

## Course and Classroom Policies

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### Instructor

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### Office Hours

You are strongly encouraged to come to your instructor's office to get help when you find yourself uncertain about anything taught in this course. If you have a question about material presented in lecture, need help understanding an assignment, or have a bug in your software that you've racked your brain trying to solve, please see your instructor.

If your instructor's door is open, please stop by to see if he is available. If you stop by outside of his office hours and he is busy working, please understand if he asks you to come back at a later time.

Please do not stop by, however, for help on an assignment that is due that day. It is important that you develop a professional work ethic. You are expected to start each assignment immediately so that you have time to ask questions and get the help you need. You wouldn't knock on your supervisor's door to ask for help on the morning of an important demonstration with your company's largest client; would you?

### Study Groups

It is **highly** recommended that during the first week of the semester you form a study group with other students in this course. Your study group should meet at regular times multiple times per week – not just prior to quizzes and exams. Please read [Joining a Study Group: The Benefits](#) to learn why study groups are beneficial and for things to take into consideration when forming a study group. When meeting with your study group, take turn posing problems and questions. When everyone has solved the problem or answered your questions, share your solutions.

<https://www.topuniversities.com/blog/joining-study-group-benefits>

### Notification of Student Support Services

Per the Academic Catalog, "The Academic Support Center, located in the Bicknell House, promotes learning skills and personal development through academic counseling, academic advising, tutoring services, Academic Coach program, learning workshops, disability services and a transition program for selected new students. Tutors and academic coaches are peers, recommended by the faculty, paid and available upon request. Through individual sessions and workshops offered by the Center, students can enhance study habits and acquire new learning strategies, behaviors and attitudes."

Further information may be found on MyBC by choosing **Student Academics > Academic Support and Tutoring** from the main drop-down menu.

### Disability Accommodations

Bridgewater College is committed to providing students equal access to the college's academic programs and activities. A letter is required from the Academic Support Center, each semester, in order to receive accommodations at Bridgewater College.

Students who have barriers resulting from attention, learning, visual, hearing, physical, psychological or medical conditions, that impact learning and for which an accommodation may be needed should contact the Director of Academic Support and Disability Services, Dr. Chip Studwell, 540, 828-5370 or [cstudwell@bridgewater.edu](mailto:cstudwell@bridgewater.edu).

Assistance can also be provided for temporary needs – concussion, surgery, injury, etc.

### Grading

One of the primary responsibilities of a college professor is to provide those that are interested (e.g. hiring managers, graduate admissions officers) with evaluations of students in their classes via grades on their transcripts. Your grade in this course tells others how well you know the material presented in this course and how well you work.

To make the evaluation as objective as possible assignments and exams are used as assessment tools.

Final letter grades are calculated according to the following scale.

Numeric Grade	Letter Grade	Quality Points
93 or higher	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80 - 82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
59 or lower	F	0

### Grading in Courses with Comprehensive Exams

Understanding that knowledge is acquired over time, if a student *consistently shows a strong work ethic* throughout the course and *the course has a cumulative final exam*, their final letter grade will be based on whichever numeric grade is greater: the student's course grade and the student's final exam grade. Otherwise the student's final letter grade will be based solely on the student's course grade as defined in the syllabus.

A student is considered to consistently show a strong work ethic throughout the course if the student

- Abides by all classroom policies
- Has perfect attendance (see below) and is attentive during every class
- Submits every homework assignment on time
- Receives a mean score of 65 or greater on coursework

### Class Attendance

Per the Bridgewater College Student Handbook,

“Regular class attendance is expected of all students and attendance records are kept. Specific policies regarding the number of absences allowed in particular courses are determined by instructors; however, if a student is absent for an entire week without credible explanation or has what the instructor considers excessive absences overall (whether or not they are consecutive), he or she will be reported to the associate dean for academic affairs who will determine the circumstances of the absences and, after consulting with the instructor, make a recommendation as to whether the student should continue in the course.

If a student, through excessive absences, demonstrates minimal academic motivation, or an attitude inconsistent with reasonable expectations of a member of an academic community, the student will be subject to administrative disciplinary review, which could result in suspension or expulsion.

Absences that occur because of College activities approved by the vice president and dean for academic affairs will be reported in advance to the registrar by the instructor sponsoring the activity, and the registrar will notify instructors of the students involved. The student is responsible for all work missed when absent from class. Students should discuss absences with their professors before the absence occurs.”

Regular attendance and punctuality are essential to maximize learning and create an effective classroom environment. The following classroom policy was established to ensure a fair approach to addressing attendance problems.

- An excused absence is an absence due to a college activity or a documented emergency.
- A student that is late will be marked as absent, unless notified in advance or in the case of a documented emergency.
- In the case of an absence, it is the student's responsibility to contact the instructor as soon as possible to request materials that was handed out and to plan a course of action to learn the material that was missed.
- A student has perfect attendance if he or she has no unexcused absences and is never late.

### **Attentive Behavior**

During lecture, the instructor will periodically poll the class and ask individuals questions to determine if the class and those called upon comprehend the topic at hand. When the instructor is not actively engaging you, the instructor is observing you. When the instructor observes you, it is extremely helpful to him if you provide him with visual cues that indicate your level of understanding. Head nods, shakes, and puzzled looks are very helpful. What is not helpful is when you bury your head in your notes, avoid eye contact, or worse, when you use your phone when he is lecturing. Please help the instructor help you by being attentive. Focus on every word he says, try to understand what he is saying, and provide him with feedback to let him know how much you understand.

