

INS 312E – Rules of Class

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Attendance

Students should attend 70% of the classes and 80% of the problem solving sessions to be eligible to take final exam. Students that do not satisfy these criteria will have a grade of VF and will not be allowed to take final exam. List of students who receive VF grade will be announced during the last week of the course. These rules will be applied **strictly, no exceptions**.

Attendance will be taken randomly at any time during the classes and problem solving sessions. Students are expected to contribute and participate to the class. Students, who exist in the class physically but not mentally, will receive zero attendance. Students, who do not actively take notes, will also receive zero attendance.

Attendance requirements may be relaxed for students with good standing or special conditions (e.g. working students, health problems and family emergencies) at the discretion of the instructor. Student with special conditions should submit a petition with detailed explanation of their situation and provide necessary documents to justify their explanation.

Homework and Problem Solving Sessions

Starting from Spring 2016 semester, each student will be given problems with parameters specific to that student and each student's submission will be checked and tracked online. **As of Spring 2016, successful completion of homework assignments is a requirement to be eligible to take the final exam.**

Homework assignments are due the specified date and time. **Homework submitted after due to date will not be accepted.** Late homework will only be accepted for special conditions (e.g. health problems and family emergencies). Students with special conditions should submit a petition with a detailed explanation of their situation and provide necessary documents to justify their explanation.

Submitted homework and problem session solutions should conform the standards of good engineering practice. Nonconforming homework and solutions **will not be graded and receive zero credit**. These include homework those are easy to be identified as prepared in a rush and/or right before the class. A sample page of calculation that is considered to be good engineering practice will be distributed at the first class. Students are allowed to use their own format as long as the following conditions met:

- Either blank and new A4 papers or engineering calculation sheets are used.
- Pages teared from notebooks will not be accepted.
- A brief summary of the question is provided before the solution.
- All calculations are done in pencil and color pens are only used for emphasis or clarification of graphs.
- Units of essential quantities, intermediate results and final solutions are included.
- All graphs and calculations are readable, tidy and well organized.
- No title page is provided.

- First page includes the name, student ID number, course code and course name and date. Other pages include page numbers. All questions are properly numbered.
- Final results are marked with a rectangle or underlined twice.
- All pages are stapled. No plastic bags are used. Pages that are not stapled will not be accepted.

Students are allowed to study together and collaborate for homework assignments and during problem solving sessions. However, students cannot merely copy a solution from another student or a previous solution without actually solving the problem, this will be considered as an academic misconduct and necessary disciplinary actions will be taken. The instructor may occasionally ask questions to students about the homework questions and answers that the student submitted for verification of the originality of their work.

Only listening the problem solving session without solving the problems will not be allowed. Students constantly not participating the session will be noted, and their attendance will not counted towards attendance requirement. Problems will be selected from the topic that is thought in the class hours of that week. Students should be bring calculator, ruler and other stationary required for problem solving. Cell phones cannot be used as calculators. Please see the “Others Rules of the Class” for rules regarding cell phones.

Other Rules of Class

- Students are not allowed to enter the classroom after the instructor enters and closes the door. **This rule will strictly be applied, no exceptions.**
- **In no circumstance, cell phones shall be apparent.** Cell phones shall not be placed on the desks and shall not be kept at hand. If the instructor identifies a phone that is apparent, it will be placed in a box and the owner of the phone will be allowed to take it back during thr break. Students are not allowed to talk on the phone and sending text message during the class. All cell phones should be silent during the class.
- Students shall not take still or motion images of any material presented in the class by cell phones or similar devices without prior consent of the instructor or researcher assistant.
- Students are not allowed to leave class for purposes other than emergencies. (e.g. submitting homework, phone calls etc.) Students leaving class for non-emergencies will be considered as fully absent in the class for the purpose of their attendance evaluation.
- Student shall not request extra credit during the course. E-mails and personal requests asking for extra credit will be ignored and will not be responded. You should consider that you have a grade of FF at the beginning of the semester, and you have about 3 months of opportunity for improving your grade.
- Students are responsible for following their own attendance rating. Instructor will not give information regarding the attendance of a student during the course.

Academic Honesty and Integrity

Students are expected to exhibit academic honesty and integrity in their work. Academic misconduct as explained in “ITU Oath of Academic Honor” will not be tolerated and procedures explained in related regulations of The Council of Higher Education will strictly be implemented upon identification of such situations.