

## **See Table of Contents to access all content specifically.**

*You are responsible for the contents of the syllabus, which are available to you from Day 1 as a resource. Any substantive changes during the semester will be announced via Canvas.*

The schedule is less important than the rest, for the most part -- **Canvas is our source of truth for deadlines and will be updated as necessary throughout the semester. The syllabus is intended as a living document to communicate course policies and general ideas about this course**, rather than the deadlines. Those live in Canvas. If ever you believe there is a mistake on Canvas, the course Piazza site is the right place to ask!

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## Course Instructional Team

### Faculty Instructor:

Jackie Cohen (Lecturer III) | [jczetta+SI506@umich.edu](mailto:jczetta+SI506@umich.edu) | Pronouns: she/her/hers

**Graduate Student Instructor (GSI):** Mandy Shen (MSI student) | Pronouns: she/her/hers

### Instructional Aides:

*You'll see IAs in office hours often; they also do a lot of grading in this course! Though you may not see them in person as much as Jackie and Mandy, they are instructors of this course and their word goes -- you may also ask them any questions; they will pass them on to others when they can't answer.*

- John Voorhess | Pronouns: he/him/his
- Keyaria Walker | Pronouns: she/her/hers

To reach the *whole team* by email: [si506W19instructors@umich.edu](mailto:si506W19instructors@umich.edu)

**This is the way you should always contact us, unless you have a very private concern for Jackie only. Please do not contact any other individual instructor about course policy. All such communication will be forwarded to the entire list.**

## Sections & Office Hours

**Individual office hours with Jackie** (for personal concerns, small/related questions, talking through concepts briefly, course or internship advice...):

By appointment. @ my office, North Quad 3369

Please select an available appointment from any slot labeled **Office Hours with Jackie** from [this calendar link](#). If there are none available, wait 24 hours if not urgent for more to show up. If none, feel free to email. If none available work for you and you would like to meet with me, that's fine -- please email me at [jczetta+SI506@umich.edu](mailto:jczetta+SI506@umich.edu) to set up an appointment. My appointment availability changes week to week, but you can *always* feel free to email me to set up an appointment. Don't forget about group office hours and Piazza if you're stuck!

**Group office hours & locations, staffed by various of the instructional staff:**

*May be added to and/or changed as time goes on. Changes will be announced.*

Monday 3:00-4:30 PM NQ 1286

Thursday 5:30-7:00 PM NQ 1286

Friday 4:00-5:30 PM NQ 1286

Office hours are staffed by (usually one) member of the instructional staff, who can help you with any material questions or review, and they are a place for anyone to hang out and work, together or not, with that resource available! Feel free to attend even if you don't have a specific question.

## Course Sections

*Note that all classes end at :50 or :20 -- ten minutes before the hour or half hour they are listed to end at on many official documents*

- 002 - Tuesday 5:30 - 6:50 PM, NQ 2255
- 003 - Tuesday 7:00 - 8:20 PM, NQ 2245

Both sections are taught by Mandy Shen.

You should attend the section you are registered for, but you may attend the other in occasional circumstances if you need to. You should *not* do this every day -- this course is full. If you need to switch sections, please contact the UMSI registrar.

## About this Course & Where it Fits in the Curriculum

This course is designed for students with little or no programming experience. There are no official prerequisites. No one is expected to have any prior programming experience at all. SI 506 is a prerequisite for SI 507, and for many other courses in the MSI/MHI program(s).

In this course, we start at the beginning, but go very quickly in the first couple of weeks. If you stick with the course and invest the necessary time, you will be amazed at how much you will learn in ~13 weeks.

What is a success for you depends entirely on how you feel and what you think. My primary goal is that you learn from this course and leave it better able to manipulate Python programs and data using Python, read and understand others' Python code, and write your own code, than you were when you began it. This is useful regardless of the career paths you may choose after this course, and will help you with problem-solving processes that go far beyond Python programming, or any computer programming. This is a course for every MSI/MHI student without equivalent experience, and is intended for many specific reasons, including to prepare you for many, many future courses in the program. You may find it useful for other reasons outside the MSI curriculum as well!

