

Syllabus is subject to change any time during the semester. Changes will be announced in class or via email and will be highlighted in this document.

CSE102 Spring Semester 2022 Course Information

Instructor / Office Hours information

Instructor ¹	Office Hours location	Scheduled Office Hours ^{2,3,4}	Course Email	Phone Number	Appointments Link ²
Yolanda Anderson	1107 EB	Mon 10:45 – 12:45	cse102@msu.edu	517.353.0682	Bookings Calendar
Marilyn Wulfekuhler	1107 EB	Tue 9 - 11			
Kevin Ohl	Virtual	Wed 2 - 4			
Phil Sands	Virtual	Thu 2 - 4			

Notes:

1. Any or all instructors may be available during scheduled office hours and students may connect with any instructor to deal with any course-related matter.
2. To the extent that scheduled office hours are not convenient, you may use the bookings link to schedule an appointment at a different time.
3. Due to logistics of exam administration, there are no office hours on exam days.
4. The Zoom link for instructor office hours, along with other pertinent Zoom links, will be posted on the course home page in D2L.

Course Description

Problem solving using computers. The fundamentals of computing, algorithms, and programming. Programming and problem solving using a high-level language such as Python. Algorithmic topics including repetition and decision structures, functions, and data structures. Integrating programs with other applications such as spreadsheets.

Prerequisites

(MTH 103 or MTH 103B or MTH 116 or MTH 124 or MTH 132 or MTH 152H or LB 118) or designated score on Mathematics Placement test

Course Structure

This is a flipped classroom model course, meaning that your material and instruction traditionally presented as lecture is done outside of class, while what would traditionally be considered “homework” is done during your scheduled class period, where you have TA help available. More information about the Flipped Learning model can be found here:

<https://er.educause.edu/articles/2017/9/myths-and-facts-about-flipped-learning>

The course is offered in two modes: 1) in-person (sections 0xx), and 2) self-directed / online (section 730). Both in-person and self-directed sections cover the same material and run on the same schedule including assignment deadlines and exams. All students registered in in-person sections are expected to meet physically in their classroom (or via Zoom in the event of MSU remote operations) and stay for the entire class period if any outstanding work (e.g., labs, projects) is not completed. Both in-class and self-directed sections have weekly or twice-weekly benchmarks that must be completed in order to earn that week's engagement / progress credit (see Engagement / Progress section below).

As a reminder, MSU has implemented policies related to COVID-19. Students are expected to comply with all applicable policies. This includes full vaccination for the COVID-19 virus and

wearing appropriate face covering (over both nose and mouth) while inside any building at MSU.

Textbook and Course Materials

Required Text

Subscription to the zyBooks textbook platform is required. zyBooks is a browser-based, subscription interactive book. Because it provides a platform for both course content and graded course assignments, it is impossible to receive a course grade for assigned work if you are not subscribed.

Subscribing to zyBooks

To access the course in zyBooks:

- Sign in or create an account at **learn.zybooks.com**.
It is best to use your MSU email address when creating a zyBooks account, however, you may use a non-MSU email address if you so choose.
- Enter zyBooks code: **MSUCSE102Spring2022**.
You will receive an additional prompt for Class Info. You **MUST** enter a correct MSU email in the **School email** box, select your correct section in the **Class section** box, and enter your 9-digit (numeric) student ID number in the **Student ID number** box. If you enter any of these incorrectly, your grades may not post correctly to D2L. You are also expected to correct any of these fields if they change (e.g., if you change sections)

A semester-long zyBooks subscription is \$69 + tax and runs through **May 22, 2022**. You must use the zyBooks Spring 2022 version of the course as there are changes from prior zyBooks versions of the course.

IMPORTANT NOTE: If you previously paid for a subscription to the course, you do not have to re-pay for a current semester subscription. If this is the case, you should request access to a current semester subscription by emailing zyBooks at support@zyBooks.com, providing your zyBooks account email and your prior subscription information.

Other Required Resources

Additional materials that are not part of the zyBooks content are published in **D2L**. These materials include weekly announcements, a weekly checklist of activities and assignments, videos, and other documents.

