: (470) 578-5618
Office Hours: see https://ccse.kennesaw.edu/fye/office_hours.php

Class Location and Meeting Times: online asynchronous

https://ccse.kennesaw.edu/fye/

Course Communication and Office Hours-

I am working virtually due to the COVID19 pandemic.

Office hours will be conducted virtually via Bb Collaborate.
My office phone number is not a good way to reach me as I do not have a private, dedicated line.

Please use the discussion boards to ask questions instead of sending emails whenever possible.

Chances are that if you have a question about a deadline or the course material, someone else does, too. I check the discussion boards multiple times a day during the week. It is generally the fastest way to get a response from me. It also allows your classmates to chime in if they know the answer to your question.

Email when you need to discuss something that is best handled privately.

Emails should be reserved for personal concerns: accommodations, questions about your grade, requesting a private appointment, etc. Everything else can be posted on the discussion boards.

Please read the existing discussion posts to see if your question has already been answered before posting.

This will prevent the discussion boards from being inundated with duplicate information. You're expected to be reading announcements and discussions 3 times a week. This is outlined in the student expectations section.

Please do not post on the discussion board to tell me you don't have any questions.

Discussions are not graded in this class. There is no need to post unless you have a question.

I answer emails daily on weekdays when classes are in session.
If you have any questions that you would prefer to keep private, please feel free to email. Otherwise, using the General Discussion Forum is the best and quickest way to get answers to any questions you have about the course.

- **I only guarantee a response to emails sent through D2L.**
- **Please allow up to 24 hours for a response.**
- **I do not respond to emails received after 5 p.m. on Friday until the following Monday.**
- **I do not respond to emails when the university is closed.**

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. In order 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 –

A web cam with working microphone is required for this class.

No textbook purchase is required.
Textbook resources provided in D2L are:
- Programming Fundamentals: A Modular Structured Approach 2nd Edition
- Programming Fundamentals using C#
- Think C++
- Think Java

Graduate Teaching Assistants (Lab Instructors) – Office is J-352, see office hours posted on our website.

CCSE Tutoring and Open Lab – Room J-263, see hours posted on their site.

COURSE DESCRIPTION, CREDIT HOURS, AND PREREQUISITES

CSE 1321: Programming and Problem Solving I
3 Class Hours 0 Laboratory Hours 3 Credit Hours
(Concurrent Prerequisites: CSE 1321L and (MATH 1112 or MATH 1113 or MATH 1190 or CSE 1300)
This course provides an introduction to computing with a focus on programming. Instruction centers on an overview of programming, problem-solving, and algorithm development. Particular topics include object-oriented design/programming, primitive data types, arithmetic and logical operators, selection and repetition structures, interactive user input, exception handling, using and designing basic classes, single-dimensional data structures with searching and sorting, and arrays. Programming assignments focus on techniques of good programming style including proper documentation. The student is taught to efficiently design, code, and debug problem solutions and the relationship between correct code and security.

COURSE LEARNING OUTCOMES
At the end of the course students will be able to:
1. Accurately demonstrate use of primitive data types and arithmetic expressions in programs.
2. Apply basic programming structures in algorithmic solutions, including logical expressions, selection, and repetition
3. Solve programming problems that include 1D and 2D array creation, handling, searching, and sorting.
4. Read and interpret simple programs written in multiple programming languages and understand what these programs do.
5. Define methods and classes in programs solutions.

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.

TEACHING PHILOSOPHY AND INSTRUCTION METHODS

Student Expectations –
Students are expected to:
- Check KSU email daily Monday - Friday.
- Check in D2L for course announcements daily Monday – Friday.
- Review the Discussion Boards 3 times a week for new information.

Method of Instruction –
Our class will be meeting 100% online this semester. I run my online classes asynchronously (that is, I do not require you to be online at a particular time). Lectures will be pre-recorded and available in each module for you to review as your schedule permits. Some lectures will be by me, and some will be by Professor Doug Malcolm, the CSE 1321 course coordinator. I will offer synchronous study sessions before each exam, as well as some other review sessions through the semester. I typically try (but do not guarantee) to record these for students who cannot log in at that time.

COURSE CONTENT AND REQUIREMENTS/GRADING SCALE

Course Topics and Outline:
See CSE 1321: Programming and Problem Solving I Lecture schedule posted on the FYE website.

Final Exam: See FYE Final Exam Schedule or Registrar's Final Exam Schedule

Grading Scale and Course Policies
The instructor will make every effort to have assignments graded within one week. 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.

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

Regrade Requests in Gradescope:
Regrade Requests must be submitted through Gradescope within three (3) business days of the grade being published. Regrade Requests should be submitted per question and should abide by the communication policies of KSU. You will receive an email from Gradescope (to your KSU Student Email) when the grades are published with the end date for regrade requests for each test/exam.

Lowest quiz grade will be dropped when calculating the quiz average.