Different things are intuitive in different ways for different people. Throughout the process, the assignments are the best way to track your progress through the material. For example, **if the problem sets are difficult for you, we encourage you to go back and do the previous week's a second time without looking at your previous answers—it will go much faster, build your confidence, and prepare you to handle the next week's assignment.**

**Often the biggest problem students encounter in this course is trying to solve problem sets entirely by trial and error.** You can be moderately successful early in the course without fully understanding what you've done, but that will provide you a poor foundation for later on.

**We will focus on what code *does*, on understanding it rigorously.** If you do have programming experience, yes, you may find this easier: this course is not intended for you. Challenge yourself, try to help support your classmates in clear and understandable ways.

**Cramming does not work well when dealing with the material in this course.** I strongly advise against taking this course if you feel overcommitted: for most people, that is a very difficult prospect.

**Everything builds on the previous material.** If you try to learn it all at once, you are unlikely to succeed. The course is structured so as to force you to engage with the material multiple times every week. Challenging yourself with the readings and the concepts is important; practice is necessary. **You should expect to spend a substantial amount of time outside of class thinking about and working on these things** -- we have provided a lot of outside-class support, asynchronously (on Piazza) as well as in office hours and section times. You should take advantage of these as much as you feel you need. **If you are struggling with figuring out how to study, what way of learning works for you, how to approach or begin problems in this course, communicate with your instructors *right away* -- don't wait.** That's what we're here for.

Good luck and welcome aboard!

## Learning Objectives of this Course

- To gain competency in a number of programming skills that can be applied in many programming languages
- To gain the experience of learning to use a programming language that can be used in many contexts (Python, in this case)
- To gain competency in debugging simple and intermediate Python programs and build a set of problem-solving skills for working with symbolic systems and programmatic concepts
- To build a personal problem-solving toolset for code and technology projects

- To be comfortable writing and analyzing small - medium size/complexity programs (approx. up to ~1000 lines of code, <= 3 files, multiple external Python libraries, are all items you may use as guidelines for our intentions by "medium size and complexity of program") that deal with object-oriented programming, complex Python tools, and accessing and processing data from the internet -- all such that you can move on to more complex programming goals.
- To be able to successfully move on to SI 507 at UMSI, or other slightly more advanced programming courses / courses for which SI 506 is a listed prerequisite.
- To gain understanding of the vocabulary and considerations a programmer must make in a programming job, such that in a programming-adjacent job you could contribute to programming-related conversations and/or use some programming to make your job or life easier in various way(s).

## Required Assignments in this Course

### • Readings:

- **There will be reading assigned to go with each lecture.** Lecture expects you to have done the readings -- one of the most important parts of understanding a new symbolic system, like computer programming, is to review ideas many times, in different ways. **Readings are one of the most important parts of this course.** If you haven't done the readings before you come to lecture, class will be difficult to understand and difficult to engage with. You'll find readings linked in the **Readings** section of the Canvas site. There is nothing to submit for readings, but you should expect to spend time engaging with them thoughtfully.

### • Problem Sets

- **The majority of points in this class come from Problem Sets**, which will each be a number of programming problems.
- **Each Problem Set is worth 1000 points.** There will be a problem set pretty much every week. They are due at 11:59 PM on Sundays.
- You should *not* expect to do each of these in one night, though they are likely to get easier with practice -- they will also deal with more and more challenging material over the course of the semester. Take a look at the week's problem set on Sunday or Monday before the week begins, to get an idea of what you'll need to understand.
- Your problem sets are graded by a rubric, and everyone's is graded in the exact same way. See: **Grading in this Course** and **Communication in this Course** for more on grades and discussing grades.
- Most problem sets will be submitted to a grading tool via Canvas for auto-grading. Grading for problem sets happens automatically, but we also have human graders reviewing the grades.

- **We do not grade problem sets that do not run. The code doesn't do anything if it doesn't run.** Your first goal, for which there will be a lot of support in the course and course materials, is always to get the code to run -- which is not necessarily the same as getting it all to work correctly!
- See **Late Assignments** section for information about how late submissions work for problem sets.
- *Your lowest problem set score across the semester will be dropped from counting for the final grade.*
- The first four or five problem sets will be run in a *slightly* different way than the remainder of the problem sets, as you first rely more on internet-based tools and then will be proceeding to do some installations on your own personal computer. The submission process and challenge of the problem sets may change slightly over the course of the semester, but the basic ideas will remain the same.