Course Objectives

This course will:

1. Provide you with foundational computing skills, including:
 - 1.1. Software
 - 1.2. Algorithmic thinking
 - 1.3. Problem solving skills
2. Teach you to write a program, meeting specified requirements, using a high-level language. (Python is the current tool we are using.)
3. Train you in how to become self-sufficient in your use of common computing tools and resources
4. Facilitate long-term acquisition of computing skills, by helping students learn how to learn such skills
5. Provide you with foundational awareness of the computing environment
6. Provide you with an enhanced sense of citizenship in the computing environment
7. Help you develop and enhance critical thinking and problem-solving skills

Learning Outcomes

By mastering the course objectives, you will achieve the following learning outcomes:

- Analytical Thinking
 - Acquires, analyzes, and evaluates information from multiple sources
 - Synthesizes and applies information within and across disciplines
 - Identifies and applies, as appropriate, quantitative methods for defining and responding to problems
 - Identifies the credibility, use and misuse of scientific, humanistic, and artistic methods
- Effective Citizenship
 - Applies knowledge and abilities to solve societal problems in ethical ways
- Integrated Reasoning
 - Uses a variety of inquiry strategies incorporating multiple views to make value judgments, solve problems, answer questions, and generate new understanding

Course Schedule

Refer to the course calendar in D2L for specific dates and times. Activity and assignment details will be explained in detail within the learning modules in D2L. Programming topics will be in the Python programming language. Note that while you can access all of your class material online, unless you are in section 730, you are required to attend your regularly scheduled class and must actively work on and outstanding CSE 102 assignments until the end of class, unless you have extenuating circumstances that require early class departure.

Topics (In Order)	Readings	Course Objectives	Activities
Problem Solving and Critical Thinking	Ch 1	1.2, 1.3, 4, 7	Videos, Activities, and Lab
Introduction to Python	Ch 2	1.2, 1.3, 2, 4, 6, 7	Videos, Activities, and Lab
Variables / Expressions	Ch 3	1.2, 1.3, 2, 4, 7	Videos, Activities, and Lab
Branching	Ch 4	1.2, 1.3, 2, 4, 7	Videos, Activities, and Lab, Project 1, Exam 1
Using Functions	Ch 5	1.2, 1.3, 2, 4, 7	Videos, Activities, and Lab
Creating Your Own Functions	Ch 6	1.2, 1.3, 2, 4, 7	Videos, Activities, and Lab
Types, Introduction Strings	Ch 7	1.2, 1.3, 2, 4, 7	Videos, Activities, and Lab
More on Strings	Ch 8	1.2, 1.3, 2, 4, 7	Videos, Activities, and Lab
Loops	Ch 9	1.2, 1.3, 2, 4, 7	Videos, Activities, and Lab, Project 2
More on Loops	Ch 10	1.2, 1.3, 2, 4, 7	Videos, Activities, and Lab
Lists and Dictionaries	Ch 11	1.2, 1.3, 2, 4, 7	Videos, Activities, and Lab; Exam 2
Files	Ch 12	1.2, 1.3, 2, 4, 7	Videos, Activities, and Lab
Exceptions	Ch 13	1.2, 1.3, 2, 4, 7	Videos, Activities, Project 3
Review			Exam 3

Notes

1. Due dates, project dates, and exam dates will be listed on the calendar in D2L.
2. Makeup exams are the Saturday following the regularly scheduled exam.

Grading Policy

Graded Course Activities

Grading Category	Category Weight	Notes
Engagement / Progress	5%	You are allowed five missed engagement/progress days.
zyBooks Activities	5%	Number of points varies by week based on chapter content.
Labs	15%	You are allowed to drop your lowest weekly lab score
Projects	15%	There will be three projects, each weighted @ 5%
Exams	60%	There will be three exams, each weighted @ 20%
Total	100%	

Textbook Activity Deadlines

zyBooks reading and chapter activities are normally due Sunday at 9:00 pm. Labs will normally be due on Friday at 9:00 pm the week they were assigned. Projects will be available for more than a week but will normally be due on Friday at 9:00 pm. Assignment due dates will be posted in zyBooks and in D2L. *Students are responsible for knowing the due date/time for any assigned work. Lack of attention to published due date/times will not be accommodated with assignment due date/time extensions.*

Viewing Grades

The course gradebook is maintained in D2L. Posting of assignment scores will generally occur on a weekly basis and the current grade posting status will be indicated on the D2L home course home page. Students are expected to review their posted grades at least weekly and raise any gradebook discrepancies with their class assistant or with the course instructor. Identification of gradebook posting issues must be raised in a timely manner, including at the end of the semester when we issue "last call" for any grading corrections.

