CSCE 431 – Software Engineering Syllabus
Instructor: Pauline Wade
TA/Lab Instructor: Diego Martinez, Yihao Xie

Contents

1. Course Description

The official catalog description is “Application of engineering approach to computer software design and development; life cycle models, software requirements and specification; conceptual model design; detailed design; validation and verification; design quality assurance; software design/development environments and project management.”

In reality, effective software engineering requires developing a computing-based solution that solves the customer’s problem. As problems become more challenging, solid design, follow through, and teamwork skills become necessary to developing a solution.

You will work in a project group to complete a project, through an application of an engineering approach to computer software design and development. Every project requires complete implementation, documentation and demonstration of the solution. The focus is not only on the final product but also on design methodology, management process, and teamwork. At the end of the semester, each group will make a public presentation to the class describing and demonstrating their work.

This course offers students a unique experience to work with a real-world customer, including the following:

- It challenges you to think critically and creatively, even under **tremendous ambiguity**. There is **no one right way to solve the problem**.
- You **“learn by doing”** all semester long. Working on **real problems with real people has its challenges, but is also very rewarding**.
- **Working on teams can be messy**, but it’s worth it. It is amazing what you can accomplish together, so much more than on your own.
- Every semester is different, **every team is different, every solution is different**. There is always something new to learn and innovate.
- Meetings outside the class, with your project group and the teaching team (hereafter referred to as instructors), allow you to connect with your classmates and **discover the effectiveness of constant communication**.

1.1 Why I teach this class

My favorite saying is “success is the intersection of opportunity and preparedness.”

I hope that I can contribute to your ‘preparedness’ for the job interview and your first job.

There may be policies (e.g., punctuality) you may not understand and like, however I spend each semester thinking about which ones would put you in the best position for the dream interview/job. If you have any questions on the reasons for these policies, I welcome them.

2. Course Information

In this syllabus, you will find general information for the course. All other information will be posted in Canvas.

Lecture

Course Number:	CSCE 431
Course Title:	Software Engineering
Term:	Fall 2021
Time:	See table below
Location:	F2F. See table below
Credit Hours:	3

Sections with corresponding lab schedules

Section	Lecture Days/Times	Location	Lab Days/Times	Location	TA
500	TR 8-9:15 a.m.	ZACH 244	F 8:20-10 a.m.	ZACH 596	Diego
501	TR 8-9:15 a.m.	ZACH 244	F 10:20 a.m. – 12 pm	ZACH 596	Diego
504	TR 9:35-10:50 a.m.	ZACH 244	F 8:20-10 a.m.	ZACH 598	Yihao
505	TR 9:35-10:50 a.m.	ZACH 244	F 10:20 a.m. – 12 pm	ZACH 598	Yihao
506	TR 9:35-10:50 a.m.	ZACH 244	F 12:40-2:20 p.m.	ZACH 598	Diego
508	TR 9:35-10:50 a.m.	ZACH 244	F 3-4:40 p.m.	ZACH 598	Yihao

2.1 Instructor Details

Instructor: Pauline Wade
Office: Virtual (Zoom) to be posted in Canvas
E-Mail: paulinewade@tamu.edu
Office Hours: Tues/Thurs 2:30-3:30 p.m. or by appointment, all online
Zoom: See Canvas

2.2 Teaching Assistants

Name: Diego Martinez
Office: Virtual (Zoom) to be posted in Canvas
Email: dmartinez05@tamu.edu
Office Hours: Tues 3:00-4:00 p.m. or by appointment, all online
Zoom: See Canvas

Name: Yihao Xie
Office: Virtual (Zoom) to be posted in Canvas
Email: shayle@tamu.edu
Office Hours: Weds 1:00-2:00 p.m. or by appointment, all online
Zoom: See Canvas

2.3 Course Prerequisites

CSCE 315

3. Course Learning Outcomes

- Evaluate customer's requirements and use this as a basis for the design, implementation, and validation of a computing-based solution, with **success measured by attaining at least a satisfactory customer feedback score**.

- Build the computing-based solution and deploy to the cloud as a SaaS (software as a service) web application, **resolving all high severity bugs (those with no workarounds)**.

- Experience the entire project lifecycle from conception, implementation, deployment, and support and have the ability to describe this process with specific supporting examples.