### ● **In-Class Midterm Exam**

- There is an in-class midterm exam, on paper. (Yes, there are reasons.) **You can bring an 8.5x11 sheet of paper to the exam with anything you want written or typed on it, on 2 sides. No other notes, no computer or internet access.**
- The midterm exam is worth 3000 points. We will provide general tips for studying, but my overall suggestion is to focus on the readings and understanding why you write the code you write on the problem sets and section exercises, and you'll be OK.
- This exam is **IN CLASS**. You are *not* expected to need to miss it. You should be sure you will be in class that day. Put it on your calendar. (See **Course Topics & Schedule** below.)
  - **If you have test accommodations for extended time that will absolutely not work for the class time period, or another unavoidable conflict, you should contact Jackie *right now*.** No, seriously.
- There will be an alternative midterm date that is only for students with *hard conflicts* for the first midterm. I do not expect there to be many, indeed perhaps not any, of those, because it is an in class midterm. Mark it on your calendar. **You need to let me know of midterm hard conflicts by the end of January.** (Of course, barring unforeseen major circumstances. Don't schedule interviews during the midterm -- you can know what the date of the midterm is right now, on the first day of the semester!)

### ● **Final Project**

- The final project is due at the end of the semester. It is worth 4000 points. There will also be points ( $\leq 1000$ ) that will come from structured, required, prerequisite parts of the assignment, e.g. a Final Project Plan, to help you progress on the project.

- We'll have some direction and requirements for the final project, but you will also have an opportunity to be creative. These specifications will be released some time after the midterm.

- **Discussion Section Attendance**

- Discussion Sections are generally time to emphasize concepts from lecture and introduce small new concepts that we don't have time to go into detail about in the lecture. You will work on problem solving activities, individual and in groups, and talk about code and problem solving, and submit work which is graded for whether or not you attempted it, not correctness.
- **Discussion Section Attendance counts for points.** Each session is worth 100 points, and there is a maximum score of 1000. Attendance is measured by whether you have submitted the discussion attendance exercise (also see below for more specifics about attendance).
- ***You can miss up to 2 discussion sections with no penalty (there will also be at least one week in the semester where discussion section is cancelled or optional).***
- **You can waive discussion section by completing the problem set for the week in advance of your section.**
  - **In order to waive a discussion section** (not attend and yet still receive the points), you must complete that week's problem set, submit it, and then go to the **Discussion Section Attendance** assignment for that week on Canvas and, instead of submitting the discussion section assignment, submit text *"I am waiving section on <weekday> <the date>, because I have completed <the problem set, e.g. Problem Set 3>".* You can find these in the Assignments > Discussion Section Attendance > Section Week # (e.g. Section Week 3). **That's all you have to do!**
  - Waiving a section means your problem set must be done *before your discussion section.* We strongly encourage attending discussion -- especially, helping your fellow students during discussion section if you feel you have a solid understanding of the concepts! But we've provided this waiving opportunity just in case you find it useful.
  - You are expected to be on time and act respectfully toward your GSI and your fellow students in discussion section in order for your attendance to be counted.

## Course Topics & Schedule

Lectures are Tuesdays and Thursdays, 2:30 - 3:50 pm in NQ 1255. We begin promptly at 2:00.

Below are the general topics we will cover, in an approximate order, and some important deadlines (e.g. the midterm, the final project deadline).

You can expect approximately 2 - 4 topics to be covered per week, and for each assignment to pertain primarily to the prior Tuesday and Thursday lectures.

Assignment due dates will appear on Canvas (see **Syllabus** tab and/or **Assignments** tab, though for the first few days of the semester, you will see things being edited and/or populated).