Course Grading Scale

Earned Grade	4.0	3.5	3.0	2.5	2.0	1.5	1.0	0.0
Weighted Score Threshold	90%	85%	80%	75%	70%	65%	60%	< 60%

These thresholds are absolute. We do not round weighted scores when determining if a certain grade threshold has been attained. In addition to the thresholds above, students must earn at least 40% of the available project points and 40% of total exam points in order to be eligible to receive a non-zero grade.

Instructors reserve the right to adjust the course grading scale as appropriate. This includes application of a "curve" to any grading category or to overall weighted scores. We typically do not curve individual assignments and do not evaluate any curving until the end of semester. You should not expect a curve as there have been semesters where no curve was applied.

CSE 102 is a large enrollment course and grades are assigned according to student performance in the course categories outlined in this syllabus. It is not possible to make grade adjustments (up or down) based on factors outside of these grade components and course

policies. This includes end of semester requests for grade reductions and requests to “round up” to the next grade level.

Course Policies

Grief Absences

Any student impacted by a grief absence or other extenuating circumstances is required to complete the university's grief absence form ([Student Grief Absence Form](#)). This provides a single point of reference for the student to notify all courses in which they are enrolled in. Once a grief absence is approved, it is the student's responsibility to communicate with the course instructors to provide a proposed plan for submitting work missed during the period of absence. Extra accommodation will not be given due to delays in initiating the grief absence form or in communicating with the course instructors.

Engagement / Progress (5% of overall grade)

The engagement / progress component of your grade (5% of overall grade) is based on your completion of weekly benchmarks (one or two based on the number of class days the in-class sections meet). Engagement / Progress is earned as follows:

- In-class sections. Attendance for the entire class period, active engagement with any open classwork, and completion of specific activities outlined in the activities checklist for the current week (by the engagement/progress deadline).
- Section 730. Completion of specific activities outlined in the activities checklist for the current week (by the engagement/progress deadline).

Important note: some engagement/progress benchmarks may be redundant with other course deadlines – make sure you are recognizing both the engagement/progress due date/time and the assignment due date/time.

To accommodate an occasional absence or technology disruption, students may miss up to five engagement / progress points and still earn 100% for the class engagement component (5%) of their overall grade. This policy is intended to address **any** engagement misses, whether for valid reasons or not. There is no provision to make up lost engagement credit regardless of reason (excused or not). We suggest you avoid using this drop provision to take discretionary days off as a later illness or other problem with attendance will not be accommodated with more engagement drops.

Any extenuating circumstances that impact on your engagement in the course should be discussed with the course instructors as soon as those circumstances are known (such as extended absences due to illness, religious observances, or other required school activities). We will review any situations where a student has more than five **documented and excused** absences to determine what accommodation might be appropriate.

Exams (60% of overall grade / 20% per exam)

Each of the three exams will be administered in class during a student's regularly scheduled class times. Exam dates will be published on the D2L course calendar. There will be no class or exam during finals week. The third exam will be held during the last week of class during your regularly scheduled class time.

Exams - Online section 730

Students enrolled in section 730 will need to either take a proctored exam on campus or take the exam in a remote environment. The following requirements must be in place to take the exam remotely:

1. Computing device, such as a laptop or desktop computer, with a working camera and microphone, with reliable access to the internet via web browser.
2. Installation of the Respondus lockdown browser on the above device.
3. A separate device such as a phone or tablet with a working camera for environment view.

If you do not have reliable internet access, cannot install the lockdown browser, or do not have the above-mentioned resources, you will have to take the exam in a proctored environment. Exams for section 730 students are scheduled on the same days as the in-person section exams.

Students enrolled in sections other than section 730 are not eligible for remote or online exams.