- When asked about the software engineering process during an interview, provide a specific response with supporting information gained from this class, **increasing the probability of progressing through the employment screening process**.

- Determine the most effective communication techniques to function effectively as a team, with people you haven't worked with before who have different backgrounds/personalities. Success is measured by at least **a satisfactory peer feedback**.

- Formulate a risk mitigation, monitoring, and management plan to reduce the negative impact of risks and difficulties that exist in software projects, to increase the likelihood of success of the group projects with **success measured by attaining at least a satisfactory customer feedback score**.

- **Increase the probability of progressing through the employment screening process** by being able to describe and support with specific examples, the software development lifecycle and software engineering processes, methods, and tools that directly contribute to high quality software.

- Gain experience in **answering impromptu questions**, through the ability of formulating and communicating a credible answer with specific supporting examples.

4. Textbook and/or Resource Materials

Required text:
Pressman, Software Engineering: A Practitioner's Approach, 9e, copyright 2020

We recommend using an eBook for this course
1. Find your eBook at mheducation.com OR click here Pressman eBook
2. Use promo code **ONTHEGO21** to save $5 when you checkout.
3. Download the free, **ReadAnywhere App** for access anytime, anywhere. This video, goes over all the benefits and functionality of ReadAnywhere.
4. Need Help? View THIS VIDEO on purchasing and accessing your eBook.

A copy is also available in the library in course reserves under the course Fall 2021 CSCE 431 course.

To access, log in at: https://reserves.library.tamu.edu using your Net ID. You have access to the materials for 2 hours at a time and one student at a time.

Please feel free to acquire the course material from vendors that provide the best value and amenities.

5. Course Schedule

5.1 Objective: Week 1
You will get an overview of the course and learn about software engineering and process models.

5.1.1 Major Deadlines: Week 1
Lab assignment

5.2 Objective: Week 2
You will learn about requirements, get an overview of the project, learn about quality objectives that will increase probability of project success, and get an introduction of testing. Sprint 1 begins here.

5.2.1 Major Deadlines: Week 2
- Submit Customer info
- Contact Client
- Sprint Planning & Creating Sprint Backlog

- Identify Product Owner / Scrum Master
- Lab assignment

5.3 Objective: Week 3

You will continue our discussion on testing, followed by user experience design.

5.3.1 Major Deadlines: Week 3

- Project Scope
- Lab assignment

5.4 Objective: Week 4

You will get an overview of security and design.

5.4.1 Major Deadlines: Week 4

User stories in Jira

5.5 Objective: Week 5

We will continue our discussion on design, followed by project management topics: monitoring and control, risk analysis, and stakeholder & communication plan.

5.5.1 Major Deadlines: Week 5

- Data Design
- Book Collection Assignment

5.6 Objective: Week 6

Sprint 1 ends this week and project audits will be conducted. Also, Sprint 2 begins.

5.6.1 Major Deadlines: Week 6

- Sprint 1 Deliverables
- Sprint 1 Review
- Sprint 1 Retrospective
- Sprint 1 Peer Feedback
- Sprint 2 Create Sprint Backlog & Sprint Planning

5.7 Objective: Week 7

You will get an overview of continuous integration/continuous delivery (CI/CD), use of linters (e.g., RuboCop) to create maintainable code, and monitoring & control using Jira.

5.7.1 Major Deadlines: Week 7

- User Stories due in Jira
- Data design revisions

5.8 Objective: Week 8

You will get an overview of user acceptance test, deployment, project close, and maintenance.

5.8.1 Major Deadlines: Week 8

None

5.9 Objective: Week 9

Sprint 2 ends this week and Sprint 3 begins. In addition, project audits for Sprint 2 will be conducted.

5.9.1 Major Deadlines: Week 9

- Sprint 2 Deliverables
- Sprint 2 Review
- Sprint 2 Retrospective
- Sprint 2 Peer Feedback
- Sprint 3 Create Sprint Backlog & Sprint Planning

5.10 Objective: Week 10

You will get an overview of configuration management and a view of the future of software engineering. Individual audits also begin.

5.10.1 Major Deadlines: Week 10

- Sprint 3: User Stories in Jira
- Data design revisions
- User Acceptance Test Form

5.11 Objective: Week 11

Project presentations start this week and individual audits continue.