Lectures may not *specifically* hold to these topics -- you should treat this as a very approximate judgment of the type of topics we will cover. **When you look for deadlines or grades, they are only real when they are on Canvas.**

## COURSE TOPICS

- Class introduction and course expectations
- Using course software
- Introduction to formal language
- Methods for understanding code
- Variable assignment and reference diagrams
- Expressions, variables, data types
- Print statements, function calls
- Evaluating code
- Sequence types and selection
- Sequences and operations on them
- Methods and more on types
- Accumulator pattern
- Code blocks
- Conditionals
- For loops and control statements
- Dictionaries and introduction to dictionary accumulation
- Complex dictionary accumulation and problem solving
- Indefinite iteration
- Function definition
- Sorting data (in Python)
- Debugging
- Python installation and command prompt use
- Introductory Bash commands for programming
- File methods and file reading/writing
- Advanced functions, keyword parameters
- File formats (text, CSV, JSON)
- Using, understanding, and manipulating nested data
- Module imports and use
- Exceptions and exception handling
- REST APIs and use, getting data from the internet (some ways)

- Introduction to caching data from REST APIs
- User defined classes and instances
- Building and planning projects with all of the above

## Important Deadlines and dates for this course

**In-Class Midterm:** Tuesday, February 26th

**"Spring" Break (NO CLASS):** Saturday March 2 - Sunday March 10

**Final Project Due (Online submission):** Saturday, April 27th

## Grading in this Course

Assignment Type	Total Points
Problem Sets	Approx 10,000
Other small assignments	Approx 1000-1500
Discussion Attendance	1000
Midterm Exam	3000
Final Project	4000
<i>Approximate</i> Total Points Possible	Approx 19,000

- Lecture attendance is *not* graded but *is* expected and will be very useful for you. Historically there is a *strong* correlation with non-attendance at lecture and poorer performance on problem sets, even for students who have previous programming experience. We are all adults; it's entirely up to you.
- Piazza contributions are not required but *are* expected, and will be very useful for you.
- You are expected to contribute to course meetings in the way that you need, either aloud or on Piazza or both.
- We strongly suggest making yourself available for office hours when you are able. However, they are not required, only recommended if you find they are what you need.

All point amounts are subject to change with several days' warning during the semester. Change is unlikely, but possible under necessary circumstances.

All grades will ultimately appear on Canvas and are only real once they are on Canvas. You earn points, they're not subtracted. Everyone begins with 0.

All grades are applied to assignments with rubrics that will apply to every student in exactly the same way.

For asking further or specific questions about grades, see the section on **Communication in this Course**.

**Final letter grades will be assigned by percentage:**

Percent Threshold	Letter Grade
51	E
58	D
63	C-
71	C
74	C+
77	B-
81	B
86	B+
89	A-
92	A
99.5	A+

**A Note on Grading:**

Yes, I am aware that an A+ grade *may* count for your GPA for students enrolled in the Ross School of Business.

That score is *extremely difficult* to get, even if you understand everything absolutely perfectly. There are very many ways to do extremely well in this course without that incredibly unusual score, and many achievements available in this course that are ultimately more important. Please do not ask for additional points to bump you up a grade, no matter how much you want them. *Everyone* is 2 points below whatever score they would get if they had 2 more points, etc. If you understand the material/are working to understand the material, you should be proud.

If you have a concern about a grade on any assignment, believe we've missed something and want us to check, or you want a grade explanation or re-grade, you're welcome to that: please see the **Communication in this Course** section in this syllabus for how to go about that.

## **Late Assignments, Missed Attendance, & Extensions**

**Any graded assignment (homework or project) may be submitted at a deduction of 10% of your grade per day of late submission.** After submitting a late assignment, please submit a regrade request Google form (located in the front page of the Canvas site) and make sure to check "Yes" for the question "Are you submitting this request for a late assignment?" then submit. Check out "Graded Assignments in this Course" for specifics about how many submitted assignments you may miss in any case.

**Assignments that are not problem sets may not be submitted late without a specific other policy or allowance.**

We reserve the right to change this with advance notice if necessary, but will let you know about this with as much notice as possible.

**We have no course guarantee about when late assignments will be returned with comments/grade.** By submitting assignments late, you are giving up the assurance that you will get feedback at the same time as everyone else.

