

CS-119/119L General Class and Lab Standards

General Lab Standards

This class requires approximately 2 1/2 hours per week of laboratory time. Lab exercises and projects are intended to help reinforce the various program design and coding concepts being taught in the class. I will *try* to make the assignments "within reason" such that they can be completed within the allotted lab period but this may vary depending on the material and your prior experience. Due dates for each lab are posted in Canvas with the lab assignment. Please check the due date carefully and recheck periodically as I may adjust due dates depending on the needs of the class.

A handout for downloading & installing a free Python editor/compiler is available on Canvas. If you plan to work on lab exercises at home, you need to download and install the Python IDLE.

Plagiarism Policy

Plagiarism hurts your personal & professional reputation, the personal & professional reputation of others, and the reputation of the college. Unless specified otherwise, all assignments in this class are to be completed and turned in on an individual basis. Even in the software industry, where most projects are done in a team environment, team members are expected to contribute substantial original effort to their assigned portion(s) of a project. Information technology professionals are expected to work to a high professional and ethical standard. [ACM Software Engineering Code of Ethics and Professional Practice](#)

The bottom line: You will not gain any benefit from this course if someone else is doing all the work and thinking for you. Plagiarism will *not* help get you ahead in future classes that build upon this one nor will it help you get ahead in the workplace!

You are encouraged to share ideas and help each other but outright copying another's work (source code, documentation, etc.) will result in a zero score for all parties involved. Repeated offenses may result in referral for disciplinary action pursuant to the College guidelines for discipline in plagiarism matters. If you use the campus lab computers, make sure you take your personal storage media with you when you leave and don't leave hard copy source code/documentation lying around the lab or store your files in publicly accessible network file folders.

Acceptable	NOT Acceptable
Assisting a classmate with a problem. That is, helping them find and correct an error in <i>their</i> lab or project code.	Allowing another student to outright copy your lab or project code.
Allowing another person in the class to "sanity check" <i>your</i> application design and/or review lab/project documentation for typos, logic flaws, missing details, etc.	Allowing others to outright copy your design work and documentation.
Quizzing each other prior to an exam, discussing the textbook chapter.	Copying another student's answers or providing other students assistance during a quiz or exam.
Using a block of code from a textbook, magazine or web site and adding comments to cite where you found it.	Copying and pasting blocks of code from a web site or CD without citing the source.
If you use the campus lab computers, before leaving the lab, check the printer for any print jobs that are yours. Check your workstation to make sure files are saved to your removable media (i.e., USB storage device). <i>Your</i> removable media is removed/disconnected from the computer and is in <i>your</i> possession. You are logged out and your workstation is shut down.	Leaving printouts, files and/or storage media out in the open where somebody can plagiarize your work.

Labs

All labs must be uploaded/submitted to the Lab Assignment page on Canvas. Detailed instructions are available on Canvas to show you how to do this. Make sure *all* files required are placed in a zip file along with any required documentation files called for in the lab exercise. The zip file should be named in the format FirstName_LastName_LabXX.zip (where XX = the lab number such as 01, 02, etc.). **Zip files are the only compressed file format accepted.**

Lab Organization

Deliverables:

- All source files, graphic files, data files, etc. required to make your lab/project run. Your lab/project **must** open in Python IDLE and **must** compile and run from the files and folder structure submitted.
- Answers to questions, flowcharts, pseudocode or any other documentation called for in the exercise must be in either a MS Word compatible document file or a text file. Flowcharts and/or other software models must also be included when called for in an assignment. These can be submitted as screen shots captured into either a JPEG image, MS Word or PDF document.

Note: Documentation requirements and deliverables may vary from one lab to the next so check the lab assignment handout carefully and pay close attention to the specific deliverables for each lab. There is a grading criteria grid at the end of each lab exercise with deliverables, grading criteria and point breakdown. Check this before turning in your lab!

Frequently Save & Backup Your Work!

When working on lab assignments, make it a point to stop periodically and save your work. When using computers in the classroom/lab, **make sure you are saving to your USB storage media!** Files saved to the C: drive on the lab computers are deleted when the computer is shutdown or rebooted. When working at home, it's also a very good idea to periodically backup your lab exercise files to another drive, cloud storage, USB storage or some other form of secondary storage media.

Online Discussions

Along with quizzes and exams, online discussions are part of the class online component. Being able to effectively communicate a point of view on a particular topic will help you achieve professional success in the work place. Points are awarded for participation and, to ensure full participation credit, the following conduct is expected:

- Treat all participants with respect. Respond constructively to others. It's okay to disagree with somebody but do so respectfully and constructively. Posts containing insults, slurs or derogatory remarks will be removed and will result in a zero score.
- Answer the question completely, in your own words using proper spelling and grammar. For most questions, one or two paragraphs (a paragraph being 3 - 5 sentences) is usually sufficient. Some questions may require you to list the steps of a task so a list may make more sense than "jumbling" everything into a perfectly formatted paragraph and other questions may require some

pseudocode so use some discretion. "Texting" format responses are unacceptable. Ask yourself, "Is this something I would submit to my supervisor, manager or an executive in my workplace?"

- When responding to other posts, a simple, "I agree" response is inadequate. It's great to start out that way but why do you agree with the person? Was it a really interesting or informative post? Does their post help you better understand the class material being discussed? Likewise, if you disagree with a post, why do you disagree? What would make the other person's post clearer, correct, etc.?

Soft Skills

All too often, a college course focuses entirely on the course material and places no emphasis on "soft skills" needed to succeed in the professional workplace once you complete your degree or certificate. Whether you're going into a job interview or going for a promotion with your current employer, demonstrating these soft skills will give you a *huge* advantage:

Assignment	Soft Skills
Discussions	Written communication and collaboration with coworkers, management and/or customers. In the IT industry, you will be frequently called upon to participate in making various technology and design decisions. We all need to be able to effectively communicate our ideas, decisions and reason(s) for an idea or decision. Additionally, we need to be able to collaborate constructively with our coworkers and in a timely manner. Additionally, think of these as an online meeting of sorts. Showing up late or not at all is considered very unprofessional and sends a message to others that their time and needs are unimportant to you.
Pseudocode, flowcharts, class models	Besides demonstrating good problem solving skills, being able to clearly and effectively communicate/document your design approach is a skill in very high demand.
Python code in labs and projects	Being able to write code that solves the problem is a good thing. Being able to write code that solves the problem, is readable, maintainable and follows "best coding practices" is even better yet!
Labs, discussions, quizzes and exams	Ethics, professional integrity and honesty. None of us likes seeing somebody else take credit for our original efforts. We all need to be doing our own work. If we do use somebody else's work, we are doing so legally and giving proper credit (citations) of other people's work. We've all seen news stories of people losing jobs over various dishonesty/plagiarism issues and companies sued for "shamelessly borrowing" technology that wasn't theirs. Do you really want <i>your</i> name in the news for something like this?