5.11.1 Major Deadlines: Week 11

Reflection on the project presentations

5.12 Objective: Week 12

Sprint 3 ends this week and customer acceptance test begins. In addition, project audits for Sprint 3 will be conducted.

5.12.1 Major Deadlines: Week 12

- Sprint 3 Deliverables
- Sprint 3 Review
- Sprint 3 Retrospective

5.13 Objective: Week 13

Customer user acceptance test ends and the maintenance phase begins. User acceptance test results will also be collected from the customer.

5.13.1 Major Deadlines: Week 13

- Customer Turnover
- Customer user acceptance test results
- Final Report

5.14 Objective: Week 14

Project Presentations and individual audits continue. In addition, the maintenance phase ends for those applications with no quality issues. Projects officially close for some projects.

5.14.1 Major Deadlines: Week 14

- Reflections on project presentations
- Instructor Turnover

- Final Peer feedback

5.15 Objective: Week 15

Project Presentations and individual audits continue. In addition, the maintenance phase ends for those applications with quality issues. Projects officially close for the remaining projects.

5.15.1 Major Deadlines: Week 15

- Final Presentation Slides & Recording
- Customer feedback form and/or user acceptance test results (if any)
- Instructor Turnover

**Schedule subject to change. Check Canvas for the most up to date schedule and additional details.

6. Course Expectations

Course expectations include:

- **Integrity:** Follow the Texas A&M Academic Integrity Statement and Policy and live by this motto: "An Aggie does not lie, cheat or steal, or tolerate those who do."

  If there is any evidence of academic dishonesty, we reserve the right to audit the grades for any submissions and revise your grade accordingly.

- **Timely Notification of Grade Concerns:** If you believe that work submitted on time has been graded incorrectly or incompletely, you must meet with the TA or instructor within one week of the date the work is returned or grade posted (whichever is earlier), otherwise you forfeit the opportunity for a grade change. After the last day of class, any feedback must be received 48 hours before grades are due in Howdy.

- **Accountability**: Be prepared and accountable for learning course content (that is, or is not, explicitly discussed in class) by reading the assigned material ahead of time and be able to answer questions over said material.

- **Member of a Community**: Attend class as a community expectation. Be an active problem solver, contributor, and discussant in lecture and lab. It is a **synchronous course**, which means you are required to be present and active during all classes and all class times.

- **Communication** to the instructor / teaching team should be through your @tamu.edu e-mail account. Check your @tamu.edu email account daily.

  To allow us to respond to your inquiry faster, when contacting us by email, please include your full name and UIN.

- **Monitoring of Canvas** which will be used to communicate course information, requirements (e.g., homework, quizzes, exams, etc.), and grades.

- **Respect for Intellectual Property:** All the course materials used in this course are copyrighted, including the syllabus, lecture slides and notes, exams, homework, etc. You do not have the rights to copy or distribute the course material, unless the author expressly grants such permission.

  Unauthorized recording of audio or video of any course activity is **prohibited** unless you have an approved accommodation from Disability Services permitting the recording of lectures and/or laboratory sessions. This

accommodation letter must be presented to the instructor in advance of any recording being done.

Unauthorized sharing of any course materials constitutes academic misconduct and will be reported to the honors council and result in the application of an appropriate sanction.

7. Grading Policy

The final grade you will receive in the class will be **based on points accumulated** during the semester. Thus, both continued progress (the process) and the quality of your product (and other deliverables) will determine your grade. Although a substantial part of your grade is based on the team's performance in the group project, individual performance is crucial.

7.1 Grade Scale

The grading scale is: A ≥ 90% > B ≥ 80% > C ≥ 70% > D ≥ 60% > F

The breakdown of the total percentage points in the class is shown in the table below:

○ Project – Group grade with points specified in the rubric Sprint 1 – 2% Sprint 2 – 6% Sprint 3 – 10% Project Turnover – 12%	30%
○ Project – Individual grade Individual Audit – 20% Final Average Peer Feedback – 4% Submission of peer feedback of teammates – 6%	30%
○ Quizzes - in class – there will be no midterm or final exam.	15%
○ Assignments (Lab or Lecture) / Reflection	12%
○ Peer Review of your classmate's work	3%
○ Attendance – Lecture– attendance taken 5 times see "Attendance" section below	5%
○ Attendance – Lab – attendance taken 5 times see "Attendance" section below	5%
Extra Credit**: opportunities to be announced When needed, to reinforce mastery of concepts, I may add additional requirements / assignments, which will count as extra credit. There is no obligation for you to do these extra credit requirements, rather these should be viewed as opportunities to boost your grade. See "Attendance" section for eligibility to get extra credit	Depending on the complexity or time involved, 1-3 % point(s) added to the final grade. For example, producing an educational video for the benefit of other students can be worth 3% points.