Makeups

Documented university-sanctioned conflicts or documented health-related issues that prevent a student from taking the exam at his or her regularly scheduled class time will be reviewed for accommodation. Students are expected to be proactive and notify their section assistant(s) and the CSE 102 course instructors of known conflicts at the earliest possible point, via email. No accommodation will be provided for conflicts or issues without supporting documentation, or for conflicts that are not university or health-related. Scheduling of meetings, career fairs, family vacations, or job interviews on exam dates will not be accommodated. ***Students who have a conflict with an exam in another course should contact the instructor in the other course for an alternate testing date, since the CSE 102 exams are all during regularly scheduled class time.***

For conflicts that are known in advance, students are required to inform their section assistants of such conflict and deliver acceptable supporting documentation to the CSE 102 instructors ***at least*** one week before the exam is offered (e.g., by 05:00 PM on Monday for exam the following Monday) or sooner if the conflict is known before that. If feasible, the student will be scheduled into a different section (day and/or time) to take his or her exam. No accommodation will be provided for any conflict known in advance that is not communicated in a timely manner.

If an emergency issue (e.g., illness, accident, etc.) arises that precludes a student from attending an exam, he/she must notify his/her section assistants and provide supporting documentation to the CSE 102 office (EB 1107) within 24 hours of when his/her exam was scheduled, unless it is medically infeasible to do so. Any emergency issue must be supported by appropriate documentation (e.g., medical documentation from physician) that includes a third-party statement confirming an inability to attend class and associated dates. **A statement simply indicating that the student had an appointment or was seen by a doctor will not be sufficient.** We reserve the right to confirm any documentation via verification with third parties.

Absent extenuating circumstances, a student who starts an exam but cannot finish will **not** be given full accommodation in the way of a make-up exam. If a student is not feeling well, he or she should consider seeking medical help before beginning his or her exam.

Makeup exams, if not taken during a different class period, will be offered on the Saturday following the scheduled exam.

There is no cumulative final exam.

zyBooks Reading / Activities (5% of overall grade)

Each week, there will be assignments for zyBooks readings, activities and for labs. These are delineated by zyBooks chapter.

Readings for a given zyBooks chapter and completion of its associated interactive activities are generally due by the Sunday evening prior to when the labs for that chapter are due. These readings and activities must be completed to gain the necessary understanding for the coming week's class sessions in which you will be working on the assigned zyBooks labs. You must complete the zyBooks readings and activities to be the best prepared for in-class Lab work that will be undertaken.

Note: based on the number of activities in a given chapter, it is possible that a given week's reading and activities will have a higher contribution to this grading category.

zyBooks Labs (15% of overall grade)

Labs are generally assigned and available at the beginning of a given week. The majority of labs will be completed in zyBooks and are normally due at the end of the week. It is expected that a majority of work on labs will be completed during your assigned class time. However, if you need additional time to work on labs, you may do so outside of class up to the end-of-week due date/time. Lack of conscientious effort on labs during your entire class time will impact your earning of engagement/progress credit for a given class day.

Due dates for chapter activities and for labs can be viewed in the upper right corner of zyBooks.

Projects (15% of overall grade)

There will be 3 project assignments given throughout the semester, which collectively make up 15% of your final grade.

Avoiding Academic Integrity Violations

Each project must be your own individual effort. While we encourage discussion and collaboration for readings, activities, and labs, you are NOT allowed to work as a team for the projects. Discussion of project concepts is appropriate, however, ANY discussions of specific solutions (even if it is a single line of code out of a hundred) is expressly prohibited. Any discussion of the project with other students should be general discussion and not sharing code.

It is considered academic dishonestly if you share any project code with another student.

Beware of the classmate who wants to see "how you were able to get part of the project working". We can cite numerous instances where a student helped a so-called friend only to find that "friend" had copied their solution resulting in a grade penalty and university ADR filing for the student trying to help. Other cases have involved dishonest tutors who have taken student solutions and remarketed them to other students, again giving rise to sanctions to the student who was the original author of the work.

