

have about the Curator System. The *Student Guide* also contains information about how the Honor Code applies when using the Curator; be sure to read and follow the guidelines given there.

Each of your programming projects will also be graded for adherence to good software engineering principles, including documentation, design, conformance to the stated specification, and programming style. Each project specification will include explicit guidelines that you will be expected to follow, in addition to the general SE principles discussed in class.

Homework and Quizzes: There will be a number of homework assignments throughout the semester. It is possible, but not guaranteed, that one homework score will be dropped. Most homework assignments will also be submitted electronically. There will be occasional in-class quizzes.

Tests: Your score on the final exam will replace the lower of your two test scores, if it is an improvement. You must bring your Va Tech ID card to the tests and final exam!

Grading Policies: This course is largely devoted to the development of skills in object-oriented software development, as reflected in the relatively heavy weight given to the programming assignments. You will be expected to produce programs which are not only functionally correct, but also well-structured, well-documented and readable. General programming standards that apply to all the projects are posted on the course website. You should also read the Computer Science Department Documentation Standards, described in *Elements of Programming Style*. A copy of this document is available from the course website.

Backups: It is your responsibility to maintain a up-to-date backup copy of each programming project (that is in addition to the copy you submit). The hard drives of the lab machines are recloned periodically, so don't try to leave a backup there! Keep a spare copy of all the relevant files for each project on a Zip disk or floppy disk in case your assignment is mislaid. (Floppy disks are notoriously unreliable.)

Late Work: Each programming project will have a due date and time and will include instructions for submission. Except in the very rare case that an extension is granted, late submissions will incur a penalty of 20% per day, and will not be given any credit if submitted after graded assignments or solutions have been released. Any request for an extension must be made at least 24 hours prior to the due date.

Plan your time carefully for the programming projects, especially if you will be using computers in the campus labs — you may be competing with other students for scarce resources, so don't put things off until the last minute.

Note well: delays resulting from machine availability, lab schedules, hardware failures or your failure to maintain a backup of your work do not merit an extension.

Statute of Limitations: Any questions or complaints regarding the grading of an assignment or test must be raised within two weeks after the score or the graded assignment is made available (not when you pick it up).

Absences: If a serious illness prevents you from taking any of the tests, send a friend with a note describing your condition or notify your instructor before the day of the test. Also, to establish a valid excuse for an illness you must get a note from a physician or the University infirmary. Before missing a test for any reason, you must make every effort to discuss the problem before the day of the test. Excuses other than an illness must be reported to your Dean's office so that they can send me a written explanation of the absence. If you need to be away for an official University event, this must be cleared in advance. Without a valid excuse, no makeup tests or exams will be given.

Grade Scale: Final grades will be set according to the usual 10-point scale; i.e., 90% guarantees at least an A-, 80% at least a B-, etc. A curve may or may not be applied to the final averages; that decision will be based on the overall class performance. The decision to utilize a curve rests entirely with the course instructors.

Honor Code: An exhaustive list of Honor Code violations would be impossible to present here, but among other things, each of the following is a flagrant violation of the Virginia Tech Honor Code, and violations will be dealt with severely (Honor Court):

- Working with another student to derive a common program or solution to a problem. There are no group programming projects in this course.
- Discussing the details required to solve a programming assignment. You may not share solutions.
- Copying source code (programs) in whole or in part from someone else.
- Copying files from another student's disk even though they might be unprotected.
- Editing (computer generated) output to achieve apparently correct results.
- Taking another person's printout from a lab printer, remote rprint printer, trash can, etc.

It is acceptable to discuss with classmates a programming assignment in a general way, i.e., to discuss the nature of the assignment. In other words, you may discuss with your classmates what your program is required to accomplish but not how to achieve that goal using C++. In no way should the individual statements of a program or the steps leading to the solution of the problem be discussed with or shown to anyone except those people cited in the following statement. Privately hired tutors are not an exception to this requirement, nor are athletic or other tutors provided by the University.

Feel free to discuss the assignment and your program specifically with the instructor or graduate teaching assistant. The discussion of your individual program must be limited to these people.

If you have any question as to how the Honor Code applies to this class, remember that:

- Any work done in this class must be done on an individual basis.
- Credit will be given only for work done entirely on an individual basis.
- Do not make any assumptions as to who can provide help on a programming assignment.
- Evidence indicating the violation of the policy stated above will be turned in directly to the Honor Court.
- It is much easier to explain a poor grade to parents or a potential employer than to explain an Honor Court conviction.

In addition, the Honor Code statement included in the *Student Guide to the Curator* is in force for this class.

The Honor Code will be strictly enforced in this course. All assignments submitted shall be considered pledged graded work, unless otherwise noted. All aspects of your work will be covered by the Honor System. Honesty in your academic work will develop into professional integrity. The faculty and students of Virginia Tech will not tolerate any form of academic dishonesty.