- Due dates for the items are posted in the Canvas calendar.

- Although the project related grades make up a significant portion of the grade, individual grades will significantly help you be successful. While some items in the table above may be worth less, they are crucial to your later success in the higher weighted items and your overall grade.

- We make every effort to provide you with the opportunity to earn an A (including opportunities for extra credit), so at the end of the course, an 89.9 is a B. We do not curve in this class. Rather, we teach to mastery which means that we have clear expectations in terms of what you should complete and what knowledge you should have obtained by the end of the course to succeed and to earn an A. If you are participating appropriately, trying to adjust based on our feedback, and working equitably with your team, you should expect an A.

8. Project – Group Grade

You will work in a project group to develop an application for a real customer, through an application of an engineering approach to application design, development, validation, documentation, and end-of-semester class demonstration of the solution. The focus is not only on the final product but also on the process, project management, and teamwork.

To allow you to experience a real-world scenario, the class will mimic a software development company, with you playing the role of an employee assigned to a project team. You will find a real-world customer who has a non-technical problem and build an application to solve their needs.

The instructors will play the role of managers, auditors, and mentors.

The team's main output is a SaaS (software as a service) application, which will eventually be deployed to the cloud. Each project group is required to use the Ruby on Rails framework, but can determine the technology used for the front-end (e.g., HTML, CSS, AJAX, JavaScript), and the data repository (e.g., NoSQL system such as Mongo, or a relational DBMS such as PostgreSQL).

The class will be divided into project groups of ~4-5 students. To ensure **inclusiveness** and **avoid** students **feeling excluded**, you will be assigned to a project group based on your lab section and results of a skill survey to make sure that students with prior experience in particular technologies are distributed evenly across the different project groups.

Project rubrics will be distributed to class once the project groups are formed. Any additional items that may be added to the rubric will all count as extra credit, hence there is no obligation for the team to comply with the requirement, as you can still get excellent grades with the basic requirements.

Because your teammates' grades are so tightly coupled with your own commitment to the class, many of the rules are put in place to protect you and your teammates. These include participating actively in class, completing assignments in a timely manner, and treating your classmates and instructor / teaching team with respect.

To ensure success, each team is encouraged to follow these best practices:

- ***Time Management:*** Manage its own efforts to complete its project in a timely manner. You are graded based on both the quality of the group product and your individual contribution.

  You will be responsible for monitoring the Canvas course calendar to make sure deadlines are met.

- **Team collaboration** is expected to happen online, in and outside of class. We will make available an MS TEAMS channel which you can use to meet with your team and/or meet with the instructor/teaching team. You may also choose other communication channels for informal communication (e.g., Discord, Slack, etc.).

- **Attendance @ project team meetings** (in class or outside class) is important. Not attending or being chronically tardy during scheduled team meetings harms the other members of your group. Therefore, attendance, punctuality and active participation in the team meetings are required.

- **Proper Planning:** If you know you are going to be late or miss a team meeting (in class or outside class), please let **your teammates know,** so that they may plan for your absence and make the best use of their time.

- If any team issues arise (e.g., non-communicating member for at least 1 week), please contact the instructor or TA assigned to your lab section so that we can help.

- Non-team players (over-reliance on other team members, not accountable, not punctual, etc.) may be identified in the peer feedback. An average score that is less than meets expectations may be the initial trigger for discussions with the entire team.

  Substantial deductions to the project grade may be made for the team member who continue to not participate nor contribute to the team's deliverables, based on peer feedback scores.

  Worst case, the team member may be reassigned to another team or do the project on their own. Please know that the instructor will make every attempt to avoid this and will only take this option when necessary.

- Project Deliverables – more detail on the expectations of each one is described in the project rubric.

