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Course Instructional Team

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

Graduate Student Instructors (GSI):
One GSI will teach your discussion/lab section, but every GSI in this course is "your" GSI -- you'll likely see them all during lecture and/or office hours and can ask any of them questions. There are no different policies among sections. You should not contact your GSI individually by email for course questions -- see the course listserv below and the Communication in this Course section.

- Linfeng Li (PhD student) | Pronouns: he/him/his
- 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 GSIs and Jackie, 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.

- Danielle Colbert | Pronouns: she/her/hers
- Catie Olson | Pronouns: she/her/hers
- John Voorhess | Pronouns: he/him/his
- Keyaria Walker | Pronouns: she/her/hers

To reach the whole team by email: si506f18instructors@umich.edu

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 to set up an appointment.

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.

- Mondays, 7 - 9 PM - North Quad 2185
- Wednesdays, 1 - 2:30 PM - North Quad 2185
- Wednesdays, 5 - 7 PM - North Quad 1255
- Friday, 10:30 AM - 12 PM, North Quad 2255
- Sundays, 1:30 PM - 3:30 PM - North Quad 2185
Course Sections

**NOTE:** Please attend **only the specific section you are registered for.** There is no flexibility on this issue -- there are too many people registered for the course. Please contact the UMSI Registrar's office with registration concerns. Do not contact your GSI about registration.

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

- 002 - W 1 - 2:30 PM - 2255 NQ
- 003 - Th 7 - 8:30 PM - 1265 NQ
- 004 - W 8:30 - 10 AM - 1255 NQ
- 005 - W 8:30 - 10 AM - 1265 NQ
- 006 - W 7 - 8:30 PM - 1265 NQ
- 007 - W 1 - 2:30 PM - 2245 NQ
- 008 - Tues 5:30 - 7 PM - 1265 NQ
- 009 - Tues 7 - 8:30 PM - 1265 NQ
- 010 - Th 8:30 - 10 AM - 1255 NQ
- 011 - Th 1 - 2:30 PM - 2255 NQ
- 012 - Th 2:30 - 4 PM - 2255 NQ

About this Course & Where it Fits in the Curriculum

This course (this semester) 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).

You are responsible for the information here in the syllabus and can find what you need from the table of contents, above. 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! You'll see and hear more about that.

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.
Don’t be intimidated by the few students who may already know how to program well. Some students who have previously taken a more advanced programming course but didn’t feel they mastered the concepts do take this course. But they are likely to have an easier time than those who have never programmed before. What is a success for you depends entirely on how you feel. 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.

The instructional staff is committed to helping every student get to the point where they are comfortable writing computer programs. It’s an exciting and powerful place to be. Some concepts will definitely take some time to sink in. 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. 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. Especially early in the course, don’t settle for just getting by; stick with things until you feel like you’ve mastered them. We will focus on what code does, on understanding it rigorously. If you do have programming experience, yes, you may find this easier. Challenge yourself, try to help support your classmates in clear and understandable ways. What may be easy for you due to previous experience, time, or situation is not easy for others, but all of you can do it with the right schedules, work, and support.

Cramming does not work well when dealing with the material in this course. I’ve put a lot of warnings throughout this syllabus about the amount of time and energy and commitment it takes to feel successful at programming for the first time. There is a reason for that. This course is not easy and it is nearly impossible to complete with minimal effort. 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**, and it should make sense by the third or fourth time you’ve seen it, even if it doesn’t come to you immediately. 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 until you feel you've fallen far behind. That's what we're here for.

Good luck and welcome aboard!

Learning Objectives of this Course

- To gain competency in a number of Python programming skills
- 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 programs (up to ~800 lines of code, <= 3 files, multiple external Python libraries) that deal with object-oriented programming, complex Python tools, and accessing and processing data from the internet
- 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 some way(s).

