

## Attendance

- You are adults and responsible for your own lives, I would like to be informed of any absences, and you must make up for anything you missed, and I'm not going to go over a whole class for someone who overslept or just didn't turn up. Missing a class is not an excuse for being late with an assignment.
- If you are in EEN118, attendance in the lab sections is absolutely required, and attendance is taken. I must be informed of any excused absences, and the missed session must be made up without delay. This strict policy is required by the nature of 118 labs.

## Late Assignments

- Apart from the EEN118 lab assignments, rare instances of lateness will be overlooked. Good excuses will always be considered. One of the hallmarks of a good excuse is that you didn't only think of it after the deadline passed. If you've got a reason for being late, tell me it before you actually are late.
- But some assignments are discussed and analysed in class. This may happen at any time after the due date, and after we have been over an assignment in class, it is possible that turning it in will not gain any credit.

## Final Examinations

- The dates of finals are published by the university before the semester starts. Make sure you know when your exam dates are, and don't accidentally book a flight home earlier. Final exam period is exceptionally busy, and it is not possible to offer pre-makeups.

## Books

- You are not *required* to get the textbook, but one is strongly recommended.
- You certainly do not need the most up-to-date edition. Slightly older editions, used but in good condition, can be bought quite cheaply on line.

## Collusion

- Studying in groups is very beneficial, and is strongly encouraged.
- All assignments and projects are strictly individual effort unless explicitly stated otherwise.
- Do not confuse those two points. With any programming assignments, once you get to making a detailed design, and well before you do any coding, it is time to stop working in a group. If a program starts off similar to someone else's, it is just about impossible to make it individual again, and that really shows up strongly in grading. No credit will be given for work you didn't do yourself.

## Holidays

This is the university rule, exactly as it was communicated to me:

- As you will recall, our old policy concerning religious holidays for undergraduates could not be maintained. It listed certain holy days when students could be absent and exams

could not be given. The policy favored some religions over others, but the “solution” of becoming non-discriminatory by adding all of the holidays observed by any religion to the list would make teaching almost impossible. The solution adopted by the Faculty Senate and the administration was to allow any student to take off any religious holiday of his or her choice as a matter of right, but only if the student disclosed her or his specific intentions to the faculty member in writing within the first three days of class meeting. This allowed faculty members to better plan the days on which examinations and other assignments should be avoided. It is important that you explain this in your initial handout, and review it on the first day of class. For a more thorough discussion [click here](https://umshare.miami.edu/web/wda/facultysenate/Holy_Day_policy_change_FAQs.pdf) ([https://umshare.miami.edu/web/wda/facultysenate/Holy\\_Day\\_policy\\_change\\_FAQs.pdf](https://umshare.miami.edu/web/wda/facultysenate/Holy_Day_policy_change_FAQs.pdf).) The policy itself is spelled out in the Faculty Handbook (the last part of the *Faculty Manual*) at approximately page 144. (Notes: Faculty members can provide students with a more generous holy days policy, but not a more restrictive one; graduate and professional programs are strongly urged to follow the same policies to the extent practicable.)