  - Software installed and delivered to the customer

  - Final code (that is clean and understandable), submitted in the assigned GitHub Classroom repository (at the end of the semester), and any other supporting documentation (e.g., readme, code comments). Documentation will be evaluated on its completeness to understand the details of and to properly execute your system.

    Note that it will be difficult to get an A in the class if you do not have a tested working system that meets the customer's expectations (as indicated by a customer feedback score of at least "meets expectations") by the end of the semester.

  - Assigned documents (e.g., designs), submitted to Canvas, which are evaluated on its completeness (using given templates), and effectiveness in communicating key aspects of your system

  - High-quality recording of the final presentation submitted to Canvas, evaluated on the clarity of communication and demonstration of your project's system. These will be viewed by other students in the class, and will be used as the basis for their end-of-semester reflection.

  - Final updated PowerPoint slide deck, used in the final presentation, submitted to Canvas

  - Final Report - Your final report will be critiqued on its thoroughness , completeness (using given template), and effectiveness in communicating key aspects of your system and specificity of your reflection.

  - Artifacts related to your project management system e.g., Jira reports and specified in the rubric, uploaded in the MS Teams Drive:

- The team will present incremental progress of the project during a project audit in each sprint with the instructors and teaching team (to be scheduled or impromptu). These audits are mandatory and will be

recorded in MS teams. Students who are absent (including those who are > 5 minutes late), will receive a 30% deduction from the group sprint grade, unless the absence / lateness is considered excused.

- Condition of getting the team grade is submission of all peer feedback and completion of all project deliverables **on the date specified in the Canvas class calendar. These deadlines are intentional to make sure we have enough time to complete our assessment.**

- Final course grades will not be released until all the project deliverables are verified by the instructor.

- Your project grade can increase based on (but not limited to) the following:
    - Excellent project deliverables which exceed basic expectations.
    - Excellent peer feedback
    - Effective (polite and collaborative) communication with the instructor/teaching team.

- Your project grade can decrease based on (but not limited to) the following:
    - Poor customer feedback / deployment of an application with many high severity defects (no workaround)
    - My perception of your effort. This can be due to poor peer feedback from your peers (after I have the chance to investigate that the feedback is accurate) [or] otherwise at my discretion
    - Continuously missing your group's meetings.
    - Inappropriate (e.g., rude, not professional) communication with the instructor/teaching team.

8.1 Customer

- You have the opportunity to find your own real-world customer, which I recommend be a student org who has automation needs, as long as the following criteria are met:
    - The contact person in the student organization who will be evaluating the project does not report to you or you report to them. See note.
    - They are not related to you. See note.
    - Scope is doable in one semester

    Note: We will include this in an informal agreement that they will acknowledge before project starts

- Meetings with the customer are scheduled in advance, with their availability taking priority over the team's. These need to be done with MS Teams and recorded (with their permission).

- In the event that the customer does not want to use MS Teams, that's okay, as long as you inform the instructors. What is important is that you find another way to get feedback from them and have some kind of evidence that you met with them as customer interaction is worth project points.

8.2 Key Milestones – more detail in the class calendar

8.3 Working Environment

- Internet

- Zoom

- Canvas

- Computer
- Web cam. If your built-in camera is not operational, you will need an external videocam
- Any operating system – recommend using Windows' Bash shell for running Linux applications on Windows.
- Linux (e.g. Ubuntu)
- Docker
- Ruby
- Rails
- Rails Hosting
    - Heroku free tier
- Project Management
    - Jira
- PostgreSQL
    - Your choice of PostgreSQL GUI (e.g., pgadmin, DBeaver, Psql, etc.)
- Tools (most likely)
    - Rubocop - Ruby code style checker (linter) and formatter. Linter - analyzes source code to flag programming errors, bugs, stylistic errors,
    - Simplecov – Test coverage tool
    - Rspec, rspec-autotest, autotest-rails - Automated testing tools for Ruby On Rails
- Team Code Repository: Each team is required to create and maintain GitHub repository for team-developed software. The repository must be visible to all team members, the instructors, and the grader. You will later clone your GitHub repo in the provided GitHub classroom repo (link to be provided later)

9. Project - Individual Grade:

- This represents your individual mastery during one individual project audit conducted sometime after the midterm, which will test your knowledge of how the software engineering process, methods, and tools are used in project execution.
- Each team member is expected to commit to your GitHub repository several times a week, if not daily.
- You are expected to develop an automatic test bed for your project. You should also have appropriate unit testing throughout your code.
- Extra credit is given for those who assume the Product Owner and Scrum Master role, if the team grade is >=80%, customer feedback score and peer feedback score that are at least meets expectations.
- Each member of your project team will score and give feedback on the performance of the other team members through periodic peer feedback forms throughout the semester. Your peer feedback responses will be calculated along with the instructors' peer feedback view scores and will be part of your individual project grade**.**

- Condition of getting the individual project grade is submission of all peer feedback on a timely basis.