Protecting Your Intellectual Property

Students are also responsible for protecting their coursework as the intellectual property it is. Regardless of the reason, if you give access to your files to someone else who then copies your work, you will receive an Academic Dishonesty Report and a 0 for the assignment, even if they took your work without your knowledge. Providing your sign-in credentials (or having easily guessed sign-in information) violates MSUs policies regarding appropriate use of technology policies. In addition, leaving a computer you are using logged in and accessible by others puts you at risk for loss of your coursework by persons known or unknown. If you believe your computer or online access has been compromised, you should notify the course instructors immediately as well as contacting university IT support for any guidance they may have.

Avoiding Illicit Sources

Getting a solution from the internet through sites such as Chegg or using code that was posted on reddit or sites such as stack overflow, is a guaranteed way to be flagged for plagiarism. We use an algorithm similar to Turnitin for writing which compares student coding solutions to detect

plagiarism. Many beginning programmers imagine that there are only one or two ways to solve a programming problem, so they believe they won't get caught if they use the same solution as someone else. This is the same as believing that plagiarizing a short story but changing the character's names will not be detected. Do not take the risk.

The standard penalty for plagiarism or over-collaboration on a project includes loss of project score and a filing of an Academic Dishonesty Report with the university. Depending on the circumstances, and additional 10% may be deducted from a student's overall grade. Repeat or egregious offenses will receive a 0 as your final grade in the class.

Course Resources for Help

Instead of searching for questionable help on the internet for your problems, we encourage you to use the class help resources – ask for help during class, post your questions to Piazza (our online help forum), go to instructor office hours, or go to CSE help rooms. Seeking help from students at other universities, family friends, or outside tutors also runs the risk of those people obtaining code from online sources, or giving the same code to multiple people, which will in turn cause you to get flagged. Don't take the risk! Do your own work with your own thought processes.

Project Deadline Policy

Projects are typically due at 9:00 pm on Fridays. Based upon that, scoring of projects will be according to the following:

- Projects scoring 100% turned in before initial 9:00 deadline will receive a 10-point bonus for that project.
- There is a grace period of 3 hours following the deadline (typically midnight Friday), where projects turned in within that grace period will receive their full score as reported by zyBooks.
- Projects turned in up to 48 hours after the original 9:00 deadline (typically Sunday at 9:00 PM) will receive their original score showing in zyBooks before the end of the grace period described above plus 75% of the additional points earned after that grace period.
- No credit is given for any points earned after 48 hours after the original project deadline.

IMPORTANT NOTE: Since projects, labs, and activities are submitted in an electronic system that records the current time, your work will be considered late if it is submitted even 1 minute or a fraction of a minute after the deadline. If 1500 students are all trying to submit 1 minute before the deadline, not all of them may get in before the deadline expires. Accommodation will NOT be given due to system slowdown at the due date/time. Consider your personal deadline to be 10-15 minutes before the actual due time, and do not wait until literally the last minute. You may submit as many times as you wish before the deadline, and the system will keep your highest grade. So, submit early and submit often.

As a reminder, there are only 3 projects, the projects make up 15% of your final grade, you are **not** allowed to collaborate on projects, you are **not** allowed to drop a project, and late projects will have a reduced grade according to the schedule above.

Communication

D2L - Course Website

Information related to the course is available on <https://d2l.msu.edu/d2l/home/1302606>.

Help rooms

There will be several opportunities outside of your regularly scheduled class time to get additional help on activities or projects, or to ask questions about concepts you do not understand. The time and logistics of the help rooms will be announced the second week of

class, but they will be virtual via zoom. Note that help rooms tend to get extremely busy especially around project due dates, so starting early is a good strategy to avoid the rush. If you have multiple questions and the help rooms are exceptionally busy, you may only get a limited time with the TA and may be asked to get back in line to give other students a turn.

Piazza

Piazza is an online help forum set up for this class to encourage class discussion. Students can post questions, and instructors, TAs, and students may answer. There will be scheduled times when TAs will be monitoring the questions so that you can get answers quickly. The system is structured to getting you help faster and more efficiently from classmates, the TAs, and the instructors. Rather than emailing questions to the teaching staff, you are encouraged to post your questions on Piazza.

Use of Piazza will commence two or three weeks into the semester. You will receive an enrollment email from Piazza with pertinent start up details to setup your access.