Graded Assignments in this Course

- **Readings:**
  - There will be reading assigned to go with each lecture. Readings are required, and there are points associated with them. This happens via the textbook: you get to it via Canvas, and the textbook keeps track of whether or not you have:
    - Opened all the pages of the reading by that lecture
    - Engaged with a certain number of the activities (usually this is 80% of them, but it is listed on the assignment if you're curious) or more by the start of lecture (the activities are e.g. multiple choice questions, interactive code blocks, etc) -- they do NOT have to be correct if they involve a question! Just try them!
  - Each reading (for each lecture) is worth 50 points.
  - You cannot complete these late for points. If you miss one, that's OK, you missed one! You would have to miss a large number to notably affect your grade. You
can get partial credit on these -- they are automatically calculated, as you'll see in class, but you should certainly generally aim to get full credit.

○ **Readings are one of the most important parts of this course.** If you haven't done the readings before you come to lecture -- aside from losing 50 points, which doesn't matter very much, class will be difficult to understand and difficult to engage with. Lecture is a place to dive deeper into concepts, look at other ways of understanding them, and break open your questions. The readings almost entirely occur in an interactive textbook, and you should try all of the activities that go along with the reading. Answer the multiple choice questions, run the code windows. This will help you learn enormously, and it will also help us gauge how to structure the class to best help you learn.

**Demonstrate Your Understanding**

○ There will be a "Demonstrate Your Understanding", or "DYU", assignment, which is a short explanatory answer to a question (or a few questions) about the material you worked with that week/recently in class.

○ Each week’s Demonstrate Understanding assignment is due on each Sunday at 11:59 pm, and it may touch upon either or both of the sessions that week.

○ **Each DYU is worth 100 points.** There will be at least 11 over the course of the semester, so you can miss at least one with no penalty.

○ **DYU GRADING:** A GSI will grade your DYUs. Each time, as long as you have submitted the DYU on time, your GSI will either give you full credit, or point out an error or problem with your explanation and ask you a question about it, and not give you a grade yet. You can answer that question for another chance for full credit, until the time the next DYU is due). If you have not responded to your GSI’s comments by then, the possibility to re-submit the assignment will close and you will get a 0. You should aim to demonstrate understanding in this assignment in your response to the question. The answers may be, and should be, brief -- clarity is what matters.

○ These are submitted on Canvas.

○ These are an opportunity to push yourself, and for your GSIs to lean on you for very specific understanding.

**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, just like the DYU assignment.

  ▪ You should not expect to do 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.

- You can generally expect grades returned within a week of submission.
  - 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.
  - 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 done in the course's interactive textbook, integrated with Canvas, which you will learn about in class. After that, they will be submitted directly on Canvas.

- **In-Class Midterm Exam**
  - There is an in-class midterm exam, on paper. 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 -- much less than the problem sets altogether, and less than the final project. We will provide 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 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 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.
  - Not everyone is happy with or "good at" exams. That's okay! There are reasons supported by research why we continue to have a paper exam in this course, though we understand it can be frustrating.
  - There will be a way to work through midterm challenges at that time.
  - There will be one (1) alternative midterm date 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 September -- we will have a way to submit them to us the last week of September.**

- **Final Project**
  - The final project is due at the end of the semester. It is worth 4000 points, although some of those points will come from structured, required, 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. Most of the time, you will not submit work, but this may vary. Each Discussion Section is led by a GSI.
  - **Discussion Section Attendance counts for points.** Each session is worth 100 points, and there is a maximum score of 1000.
  - 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. Yes -- they're pretty early in the week, so I do not expect this to happen often, but if you get ahead, you may be able to do this.
    - 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 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!
    - 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 Schedule**

Lectures are Tuesdays and Thursdays, 4:00 - 5:20 pm. We begin promptly at 4:00. Topics listed here are subject to change. Unless there is a very significant change, small edits made to future topics in lecture may not be announced. All significant changes will be announced via Canvas.

