Course Policy Statement

Last updated: August 22, 2013

1 Basic information


**Instructor.** Asst. Prof. David Phillips, Chauvenet 334, dphillip@usna.edu

**Extra instruction.** I am generally available in my office during the day. Feel free to stop by without notice if you have quick questions. If you need extensive help, or if you want to guarantee that I will be available, contact me to schedule an appointment.


All course materials (e.g. this course policy statement, syllabus, homework assignments, lesson notes) and important course announcements will be posted on the course website. **In the event the course website is down, Blackboard will be used.**

2 Grading

This course will be graded using *standards based grading*. Under this system, you will be assessed on how well you have mastered various course concepts. Assessments will be carried out in, more or less, typical fashion, i.e., with quizzes, projects, and examinations. However, you will NOT receive a grade for each quiz and homework. Rather, you will have a running score (on blackboard) of how well you have mastered the concepts. Each examination will be graded based on how well you demonstrate the concepts as well.

At the end of the syllabus is a list of the concepts you will be assessed on. On blackboard, you have a gradebook item for each subtopic, e.g., “When should we use simulation?” is a gradebook item. These receive a U for unsatisfactory, an S for satisfactory, or an E for exceeds expectations. The reason for examinations in addition to the semester assessments is that you’re expected to retain the knowledge you have learned. Each examination (there will be a midterm and a final) will be assessed in the same way as your semester scores, but with your semester scores being used for any topic not covered on the exam. Your overall grade will be composed of 85% of your semester assessment, 7.5% of the midterm score, and 7.5% of your final examination score. If your final grade is higher than your midterm score, then the final grade will replace it.

Your grade will then be determined by the following:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Assessment scores</th>
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<tbody>
<tr>
<td>A</td>
<td>S or E in all topics, E in at least 50% of the topics</td>
</tr>
<tr>
<td>B</td>
<td>S or E in all topics</td>
</tr>
<tr>
<td>C</td>
<td>S or E in 75% or more of the topics</td>
</tr>
<tr>
<td>D</td>
<td>S or E in 50% or more of the topics</td>
</tr>
<tr>
<td>F</td>
<td>S or E in less than 50% of the topics</td>
</tr>
</tbody>
</table>

You score the highest grade you qualify for.
**Class.** In each class, you will be introduced to new concepts, and given examples of how these concepts work. You will also work in small groups on exercises to help you learn these new concepts.

Most of the material in this course will require the use of a computer. Using the classroom computers for activities not related to the course material (e.g. reading Facebook, looking at YouTube videos, chatting in Gmail) is prohibited.

**Homework.** Homework will NOT be handed in or graded. However, you are encouraged to use the homework to help you master the topics listed on the syllabus. Quizzes will be based on the homework assigned. See also Reassessment below.

**Quizzes.** Starting in the second week, there will be quizzes given at the beginning of the Tuesday class. These quizzes will be used to assess you on a few of the standards. Quizzes may be longer, especially if the standard being assessed involves using software. There are no makeups, but you can immediately request reassessments if you are absent for a quiz.

**Inclass work.** Often, the lecture will include inclass work. You may be asked to hand in this work to be used as an assessment.

**Midterm and final examinations.** There will be one midterm and one final examination. These examinations will contribute to the assessment of whatever topics we have covered by then. The expectation is that the midterm will approximately half of the topics.

**Projects.** There will be a group project requiring you to work as a team with a few of your classmates. Teams will be assigned in the third week of classes. Deliverables from the projects will be a write-up and an oral presentation. Note that there the last topic (“Designing and implementing a simulation model”) is only assessed via the project. However, the project can help with the other assessments.

**Reassessment.** After an assessment for any standard during the semester, you are allowed to ask for reassessment. So, if you did not like your score you can ask to get another assessment. To do this, you must do the following:

1. Be specific in the standard(s) you wish to be reassessed.
2. Be willing to schedule a time to reassess the standard. This may be a due date.
3. Have waited (and hopefully studied) at least two days before the assessment.
4. You must complete the reassessment in the manner I see fit.

Reassessment can take many forms. For example, I may ask you to do a question on the board, or I may ask you to create a question related to the topic.

**3 Academic honesty**

**Academic honesty.** You are encouraged to work with other midshipmen whenever possible. Discussing the course material and homework assignments is a great way to learn.

However, cheating will not be tolerated. In particular, exchanging electronic files with work you have done for homework, quizzes, exams, and projects is not permitted unless stated otherwise. Cheating also includes, but is not limited to: looking at another student’s quiz or

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1Unless you wish to do a separate project on your own.
exam, copying someone else’s homework, using unauthorized material during a quiz or exam, and turning in an altered quiz or exam for a regrade. Any act of academic dishonesty will be reported to your company officer, the department chair, and your academic advisor.

See Policies Concerning Graded Academic Work (USNAINST 1531.53B) and 2010 Honor Concept of the Brigade of Midshipmen (USNAINST 1610.3H) for more information regarding academic honesty.

**Classroom conduct.** You are expected to behave professionally in class. Unprofessional conduct includes, but is not limited to: sleeping (stand in the back or the side of the classroom if necessary), side conversations, eating food (beverages are OK), and non-class-related use of electronic devices in class (e.g. checking Facebook, texting your friends). Persistent poor classroom conduct will be reported to your company officer.

4 **Section Leader**

As per USNA etiquette, I have chosen a section leader and an assistant section. In the event of both of their absence, I will ask a student, at random, to assume their responsibilities. These responsibilities are:

At the beginning and end of class, I will ask you to call the section to attention.

Take attendance. At the end of class, email me a list of midshipmen who:

- are absent,
- are tardy (include how many minutes),
- left early (include how many minutes).

If all midshipmen are present and on time, you can just tell me verbally.

If no instructor (me or a substitute) appears within 5 minutes of the start of the class, notify the Math Department office and direct the section in productive study. Under no circumstances should midshipmen dismiss themselves from a regularly scheduled class.

In the event of a fire alarm or other emergency, muster the section along Stribling Walk.

If the Section Leader is absent from class, the Assistant Section Leader is responsible for these duties. If both Section Leader and Assistant Section Leader are absent and I am not present, the highest ranking midshipman is the acting section leader with ties decided by alphabetic order (lastname, firstname).