Grading Scale:
89.5% - 100%   A
79.5% - 89.5%   B
69.5% - 79.5%   C
59.5% - 69.5%   D
59.4% or below   F

Assignment	Points, percentage or measurement
Quizzes (in D2L)	20%
Test 1	20%
Test 2	20%
Test 3	20%
Test 4 (Comprehensive Final Exam)	20%

Course Policies:

Attendance Policy: Posted on FYE Website under Policies.

Quiz/Exam Policy: Posted on FYE Website under Policies.

Make-up Policy: Posted on FYE Website under Policies.

Proctored Exams: Posted on FYE Website under Policies. Webcam is required for ALL sections of CSE 1321

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

Pseudocode Reference Guide for CSE 1321: https://ccse.kennesaw.edu/fye/pseudocode/pseudocodeguide.php

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

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

COURSE WITHDRAWAL

See below for commentary on withdrawals from the 2019-2020 Graduate Catalog:

Students may withdraw from one or more courses up to one week prior to the last day of class. To completely or partially withdraw from classes at KSU, a student must withdraw online at www.kennesaw.edu, under Owl Express, Registration and Student Records. Students who officially withdraw from courses before mid-semester will receive a "W" in those courses and receive no credit. They will not, however, suffer any academic penalty. Students who officially withdraw after mid-semester one week prior to the last day of class will receive a "WF," which will be counted as an "F" in the calculation of their grade point average. Exact withdrawal dates will be published in the official academic calendar and are subject to approval by the Board of Regents.

For attendance verification, faculty may assign "non-attendance" or submit a grade of W or WF for students who stop attending class and do not officially withdraw along with the last day of known attendance.

The only exceptions to these withdrawal regulations will be for instances involving unusual circumstances that are fully documented.

Students will receive refunds only when they withdraw from all their classes and only by the schedule outlined in the University System refund policy.

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. Students who withdraw for military reasons will receive a WM grade in all courses and receive a refund of tuition and mandatory fees and a pro rata refund of other fees. Students who would like to withdraw for military reasons must submit a copy of their official orders to the Registrar's office. Military withdrawals do not count as part of the eight (maximum) allowed withdrawals.

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. Students requiring such accommodations are required to work with the University's Office of Student Disability Services rather than engaging in this discussion with individual faculty members or academic departments. If, after reviewing the course syllabus, a student anticipates or should have

anticipated a need for accommodation, he or she must submit documentation requesting an accommodation and permitting time for a determination prior to submitting assignments or taking course quizzes or exams. Students may not request retroactive accommodation for needs that were or should have been foreseeable. Students should contact the office as soon as possible in the term for which they are seeking accommodations. Student Disability Services is located in the Carmichael Student Center in Suite 267 on the Kennesaw campus or Building A in Suite 160G on the Marietta campus. Please visit the Student Disabilities Services website for more information, or call the office at 470-578-2666 (Kennesaw campus) or 470-578-9111 (Marietta campus).

GRADE APPEALS AND STUDENT COMPLAINTS

See below for commentary on withdrawals from the 2019-2020 Graduate Catalog:

Grade appeal will follow the level of the course. Students' rights to grade appeals are defined in the university catalog. A key element in the grade appeal procedure is the faculty member's responsibility to publish a specific grading policy for each of his/her classes. Specifically, the grade appeal procedure states: "Each faculty member must specify his/her grading policy, at the first of the semester. He/she may change his/her grading policy for cause after that time, but he/she must do so uniformly, with ample notification to students, if at all possible."

Note that failure to publish the grading policy would mean that a faculty member would have great difficulty in sustaining his/her assigned grade if a student appealed with anything but a frivolous or irresponsible basis for his/her charge. The grading policy should be quite specific and should be distributed to each class in written form. Some departments may also require faculty members to file grading policy statements in the departmental office. Because the student can submit a grade appeal to the Department Chair within 20 business days after the first day of classes of the next academic term after the academic term in which the final grade was awarded to the student (see Grade Appeals Procedure, section B), it is strongly recommended that instructors retain any student papers, tests, projects, or other materials not returned to the student for 70 days after the end of a semester or if an appeal is filed until the appeal is resolved. Refer to the following section for specific grade appeal procedures.

Students can find more details regarding the appeal process here:
http://catalog.kennesaw.edu/

Copyright Law

It is the responsibility KSU faculty and students to respect the rights of copyright holders and complying with copyright law. The University System of Georgia recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities. The University System of Georgia facilitates compliance with copyright law and, where appropriate, the exercise in good faith of full fair use rights by faculty and staff in teaching, research, and service activities. The University System of Georgia ensure compliance with copyright law in the following ways.

A. The USG informs and educates students, faculty, and staff about copyright law, including the limited exclusive rights of copyright holders as set forth in 17 U.S.C. § 106, the application of the four fair use factors in 17 U.S.C. § 107, and other copyright exceptions.
B. The USG develops and makes available tools and resources for faculty and staff to assist in determining copyright status and ownership and determining whether use of a work in a specific situation would be a fair use and, therefore, not an infringement under copyright law;
C. The USG facilitates use of materials currently licensed by the University System of Georgia and provides information on licensing of third-party materials by the University System; and
D. The USG identifies individuals at the University System and member institutions who can counsel faculty and staff regarding application of copyright law.