10. Quizzes

Frequent quizzes will be given as early as 7 minutes after class starts or as late as ~7 minutes before class ends. What will be covered are material from the homework, lectures, and any assigned reading. Exams/quizzes lets us know where your knowledge might be lacking so that we may be able to make class adjustments and also informs you about the knowledge that you need to have.

Once you've taken the exam / quiz, you are not allowed to talk about its composition with anyone. Any unauthorized sharing constitutes academic misconduct and will be reported to the honors council and result in the application of an appropriate sanction.

11. Assignments / Reflections:

- These are expected to be completed individually. We will use a software plagiarism detector to ensure academic integrity. Any violation of academic integrity constitutes academic misconduct and will be reported to the honors council and result in the application of an appropriate sanction.

- Homework must be submitted electronically using Canvas, and will be due midnight of the due date, unless otherwise noted in Canvas. Email submissions will not be accepted.

- It is your responsibility to make sure that the submission process is completed and that the correct assignment is submitted to the correct place. It is best to double check your submission by downloading it yourself, then confirming that the one stored in Canvas is the intended one. Failure to confirm correct submission is not a valid excuse for incomplete / late assignments

- For late submissions, please refer to the section on Late Work Policy.

12. Attendance – Lab & Lecture

- The university views class attendance and participation as an individual student responsibility. Students are expected to attend class and to complete all assignments. Attendance is essential to complete the course successfully.

  Please refer to Student Rule 7 in its entirety for information about excused absences, including definitions, and related documentation and timelines.

- Attendance will be determined through quizzes and/or attendance logs, selecting randomly 5 days over the entire semester, for both lab and lecture.

- **Absence and Tardiness:** Failure to attend a class or late arrival (by definition **is more than 7 minutes late**) or leaving class early **(> 7 minutes before class ends**) without prior approval, will be counted as an absence and may additionally impact your grade (e.g., in the case of lecture, you may miss a quiz). Emergencies, however, do happen. Lateness or absence can be excused if there is a valid reason (e.g., student rule 7). Illness, job interviews out of town (with prior approval according to student rule 7), death in the family, conference attendance (per student rule 7), inclement weather or accidents for commuters, etc., are valid reasons (depending on the specific circumstances), as long as you inform the instructor / meeting participants prior to the meeting or at

your earliest opportunity in the event communication channels are down or you are not able to.

- Due to the unfortunate consequences and undue burden your frequent absences would have on the rest of the team, **more than 5 unexcused absences from either lecture or lab are an automatic forfeit of the team grade**.

- **Valid Excuses:** Oversleeping, cramming, etc., are not valid reasons. For those experience connectivity issues with Zoom, these can be avoided by testing your connection early. Ultimately, the instructor reserves the right to determine what constitutes a "valid reason" on a case-by-case basis.

- **Minimum requirement for extra credit:** To be eligible for extra credit points, your attendance must be 4 out of the 5 from lab and lecture (i.e., in the Attendance category, your % points should be >= 4%, out of 5%).

- There will be no makeup for attendance, unless the absence meets student rule 7.

13. Late Work Policy

With pre-approval from the instructor, late submissions (e.g., submitting after the deadline) is accepted only up to the time that the solutions will be discussed in class or as agreed to with the instructor depending on the specific circumstance. Late work policies must clearly link to Student Rule 7.

The request for deadline extensions should be submitted at least three business days before the due date, by sending a request via a link to be given to you by the instructor, especially for those absences that meet student rule 7. This will allow us time to review your request and ask for additional information when needed. Technology-related / Technological problems nor failure to confirm correct submission are not an excuse for incomplete or late assignments.

