You learn computer programming by writing computer programs. Accordingly, this is an intense "hands on" course. Most class periods will involve writing and discussing Java code in class. It should be possible for you to complete most of the programming assignments in the open labs throughout the course.

Required textbook readings and other assignments will be posted in the Assignments Log located in the Assignments folder on Blackboard. Readings will be assigned from the textbook and possibly from the Oracle site. Supplementary material will be posted as needed to support the learning objectives. It will be your responsibility to cover that material on your own, so plan your study schedule to do that. Feel free to ask questions as needed.

The course objective is to cover the first seven chapters of the textbook. There will be an objective quiz for each chapter. Each quiz will be available online for several days, and a quiz may be repeated, depending on the instructions. It is understood that students will not share information about the quizzes and that working on a quiz is an individual effort. The dates when quizzes are available and due for each chapter will be posted in the Assignments Log. It is your responsibility to monitor the Assignments Log and meet the posted deadlines.

There will be several programming assignments. You may seek help as needed from the Java tutors. There will also be a class period (“open lab”) for each programming assignment where students can get help from the instructor. Help with programming assignments will not be available by the instructor outside of the class labs or office hours, but you may get help from the Java tutors depending on their schedules.

I encourage a collaborative learning experience, so please help each other during the classes and the labs. It is understood, however, that you should not send files to each other or copy code. There is no reason to do that. Ask for help rather than receiving files from anyone or copying code written by another student. There are department tutors available to help you with programming assignments and other technical issues. You may also consult the OIT helpdesk as needed.

The pace of this course is not rushed, and this is to accommodate the background of most Information Systems majors, who are generally interested in systems analysis and design, web design, interface design, and management issues. Students in this class who are technically proficient are welcome, but the pace will not be faster because of your presence. You may help your classmates when you have finished your work. If you have experience in Java, you should consider seeking a waiver from taking this course.

Students who maintain consistent studying throughout the course will achieve a high level of mastery, and that will be reflected in your grade.

Attendance in the course is mandatory. The instructor may take lab attendance for credit. At the end of a class, students may be required to post output on the Discussion Board for credit. Your code may be observed and validated. The instructor may also
deny lab credit for students who arrive late to class. Plan your schedules to arrive on
time, taking into consideration problems with traffic and parking at UMBC.

**Students are responsible for monitoring the Blackboard course site and for meeting the deadlines posted in the Assignments Log. Late work will not be accepted. You should also plan to check often for email from the instructor and for announcements posted on Blackboard.**

Grades will be determined by the per cent of total points that you accumulate during the
semester. The point values for the various assignments will be given as the course develops. The instructor will award points for assignments based upon his cumulative experience. The instructor reserves the right to adjust the value of the work throughout the course, to include lab credit and programming assignments. The best strategy for achieving success in this course is to plan to earn the highest point value on all assignments.

**The per cent of total points is presented in the gradebook on Blackboard. The percentage in that column will determine the grade in the course. You will not have to calculate the percentage.** You should check the status of the gradebook at least after every deadline for a graded course assignment. Check with the instructor if you have any question about the information presented in the gradebook. **You must report an error in the gradebook to the instructor within a week of a graded assignment’s deadline.**

Standard grading criteria are in effect: 90 - 100 = A, 80 - 89 = B, etc. **Grades are not negotiable. Never ask the instructor to depart from the guidelines about grades that are posted in this document.**

There is no mid-term or final examination in this course. Students will be allowed to retake the quiz with the lowest score on the last class of the semester. That score will replace the previous score, even if it is lower.

There is no extra credit available in this course on an individual basis, nor will students be allowed to submit unexcused missed work for reduced points. The instructor may, however, occasionally make extra credit opportunities available to the entire class.

Students will be excused from class for medical reasons, and documentation from a health care provider may be requested. Other emergency situations may be excused. **Whenever you miss a class for any reason, you should notify the instructor and provide an explanation no later than the day following the missed class.**

This information gives the general structure of the course. The Instructor reserves the right to adjust this structure and the criteria for grades as the course develops. It is understood that all students are professionals seeking to advance their knowledge. For that reason, you should concentrate on mastery of all aspects of this course, rather than counting points for the various components of this course.
Incompletes will not be awarded as a way to extend deadlines. I have only awarded an incomplete when a documented medical or other emergency has occurred. Interference from a job or from other courses will have no impact on this policy because you are expected to plan your program of studies to complete all work within the time frame of a semester.

Feel free to contact the instructor about any question that you may have.

The instructor is dedicated to your success in this course, but you must accept your responsibilities in making that happen.

Your participation in this course indicates your acceptance of these guidelines and policies without contention. READ THIS AGAIN!