**For unusual / personal circumstances for which taking a late penalty does not work for you, please see below before emailing Jackie.**

For any regularly occurring circumstances which will interfere with course schedules, please ensure you have reached out to OASA and/or SSD as appropriate to ensure you have the accommodations and plans that you need.

## **Extensions and Excused Absences**

Extensions and excused absences are, in the general, not granted in this course.

The syllabus, as detailed above, provides a number of ways for you to work around other things that may happen in your life that may keep you from turning in work / on time. Check out **Graded Assignments in Canvas** for specifics on each one!

You are all graduate students who have not only other classes and commitments but lives of all different kinds outside of this course. I completely understand and expect that. The staff team

and I each have a life outside this course, too! I leave it to you to determine how you need to complete the work to succeed in this course, and we are here to support you.

**Sometimes this course cannot be a priority for you, and that's completely okay.**

I've seen a very large number of different things happen to different people when they were students in a class of mine (and others'), and all these different things have affected different people in different ways, or caused them to make different choices about different pieces of schoolwork. Among other things, we do not want to be prioritizing the needs of those who ask, often at the unintended expense of those who do not. So: **Choose where your priority is on any given day. Sometimes stuff happens -- you don't have to ask.** If you can't do something today, you can't do it today. **You already know what you can miss or turn in late with no penalty, and if you decide that a penalty is worth it, that's fine.** It does not make you a worse student or person or anything.

If you need an *overall* accommodation, you should come to OASA, and to me (Jackie), with what you need at the very beginning of the semester so we can make sure you have what you need! Don't put it off "because it might work." Tell UMSI student affairs right away and they can help -- we want you to. Please see **Accommodations and Services for Students** and/or contact the Office of Academics & Student Affairs for more!

If you are concerned about something and believe you MAY need an accommodation, please seek out UMSI advisors or staff to consult about this, and let me (Jackie) know **right away**.

## **If you think you need an extension or altered schedule for assignments at any point**

*You* know what you need better than I do. I do not grant extensions *to* you (see above). If you know that you need something different than what is set up, you need to let me (Jackie) know clearly in an email with **[SI 506 - PLAN]** in the subject the following things for my approval, and if you are struggling to make plans, you can reach out to OASA or another advisor for help making your plan to write up in such an email! It is also okay to let me know *after* a significant event that it has affected you such that you need to make a plan like this to apply to recently past assignments -- let me know what **YOUR** plan is to be on track for the course, as follows:

- **Which assignments you will not be turning in on time**
- **What your new deadlines for each will be**
  - You should submit them via Canvas
  - AND submit a regrade request which includes a clear note that you and Jackie have an agreement such that this assignment should be graded without a late penalty

- If this is a situation that e.g. requires your missing discussion sections, that is okay -- you should explain which sections you will need to miss, and how it is you will ensure you are keeping up to date with the material. You will then need to submit to the attendance assignments something like "Not attending - per agreement with Jackie"
- **Any additional plans you have (e.g. attending office hours, a study schedule) for getting back on track with the course**
- **At what time you plan to be back on the Canvas schedule for the course**
- Any other details you absolutely need me to know for this course. You do not need to share any private information you do not want to share, but please see sections about accommodations or below notes if you feel something significant is happening in your life that affects your coursework.

I will not come up with these things for you -- everyone is different. This is up to you.

It is okay if this comes after-the-fact of a major occurrence, we can always put policies into place retroactively if necessary, but this is always going to be the answer to a question about an extension.

***If you don't believe it is possible for you to get back "on track" with the course, then it is DEFINITELY time to reach out to Sarah Regan or someone else at OASA, who can support you! See right below.***

At any time, if extreme personal circumstances occur, such as serious illness/injury/health/concern or family/loved ones' illness/injury/health/concern (of course, health includes mental health as well as physical health), major/sudden events, or other personal **extreme circumstances which prevent you from being able to do work or be at school**, this is what you should ALWAYS do with respect to this course:

- ***Make an appointment, or contact via email, ASAP, the Office of Student Affairs at UMSI.***
  - Most MSI students will want to speak to **Sarah Regan**, the Assistant Director of the MSI, about academic concerns, who you can reach at [sargiero@umich.edu](mailto:sargiero@umich.edu). If you are an MHI student, you will want to contact **Annie Knill**, [ahilde@umich.edu](mailto:ahilde@umich.edu).
  - **Laura Elgas**, Director of Academics and the Office of Student Affairs at UMSI, [lauramb@umich.edu](mailto:lauramb@umich.edu) is also an option to reach out to for anyone in a UMSI course.
  - They are, in general, who you should contact first, not me. If you feel comfortable with a particular instructor and want to reach out to them for support, that's also OK, but we are generally not able to provide the types of support that OASA can.
- ***With them, relay your concerns -- they will help you reach out to all of your instructors!*** If you want, they can also provide you with other resources that may be helpful for you, depending upon what you are looking for. This is especially useful if you

are encountering a situation that will take you away from school for a while for an emergency -- they can help reach out to all your instructors to make them aware to e.g. not expect you in class.

**Look ahead at the course schedule now. If you see a real conflict with an in-class exam or similar, you should tell Jackie before the second week of class so you can make a plan ahead of time.**

But if, for example, you know you will be celebrating a birthday one weekend, you should just plan to get started on your work ahead of time that week and check out the policies for class in this syllabus. We [cannot reasonably change deadlines for everyone](#).

## **Final note on religious observances and any accommodations you need**

**Religious holidays you observe that do not accord with the university's holiday schedule ARE, per university policy, always excused absences.** We keep an eye on the calendar of religious holidays and generally will try to offer optional course attendance on those days -- many of them are noted in our schedule. However, if we miss a religious obligation you observe, it's still the case: if such a holiday will take you away from class that is worth points, or that you would not otherwise want to miss, please speak with Jackie and/or your GSI in advance, to find a time to make up for any content you miss. We will work with you to arrange an alternative. We do hold class on many holidays that are observed that do not coincide with the UMich calendar.

For other accommodations you need to take this course, please see the section on **Accommodations and Services for Students**.

## **Asking Questions in this Course**

You should see [THIS FLOWCHART PROCESS](#) for solving your problems and asking questions in this course!

## **Python Resources at UMSI / U-M**

Every semester I get questions about additional resources for learning Python/catching up in the course/etc. Here's what I have to say, so see if this answers your question(s):

- Reach out to classmates about a study group
- Make sure you are going to office hours and carefully reading the textbook and Piazza answers, reviewing lecture notes, etc.

- Come up with a study plan for yourself -- often challenges come from not working through the material in the right way for you. It's a great idea to make an appointment with Jackie or a GSI to discuss the way you study & prepare for work in this course.
- Challenge yourself to explain concepts to yourself and to others: this is the best way to learn.
- You may hire a tutor, of course, if you are personally able to, but I do not generally recommend it: it is better to know exactly what is going on in this course and use the course resources to their full extent than to rely on someone who may not be familiar with this course.
  - A CS student who knows Python is *unlikely* to be able to help you in as useful a way as a GSI or IA in this course, because they will not know what we are teaching! It's not useful for a tutor to be able to do your homework -- only for YOU to be able to do your work so you understand these concepts and can take them to other classes and work that depend on these.
- Most significant difficulties in courses like this one come from not finding the way that is right for YOU to study for THIS material, which may be different from other courses, and from not ensuring you are spending the time you need working through concepts (*not* staring at a screen, working through concepts). You should go to office hours to seek support if you find you are having trouble.

## Communication in this Course

- **For questions about material in the course**, including general HW confusions, you should post on the **Piazza site**, which you can access via the Canvas site (you can also log in through Piazza directly after you have enrolled in our 'Piazza class' by clicking a link in an email or doing so on the Canvas site). **Material questions are NOT right for email.** We do not want to answer questions that go for absolutely everyone more than once via individual email! We've all got stuff to do.
- **For questions or concerns about grades/scores** ("I think I got an incorrect score on Problem Set 2, problem 3", or "I don't understand my score on PS4" or absolutely anything else to do with grades), please **submit to the regrade request form**, linked on the Canvas site. We will address those questions by responding to you via email or Canvas comment, as soon as possible. I promise you that if you submit to this form, you will get a response, but it will generally not be instantaneous. Please don't expect it to be. **Please do not email us to ask when you will get a response, unless it is a truly urgent matter.**
  - Absolutely any question or concern about points must go to the Regrade Request form. No exceptions. You can ALSO email or discuss concepts with an instructor, **but an instructor, including Jackie, will not and cannot make you individual score promises in person** so we can ensure we are grading the entire class equitably.