No "unapproved' late assignments will be accepted without prior approval, and will receive a grade of 0. *The only exception is in the case of an emergency, where you are not able to request in advance. In this case, you can submit details of your absence when you are able to.

No late work will be accepted after the last day of class, irrespective of the deadline for an assignment.

14. Makeup Work Policy

Students will be excused from attending class on the day of a graded activity or when attendance contributes to a student's grade, for the reasons stated in Student Rule 7, or other reason deemed appropriate by the instructor.

Please refer to Student Rule 7 in its entirety for information about makeup work, including definitions, and related documentation and timelines.

Absences related to Title IX of the Education Amendments of 1972 may necessitate a period of more than 30 days for make-up work, and the timeframe for make-up work should be agreed upon by the student and instructor" (Student Rule 7, Section 7.4.1).

"The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence" (Student Rule 7, Section 7.4.2).

Students who request an excused absence are expected to uphold the Aggie Honor Code and Student Conduct Code. (See Student Rule 24.)

15. Extra Credit

When needed to reinforce mastery of concepts, extra credit assignments may be assigned, which will *all* count as extra credit. There is no obligation for you to do these assignments, rather these should be viewed as opportunities to boost your grade.

Depending on the complexity or time involved, extra credit may be worth between 1-3 % point(s) added to the final grade.

To be eligible for extra credit points, you need to meet the minimum attendance requirement which is described in the Attendance section.

Details on extra credit opportunities will be announced.

16. Inclusion Statement

In this class, we are committed to a culture of inclusivity. We reject and condemn all forms of racism, discrimination, brutality, and violence. We actively promote diversity and inclusion within our field not limited to race, ethnicity, religion, disability, age, sex, gender identity, or sexual orientation. Thus, we are united in our condemnation of racism and any form of injustice. As Martin Luther King Jr. said, “Injustice anywhere is a threat to justice everywhere.” If any student wishes to discuss anything regarding inclusivity within the classroom, especially anything contrary to this statement that you have experienced, you are encouraged to contact the instructors.

This class is a 3-credit hour class and meets officially for a little over 4 hours per week (250 minutes). For every one credit hour in which you enroll, you will spend approximately 2-3 hours outside of class studying. Therefore, a reasonable course load (including project work) will consume on average 6-9 hours outside of class. Total commitment for this class is approximately 10-13 hours per week averaged across the semester.

17. Optional Course Information Items

17.1 Technology Support

For this course, you will be required to have access to the Internet, Zoom, and Canvas to participate. If you need help with technology, please use the online help materials http://it.tamu.edu or contact Help Desk Central at: Email: helpdesk@tamu.edu or Phone: (979) 845-8300, 24 hours a day, 7 days a week. Technology-related / Technological problems are not an excuse for incomplete or late assignments.

If your camera is not operational in your laptop, you will need to acquire an external videocam. If you do not have internet access at home, please contact the Internet provider in your area as most are giving free Internet to college students during this time.

17.2 Learning Resources

LinkedIn Learning modules and other supplementary materials to be assigned

18. University Policies

18.1 Attendance Policy

The university views class attendance and participation as an individual student responsibility. Students are expected to attend class and to complete all assignments.

Please refer to Student Rule 7 in its entirety for information about excused absences, including definitions, and related documentation and timelines.

As we return to pre-COVID modalities for instruction, students experiencing personal injury or illness that is too severe for the student to attend class (including students isolating or quarantining due to COVID-19 protocols) qualify for an excused absence (See Student Rule 7, Section 7.2.2.) To receive an excused absence, students must comply with the documentation and notification guidelines outlined in Student Rule 7.

18.1.1 Reading Days

Please note that on Reading Days (November 24 and December 9 on the main University Academic Calendar), no classes, exams, or other university-related graded activity may be scheduled. Instructors may hold office hours (virtual or face-to-face) and review sessions. Dates and policies may vary for the professional programs.

18.1.2 Student Observances for Religious Holy Days

In accordance with Texas Education Code §51.911(b) and TAMU Student Rule 7: Attendance: Students shall be excused from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. For more information about excused absences due to religious holy days, visit student-rules.tamu.edu/append4/.

18.2 Academic Integrity Statement and Policy

“An Aggie does not lie, cheat or steal, or tolerate those who do.”