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<tr>
<th>Lec</th>
<th>Date</th>
<th>Topics</th>
<th>Notes</th>
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<tr>
<th>#</th>
<th>Date</th>
<th>Topics</th>
<th>Notes</th>
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| 1  | 9/4   | Class intro, course expectations, (re) introduction to formal language, methods for understanding code, variable assignment, reference diagrams | Sections ARE being held this week.  
This first section can't be waived. |
<p>| 2  | 9/6   | Expressions, variables, data types, print statements, function calls, more reference diagrams |                               |
| 3  | 9/11  | Evaluating code, function invocations, introduction to sequence types and selection. |                               |
| 4  | 9/13  | Sequences and operations on sequences, sequence methods/methods on types. Intro to accumulation pattern and code blocks. |                               |
| 5  | 9/18  | More complex accumulation patterns. Conditionals, control statements. |                               |
| 6  | 9/25  | Dictionaries and introduction to dictionary accumulation. More accumulation patterns, more conditionals, more code analysis and debugging. |                               |
| 7  | 9/27  | Indefinite iteration. More dictionary accumulation. Introduction to function definition. |                               |
| 8  | 10/4  | More on defining and calling functions. |                               |</p>
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<tbody>
<tr>
<td>9</td>
<td>10/9</td>
<td>Intro. to Unix and command prompt, computer filesystem. Python native installation.</td>
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<td></td>
<td>10/16</td>
<td>NO CLASS - FALL BREAK</td>
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<tr>
<td>10/18 (Th)</td>
<td>In-Class Midterm</td>
<td>Sections this week -- altered for midterm review</td>
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<tr>
<td>11</td>
<td>10/23</td>
<td>Intro to advanced functions: optional/keyword function arguments.</td>
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<tr>
<td>12</td>
<td>10/25</td>
<td>More advanced functions: lambda expressions / anonymous functions. Introduction to tuples.</td>
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<tr>
<td>13</td>
<td>10/30</td>
<td>Intro to sorting in Python. More on advanced functions and function problem solving.</td>
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<td>Week</td>
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<tr>
<td>14</td>
<td>11/1</td>
<td>Introduction to nested data: Understand, Extract, repeat.</td>
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<tr>
<td>15</td>
<td>11/6</td>
<td><strong>NO CLASS - U.S. Election Day</strong></td>
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<tr>
<td>15</td>
<td>11/8</td>
<td>Writing and reading files.</td>
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<td>File formats (JSON, CSV, XML).</td>
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<td></td>
<td></td>
<td>More on nested data.</td>
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<td>Module imports, pip installer.</td>
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<tr>
<td>16</td>
<td>11/13</td>
<td>Exceptions and exception handling.</td>
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<td>Intro to pattern of saving and caching data.</td>
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<tr>
<td></td>
<td></td>
<td>Introduction to data on the internet.</td>
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<tr>
<td>17</td>
<td>11/20</td>
<td>The requests module, REST APIs, getting data from the internet.</td>
</tr>
<tr>
<td>17</td>
<td>11/22</td>
<td>Thanksgiving Recess begins today at 5 pm -- during our lecture. <strong>We do not have lecture today.</strong></td>
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<tr>
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<td></td>
<td>Sections this week TBD, optional. No sections held during Thanksgiving recess!</td>
</tr>
<tr>
<td>18</td>
<td>11/27</td>
<td>API documentation, review of nested data and nested iteration. More on consuming REST APIs.</td>
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<tr>
<td>19</td>
<td>11/29</td>
<td>Caching data and debugging with REST</td>
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</table>
Grading in this Course

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Total Points</th>
</tr>
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<tbody>
<tr>
<td>Problem Sets</td>
<td>Approx 10000</td>
</tr>
<tr>
<td>Demonstrate Your Understanding Assignments AND other small assignments</td>
<td>Approx 2000</td>
</tr>
<tr>
<td>Discussion Attendance</td>
<td>1000</td>
</tr>
<tr>
<td>Readings</td>
<td>1000</td>
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<tr>
<td>Midterm Exam</td>
<td>3000</td>
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<tr>
<td>Final Project</td>
<td>4000</td>
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<tr>
<td>Approximate Total Points Possible</td>
<td>Approx 21,000</td>
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</table>

- 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, though your first 4 problem set grade details will appear in the interactive textbook, which you can access through 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:**

<table>
<thead>
<tr>
<th>Percent Threshold</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>51</td>
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<td>58</td>
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<td>92</td>
<td>A</td>
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<tr>
<td>100</td>
<td>A+</td>
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</table>
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.

For everyone, A+ final grades will occur only for 100% scores, and everyone’s percentage is calculated in exactly the same way. 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 up to 4 days late, 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.

DYU assignments, reading responses and lecture exercises may not be submitted late.

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.