Don't use the regrade request form to ask for help -- only **use it to ask for us to check on whether your scores are correct if you think we have made an error somewhere or find out why you have received a certain score.** Follow the prompts, and submit only one response to the form for one assignment. Questions about two assignments? Submit twice, once for each one!

- **For general questions, desire for explanations, etc,** please go to Piazza, and try to attend a meeting of group office hours if you want in-person explanations. You can schedule individual meetings with Jackie at the link in the **Office Hours** section of this page. Piazza questions will be regularly reviewed and responded to, but you should expect regular, but not immediate, responses from instructors. You'll get quicker and better responses if you answer one another's questions on Piazza as well! That makes your instructors better able to support you all.
- **For private questions, e.g. questions about extensions or personal circumstances, but NOT about regrades,** please email the course email listserv. That will reach all of the course instructional team.
  - We all need to stay aware of course policies and communication, and the group email helps us do that. If you are uncomfortable sending an email to the entire instructional team for personal reasons, contact Jackie directly via email.
- Our (instructors') communication with all of you together will occur via Canvas announcement (or in class/office hours, of course). **You will be expected to have received all information sent in Canvas announcements.**
- If you email any instructor(s)/the instructor email list, we *can not* guarantee that you will get an email back within 48 hours or after normal business hours, but we will try our best.

## Academic Integrity & Collaboration in this Course

All assignments in this course must be turned in individually. However, we do strongly encourage helping one another, asking and answering questions, and walking through your thought processes. **There are restrictions and particular things to note, as follows.**

- **If you get help from someone for writing your code, cite that specifically in your submission (in a comment in your program).** You do not need to cite learning from lecture or section, or from your textbook(s) or instructors (unless you are citing collaboration with another student that occurs during lecture or section!). **If you use another person's code directly, in class or from the internet, you must also cite that in a comment to your code indicating what you borrowed, and where/who from.**
- If you give help to someone else, or work with others on HW, etc, *do not type on their computer.* Talk as much as you like, but everyone should get the experience of typing

and completing problems in the way they normally do (e.g. it's not okay for a friend in the class to type your HW for you while you watch because they know how to do it already, nor for you to ask for someone's computer to just finish a problem because it's frustrating not knowing how to communicate what you're thinking about code. The challenge is worth it!).

- If you are "working on a problem set with a friend" and the friend types the problem set and then sends it to you to turn in, this is
  - (a) A breach of academic honesty and may have serious consequences
  - (b) A terrible idea for your learning and your ability to perform on the midterm and final project

*Don't* be either party in that situation. Type only your own homework.
- Posting code snippets on Piazza is great, and encouraged, to go with your questions/explanations! Posting complete answers or 90% complete answers (use your judgment, explain as much as you can) to assigned HW problems is not acceptable.
- Attempting to get points for material submitted after the deadline without prior approval from an instructor is not acceptable.
- Using answers provided directly from past semesters, e.g. if they are the same or similar to work this semester, is *not* acceptable. To use any past assignments from others as reference for your own is a serious breach of academic honesty and may result in serious consequences. Copying others' answers is very different from *hearing an explanation* from a fellow student or a past student, even if the explanation involves walking through little bits of code.
- Using answers from another course if there are similar assignments (e.g. someone else's assignment from SI 506 or SI 507) or sharing your own work with someone in another course is a breach of academic honesty. It is *not* acceptable and may have serious consequences.

Any statements or phrases from the work of others, including code snippets, must be clearly identified, and proper citation must be provided. Unless otherwise specified, all submitted work must be your own, original work.

**The format for citing code is as follows:**

<author(s) names> (<date>) <title of program/source code> (<code version>) [<type>]. Web address or publisher.

e.g.