“Texas A&M University students are responsible for authenticating all work submitted to an instructor. If asked, students must be able to produce proof that the item submitted is indeed the work of that student. Students must keep appropriate records at all times. The inability to authenticate one’s work, should the instructor request it, may be sufficient grounds to initiate an academic misconduct case” (Section 20.1.2.3, Student Rule 20).

You can learn more about the Aggie Honor System Office Rules and Procedures, academic integrity, and your rights and responsibilities at aggiehonor.tamu.edu.

18.3 Americans with Disabilities Act (ADA) Policy

Texas A&M University is committed to providing equitable access to learning opportunities for all students. If you experience barriers to your education due to a disability or think you may have a disability, please contact the Disability Resources office on your campus (resources listed below) Disabilities may include, but are not limited to attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability related needs with Disability Resources and their instructors as soon as possible.

Disability Resources is located in the Student Services Building or at (979) 845-1637 or visit disability.tamu.edu.

18.4 Title IX and Statement on Limits to Confidentiality

Texas A&M University is committed to fostering a learning environment that is safe and productive for all. University policies and federal and state laws prohibit gender-based discrimination and sexual harassment, including sexual assault, sexual exploitation, domestic violence, dating violence, and stalking.

With the exception of some medical and mental health providers, all university employees (including full and part-time faculty, staff, paid graduate assistants, student workers, etc.) are Mandatory Reporters and must report to the Title IX Office if the employee experiences, observes, or becomes aware of an incident that meets the following conditions (see University Rule 08.01.01.M1):

- The incident is reasonably believed to be discrimination or harassment.
- The incident is alleged to have been committed by or against a person who, at the time of the incident, was (1) a student enrolled at the University or (2) an employee of the University.

Mandatory Reporters must file a report regardless of how the information comes to their attention – including but not limited to face-to-face conversations, a written class assignment or paper, class discussion, email, text, or social media post. Although Mandatory Reporters must file a report, in most instances, a person who is subjected to the alleged conduct will be able to control how the report is handled, including whether or not to pursue a formal investigation. The University's goal is to make sure you are aware of the range of options available to you and to ensure access to the resources you need.

Students wishing to discuss concerns in a confidential setting are encouraged to make an appointment with Counseling and Psychological Services (CAPS).

Students can learn more about filing a report, accessing supportive resources, and navigating the Title IX investigation and resolution process on the University's Title IX webpage.

18.5 Statement on Mental Health and Wellness

Texas A&M University recognizes that mental health and wellness are critical factors that influence a student's academic success and overall wellbeing. Students are encouraged to engage in proper self-care by utilizing the resources and services available from Counseling & Psychological Services (CAPS). Students who need someone to talk to can call the Texas A&M Helpline (979-845-2700) from 4 p.m. to 8 a.m. weekdays and 24 hours on weekends. Emergency help is also available 24 hours through the National Suicide Prevention Hotline (800-273-8255) or at suicidepreventionlifeline.org.

18.6 COVID-19

"To help protect Aggieland and stop the spread of COVID-19, Texas A&M University urges students to be vaccinated and to wear masks in classrooms and all other academic facilities on campus, including labs. Doing so exemplifies the Aggie Core Values of respect, leadership, integrity, and selfless service by putting community concerns above individual preferences. COVID-19 vaccines and masking — regardless of vaccination status — have been shown to be safe and effective at reducing spread to others, infection, hospitalization, and death."

19. Campus-Specific Policies

19.1 Statement on the Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law designed to protect the privacy of educational records by limiting access to these records, to establish the right of students to inspect and review their educational records and to provide guidelines for the

correction of inaccurate and misleading data through informal and formal hearings. Currently enrolled students wishing to withhold any or all directory information items may do so by going to howdy.tamu.edu and clicking on the "Directory Hold Information" link in the Student Records channel on the MyRecord tab. The complete FERPA Notice to Students and the student records policy is available on the Office of the Registrar webpage.

Items that can never be identified as public information are a student's social security number, citizenship, gender, grades, GPR or class schedule. All efforts will be made in this class to protect your privacy and to ensure confidential treatment of information associated with or generated by your participation in the class.

Directory items include name, UIN, local address, permanent address, email address, local telephone number, permanent telephone number, dates of attendance, program of study (college, major, campus), classification, previous institutions attended, degrees honors and awards received, participation in officially recognized activities and sports, medical residence location and medical residence specialization.