Piazza is a communication tool to help students with their assignment questions. It is not a social media platform. Piazza should not be used as a venting tool to express frustrations toward the class material or staff, nor should it be used to discuss matters unrelated to the class. Students who post contrary to the intended use of Piazza or conduct themselves professionally may be blocked from accessing Piazza temporarily or for the entire semester and severe violations of conduct will be reported to the Dean of Students. Be aware that although students are allowed to post anonymously, this is anonymous only to other students and not to course instructors and TAs. Keep it professional.

It is a violation of course policy regarding code sharing to post even parts of your code in a public post on Piazza. You must set any posts containing your code to *private* to ensure that only instructors or TAs have visibility to your code.

Enrollment and Drops

CSE 102 follows the university-published calendar for enrollment changes, including the deadline for section adds/changes (Friday January 14 for Spring 2022). Students should consult the registrar's enrollment site and click on the relevant CSE 102 section number to access relevant enrollment information.

Any grades/scores (i.e., attendance, in class exercises, quiz, or exams) missed due to enrollment issues other than university error (e.g., accidental course drop, university hold, late add, etc.) cannot be made up.

In accordance with university policy, we review student course activity and will administratively drop any student who is registered in the course but is not making an apparent effort to perform class activities. This includes not attending a significant majority of class sessions and/or not attempting Activities, Labs, Projects, and Exams. Students will be notified prior to any administrative drop occurring.

Accommodations

Students requiring accommodation under the Americans with Disabilities Act (ADA) need to register with MSU's Resource Centers for Disabilities (RCPD) and submit their Verified Individualized Services and Accommodations (VISA) form to the instructors at the beginning of the semester. Instructors are available to meet individually to discuss any specific needs outlined within the VISA form. No accommodation can be given if we are not provided a formal VISA form, and we cannot offer accommodation without more than 2 business days advance receipt of the VISA form, nor is retroactive accommodation provided for needs that are not communicated in a timely manner.

Student-athlete conflicts should be communicated via delivery of a valid SASS form to the student's section Assistants at the earliest point in the semester.

Commit to Integrity

Academic Integrity: Article 2.3.3 of the Academic Freedom Report states: The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards. In addition, CSE adheres to the policies on academic honesty specified in General Student Regulation 1.0, Protection of Scholarship and Grades; the all-University Policy on Integrity of Scholarship and Grades; and Ordinance 17.00, Examinations. (See Spartan Life: Student Handbook and Resource Guide and/or the MSU Web site.) ^[1] Unless explicitly stated otherwise, we expect all solutions to Homework assignments, programming assignments, and exams will be solely your own work. You are expected to develop original work for this course; therefore, you may not submit course work you completed for another course to satisfy the requirements for this course, nor may you submit work you found on the internet or elsewhere.

Students who violate MSU rules may receive a penalty grade, including but not limited to a failing grade on the assignment or in the course, and they will be reported to the registrar for academic dishonesty.

There is no tolerance for academic dishonesty.

The Spartan Code of Honor:

"As a Spartan, I will strive to uphold values of the highest ethical standard. I will practice honesty in my work, foster honesty in my peers, and take pride in knowing that honor is worth more than grades. I will carry these values beyond my time as a student at Michigan State University, continuing the endeavor to build personal integrity in all that I do."

Examples of academic dishonesty include, but are not limited to:

- Copying another student's code or exam answers
- Sharing files with partial or whole solutions to projects or activities
- Using code implemented by someone else intended to solve this class's assignments (i.e., don't get someone else - whether a classmate, another person, or some anonymous person on the internet - to do your assignment for you!).
- Writing code that deceptively passes the test cases but doesn't solve the problem given. In other words, abusing automatic grader mechanisms to gain unearned points
- Using websites and sources, whose purpose is to provide assignment solutions.
- Distributing course content without instructor permission.
- Submitting a solution that you don't understand / can't explain to an instructor.
- Providing false information to the instructor about matters related to the course.

Depending on the severity of the incident, repercussions for academic dishonesty include failing the assignment, final grade reductions, failing the course, and/or more severe sanctions at the college/university level.

- You can learn more by following this link. (<https://ombud.msu.edu/>), which has resources regarding academic integrity among other topics.