### **Late Work**

Assignments will be accepted for correction after their due dates, but unless arrangements are made with the professor in advance or in the case of an emergency, late assignments will receive a score of zero.

### **Reevaluating Graded Work**

If you'd like me to reevaluate any graded work please follow the directions below.

1. Please submit a typed request that includes the following:
  - Your name (typed).
  - For each problem that you would like me to re-evaluate, please include the problem number and a defense for the answer you provided. Your job is to persuade me. If you include references from the text or another source please provide page numbers or other information that allows me to verify your claim.
  - Your signature. You must sign your request before I will reevaluate your graded work.
2. Please staple your request to your original work (if on paper).
3. Your request must be submitted to me by the end of business on the day of the next lecture that follows the day in which you received your grade or graded work back.

### **No Re-entry Rule**

Once an exam has started, if you leave the room you are not allowed to reenter the room until the exam has ended.

### **Make-Up Quizzes & Exams**

Make-up quizzes and exams will not be given and the student will receive a grade of zero unless arrangements are made with the professor in advance or in the case of an emergency. Students that arrive late for a quiz or exam will not be given additional time unless arrangements are made with the professor in advance or in the case of an emergency.

### **Non-Discrimination & Non-Harassment Policy**

As members of a community we must treat each other with respect at all times. Discrimination or harassment based on race, color, national origin, gender, disability, religion, age or sexual orientation will not be tolerated in this class. If a student demonstrates an attitude inconsistent with this policy he or she will be asked to leave the class and will be reported to the college Title IX coordinator and/or associate dean for academic affairs.

### **Classroom Behavior**

The instructor may dismiss from the classroom any student, who, in the discretion of the instructor, is engaged in unprofessional, rude, disrespectful or disruptive conduct or conduct violating the general rules and regulations of the College.

### **Bridgewater College Title IX Statement Regarding Faculty**

Bridgewater College prohibits sexual harassment, including sexual violence. Faculty are "responsible employees" under our school policies and procedures. That means that I am someone who is required to pass on to the school's Title IX Coordinator any instances of sexual misconduct that I see or hear about, including things that you may tell me.

The policy is written to ensure that Bridgewater College provides a safe environment for everyone and to make sure that we help people who have been subjected to these behaviors. I am a resource for you but I want you to know that if you tell me about

something that happened to you or someone else I am required to report it. I will keep the information private, but I need to report it to the Title IX Coordinator.

You can contact the Title IX Coordinator directly at 540-828-8063 or [TitleIXCoordinator@bridgewater.edu](mailto:TitleIXCoordinator@bridgewater.edu).

If you want to talk with someone who can keep it confidential, these are the people you can contact:

Counseling Services: (540) 828-5402

Health Services: (540) 828-5384

Chaplain: (540) 828-5383

For more information on the sexual misconduct policy at Bridgewater College, please refer to <http://bridgewater.edu/about-bc/sexual-misconduct-title-ix> or The Eagle Student Handbook.

### **College Honor Code and Plagiarism**

The College Honor Code reads as follows: “Ethics, honor, and integrity are the fundamental principles at the core of the Bridgewater College experience. Our community can only flourish in an environment of trust and respect. These notions of personal honor, integrity, and faith are the fundamentals of the Bridgewater Honor System. The Code of Honor prohibits cheating, stealing and lying in regard to academic matters, lying during Honor Council proceedings, and failing to report to confront known violators of the Code of Honor.”

The Bridgewater College Plagiarism Policy is found online at <http://bridgewater.edu/WritingCenter/BCplagiarism.htm>.

- Plagiarism includes copying code from an online or other source without citation.
- Students are expected to submit work that is entirely their own.
- Unless instructed otherwise, if two students have been assigned the same assignment, neither student is allowed to show their work to the other until both students have submitted their work for a grade.
- Violations of the college Code of Honor will be reported to the Honor Council.
- If a student has never been found guilty of plagiarism or cheating by the Honor Council prior, but the Honor Council finds the student guilty of plagiarism or cheating for the incident reported by the instructor, then the sanctions recommended by the Honor Council will be enforced by the instructor.
- If a student was found guilty of plagiarism or cheating by the Honor Council in a prior incident, and the Honor Council finds the student guilty of plagiarism or cheating for the incident reported by the instructor, the student will receive a grade of F for the course.

### **Cell Phones**

Cell phones should be turned off and concealed during class unless instructed otherwise. In the case that you are expecting an emergency call during class, please inform the professor at the beginning of class and sit near the door so that you can quickly take the call in the hall.

### **Electronic Devices**

Personal computers, tablets and other electronic devices may not be used to take notes in lecture. You may, and are encouraged to bring and use your personal laptop in lab and when doing programming exercises in lecture.

### **Eating**

Eating is not allowed during lab or lecture. Consuming beverages is fine.

### **Changes to the Syllabus, Course and Classroom Policies and Schedule**

The syllabus, course and classroom policies, and course schedule may be modified by the instructor during the semester in order to foster better student learning. When changes are made to these documents, students will receive a statement specifying the changes. The statement will be sent either via email or will be distributed to the class during lecture.