Please do make sure to read this entire section so you are aware of 100% of this course’s late policies.

We reserve the right to change this with advance notice. We will let you know about this with as much notice as possible.
Extensions and Excused Absences

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

The slightly-extended version of why is below:

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 in doing that and in making decisions about it.

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

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 to use the "policies of this course however you want (see above for the parameters). Choose where your priority is on any given day. Sometimes stuff happens -- you don't have to ask. 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.

This means, for final clarity, that I do not grant extensions for:

- Having too many other projects or work (I do warn strongly against taking this course if you feel overcommitted; it will take an enormous amount of work and time, though it will also have a significant payoff.)
- Job interviews (Congratulations, that's wonderful! We are sincerely happy for you, but the schedule will not change)
- Athletic commitments (See above about priorities: I know that you work hard outside this course in all kinds of different ways. Please plan ahead with your coursework for what will work for you -- e.g. plan to attend office hours in advance!)
- Project presentations or conferences
- Family commitments, like birthdays, etc
- Illness like a cold or stomach flu
- I'm sure there are many more that I haven't listed
Regular difficulties you expect to encounter, or difficulties that will be frequent for you in a specific way, or that you encounter during the semester that you believe will affect your work in a longitudinal way (not just one assignment) etc, should be discussed with UMSI student affairs or with me ASAP (you do not need to provide any personal details you don't want) if you are concerned about course performance as a result of them. That way, we can ensure the progress of the course this semester will work appropriately and fairly for you.

If you need an accommodation, you should come to me 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.

Things to consider

As throughout UMSI, 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. If you are an MHI student, you will want to contact Annie Knill, ahilde@umich.edu.
  - Laura Elgas, Director of Academics and the Office of Student Affairs at UMSI, 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.
 Come up with a plan, when you're ready, with them or any person you consider an advisor, for turning in your work for this course, and send it by email to Jackie for approval jczetta+SI506@umich.edu. Make your email subject clear when you send this email.

- For example, in the body of the email, "...I expect to be able to get HW4 completed by <this specific date> and HW5 completed by <this specific date> and will try to be caught up for HW6, and will confirm with you by <this specific date> and attend <these sections office hours> to make sure I understand material" (or whatever).
- This is what you should send to me, Jackie, for approval, and the instructional team will note it so we can ultimately grade your assignments.

Look ahead at the course schedule now. If you see a real conflict with an in-class exam, 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.

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!

We will enforce this system (gently, but we will; it is important).

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):
- Contact George Sprague (wsprague@umich.edu) at OASA for information about Python mentors
- 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! A warning to be careful about that. 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.

**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 all got stuff to do.

- **For questions or concerns about grades/scores** ("I think I got an incorrect score on HW2, problem 3", etc), 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.**

Don't use this 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. Follow the prompts, and submit only
one response to the form for one assignment. Questions about two assignments? Submit twice, once for each one!

- **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.

- **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.

- **Please do not ask an individual instructor about changing your grade(s)**. We make grading decisions as a team to ensure that everyone’s grades are addressed in exactly the same way. There is no flexibility on this issue. You should submit to the regrade request form so we can make sure we have dealt with it fairly.

- **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, 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!)
  o 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
    (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 to assigned HW problems is not acceptable.

• (When submitting via GitHub/online repositories) Submitting a GitHub link and completing your work after the deadline, or otherwise submitting work after deadlines in effort to avoid a late penalty, is a breach of academic honesty and is not acceptable. Serious consequences may occur. Everyone is held to the same deadlines and the same policies. Even if an instructor makes a cloning error (we try to avoid this, but it is possible), your submission will ultimately be held to the deadline time only. Attempting to get points for material submitted after the deadline without prior approval from an instructor is not acceptable and may have serious consequences.

• Study groups are welcomed and strongly encouraged, as is talking through any problems you encounter. However, if you feel you are either giving or receiving all of/too many of the answers, it is probably time to break up the study group. Please contact Jackie confidentially if you have a problem like this and are having difficulty dealing with it on your own.

• 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 of 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.

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.

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 either to me (Jackie) or to the Office of Student Affairs 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/](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](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/](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 OSA 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 or Veronica Falandino vvergoth@umich.edu for
resources and support 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.