ACADEMIC INTEGRITY

Every KSU student is responsible for upholding all provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. The Code of Conduct includes the following:

A. Section II 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 University Judiciary Program, 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.
B. Students involved in off-campus activities shall not act in a disorderly or disruptive fashion, nor shall they conduct any dangerous activity.
C. Students involved in off-campus activities shall not take, damage or destroy or attempt to take, damage or destroy property of another.
D. Please review the FYE Policies regarding Academic Misconduct on our website.

CAMPUS POLICIES

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. Student Conduct and Academic Integrity (SCAI) includes: the general Student Code of Conduct, the Residential Code of Conduct, and the Code of Academic Integrity.

KSU Web Accessibility Policy Statement:

Federal law Section 508 Subsection 1194.22 of the Rehabilitation Act and the Board of Regents (BOR) of the University System of Georgia (USG) Web Accessibility Guidelines require that all web content meet the federal government's accessibility guidelines. As such, KSU complies with USG guidelines.

University accessibility assistance is provided by several offices as noted below. Staff in these offices work to accommodate requests for access or assistance with access as soon as possible in order to either accommodate the request or identify an effective alternative for the requestor.

Student Support Services
Student Disability Services
470-578-2666
studentdisability@kennesaw.edu

Student Technology Assistance
University Information Technology Services
470-578-3555
studenthelpdesk@kennesaw.edu

Third Party Technology Assistance
University Information Technology Services
470-578-6999
service@kennesaw.edu

Confidentiality and Privacy Statement (FERPA):

Kennesaw State University adheres to the Family Educational Rights & Privacy Act of 1974 - FERPA. See the following link for more information:
http://usg.edu/information_technology_handbook/section9/tech/9.5_privacy_and_security

University - Student Rights & Responsibilities:
Students of Kennesaw State University are entitled to an environment that is conducive to learning and individual growth. To this end, students enrolling at Kennesaw State University assume a responsibility to abide by the policies and regulations expressed in this section. By doing so, students may fulfill their responsibilities and enjoy the exercise of their own rights while also respecting the rights of others.
http://catalog.kennesaw.edu/content.php?catoid=27&navoid=2263

Ethics Statement:
All students are responsible for knowing the information, policies and procedures outlined in the Kennesaw State
University Codes of Conduct. The KSU Codes of Conduct include: the general Student Code of Conduct, the Residential
Code of Conduct, and the Code of Academic Integrity. Kennesaw State University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online for the updated versions of all policies.
http://scai.kennesaw.edu/codes.php

Sexual Misconduct Policy:
Kennesaw State University is committed to providing programs, activities, and educational environment free from all forms of sex discrimination. For more information click here. KSU issues this statement of policy to inform the community of the University's comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus. This policy generally covers faculty, students, and staff of the University, as well as third parties. Third parties include but are not limited to guests, vendors, contractors, retirees, and alumni.
http://scai.kennesaw.edu/procedures/sexual-misconduct.php

Course Accessibility Statement (ADA Statement):
http://catalog.kennesaw.edu/content.php?catoid=27&navoid=2263&hl=FERPA&returnto=search#ADA

Academic Feedback:
Institutional Chief Academic Officers will encourage faculty to clarify for students, at the beginning of each course, the basis on which grades will be determined and to provide timely academic feedback as the course progresses (BOR Academic and Student handbook policy 2.18).

Netiquette: Communication Courtesy:
All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats.

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.

The University will announce campus closures and delayed schedules in several ways. The cell phone number on file with the university will automatically receive KSU Alerts, so make sure your information in OwlExpress is accurate at all times. An email will also be sent to your university account.

In addition, announcements will be made by a notice on the Kennesaw State University home page.

ADDITIONAL STUDENT RESOURCES

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

For KSU Student resources:
https://curriculum.kennesaw.edu/resources/ksu_student_resources_for_course_syllabus.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

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

COVID-19 Syllabi Statements

Face Masks in the classroom

As mandated by the University System of Georgia, the university requires the use of face masks in the classroom and in KSU buildings to protect you, your classmates, and instructors. Per the University System of Georgia, anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons. Please contact Student Disability Services at sds@kennesaw.edu for student accommodation requests.

Shifting Modalities

Please note that the university reserves the right to shift teaching modalities at any time during the semester, if health and safety guidelines require it to do so. Some teaching modalities that may be used are F2F, Hyflex, Hybrid, or online, both synchronous and asynchronous instruction.

Staying Home When Sick

If you are ill, please stay home and contact your health professional. In that case, please email the instructor to say you are missing class due to illness. Signs of illness include, but are not limited to, the following:

- Cough
- Fever of 100.4 or higher
- Runny nose or new sinus congestion
- Shortness of breath or difficulty breathing
- Chills
- Sore Throat
- New loss of taste and/or smell

Seating Plans
Students will sit in the same seat for every F2F class so that the instructor can use a seating plan for contact tracing if a student contracts Covid-19.

Web Cameras
Instructors may require web cameras in their respective courses.