**Smith, J (2011) GraphicsDrawer source code (Version 2.0) [Source code].**

**<http://www.graphicsdrawer.com>**

Make sure, of course, that citation does not interfere with your code running -- put it in a comment or accompanying text file.

For citing fellow classmates' code, it's OK to say in your assignment, in a code comment, e.g.

```
# I worked on this code lines 10-15 with Lianyi Li.
```

In such a case, Lianyi should also comment their assignment about you!

**You do *not* need to cite working with a GSI or IA or with Jackie.** If you use code provided by an instructor or by course materials in a *project* you are submitting as your own work, you *should* cite that. It's OK to cite code from class simply such that it comes from course materials in SI 506 W19.

**Any violation of the School's policy on Academic and Professional Integrity (stated in the Master's and Doctoral Student Handbooks) will result in serious penalties,** which might range from failing an assignment, to failing a course, to being expelled from the program.

Academic Integrity specifics in this course are laid out above but also follow *all* applicable specifics in the school handbook! Violations of academic and professional integrity will be reported to UMSI Academics & Student Affairs and may be reported to the Dean(s).

Consequences impacting assignment or course grades are determined by the faculty instructor; additional sanctions may be imposed by a school administrator.

## Accommodations and Services for Students

**If you need or believe you may need an accommodation, e.g. for a disability, please let the instructors know at your earliest convenience.** Some aspects of this course, the assignments, the in- class activities, and the way we teach may be modified to facilitate your participation and progress. As soon as you make us aware of your needs, we can work with the Office of Services for Students with Disabilities (SSD Office) to help us determine appropriate accommodations. SSD (734-763-3000; <http://ssd.umich.edu/>) typically recommends accommodations through a Verified Individualized Services and Accommodations (VISA) form. We will treat any information that you provide in as confidential a manner as possible.

Please make sure Jackie receives all notification about accommodations (e.g. test accommodations), and that your GSI receives all relevant information for your section *as soon as possible* in order to ensure that your needs are met.

If you have a concern along with or separate from the above that affects the process of class at large or for you personally, please approach or contact me (Jackie) confidentially. I will also treat any such shared information in as confidential a manner as possible and will do what I can to ensure you have what you need in this course and/or have the resources to find it.

I have previously spoken with students who wished very much that they had reached out for resources like this early in the semester, rather than mid- or late-semester! If you feel that you

might need support or additional resources of some kind, please reach out to the UMSI Office of Academics and Student Affairs (OASA) right away.

## **Mental Health and Well-Being at the University of Michigan**

The University of Michigan is committed to advancing the mental health and well-being of its students, while acknowledging that a variety of issues, such as strained relationships, increased anxiety, alcohol/drug problems, and depression, directly impacts students' academic performance. We take this seriously.

If you or someone you know is feeling overwhelmed, depressed, and/or in need of support, for any reason, services are available. For help, contact Counseling and Psychological Services (CAPS) at (734) 764-8312 and <https://caps.umich.edu/> during and after hours, on weekends and holidays or through its counselors physically located in schools on both North and Central Campus. You may also consult University Health Service (UHS) at (732) 764-8320 and <https://www.uhs.umich.edu/mentalhealthsvcs>, or for alcohol or drug concerns, see [www.uhs.umich.edu/aodresources](http://www.uhs.umich.edu/aodresources). For a more comprehensive listing of the broad range of mental health services available on campus, please visit: <http://umich.edu/~mhealth/>

If you are seeking advice, answers to questions, or help accessing resources, you should contact the Academic & Student Services Office within UMSI, on Maynard St. You can also contact them for support with academic or personal advising while in the program.

Any personal concerns you have about your mental health or resources available for you during your time here at UMSI, in this course or otherwise, whether or not related to an accommodation you have previously felt need for, you should contact the Office of Academics & Student Affairs (OASA) for more information on resources available and help finding them or navigating a problem.

If you feel overwhelmed in any way, the OASA can often provide very useful resources either right there in the office or for you to reach out to. It's never "too minor." **You can reach out to Sarah Regan: [sargiero@umich.edu](mailto:sargiero@umich.edu) or someone else from OASA and should certainly do so right away if you have concerns or worries in this area -- we want to ensure you have the support you need.**