

# Arch-451 Course Policies\*

## Fall 2009

A.A.

**Grading:** Semester letter grades will be determined based on your course average as follows: 97 and above = A+; 93 and above = A; 90 and above = A-; 87 and above = B+; 83 and above = B; 80 and above = B-; 77 and above = C+; 73 and above = C; 70 and above = C-; 67 and above = D+; 63 and above = D; 60 and above = D-; below 60 = F; missing final exam (regardless of course average) = ABS. Scores or course averages will not be curved.

**Exams:** Mid-semester exams will be given during class periods on the scheduled days (see course syllabus). Final exam will be given within the time period scheduled by the university. Do not plan to leave town before the final exam. Absences on exams will be excuse only if previously approved by the instructor and in cases considered as emergency. In case of missing a mid-semester exam for an excuse considered acceptable by the instructor, the other exam will be used as the mid-semester exam total for the semester. You may not miss more than one mid-semester exam for any reason in order to receive a passing grade in the course. Missing the final exam will result in a grade of ABS.

**Labs:** Lab sessions are intended to provide you with an opportunity to receive supervised assistance in understanding course material. Normally, you will utilize lab periods to work on an assignment. It is, however, noted that lab sessions are not intended exclusively for this purpose. Further, there may be times when there is a lecture during a lab period or vice versa. Attend your own lab section only at all times. See course web site to find out which section you are in.

**Attendance:** You are expected to attend class regularly. Records of attending labs, lectures, and exams will be kept. Be sure to sign the attendance sheet every lab, lecture, and exam day. If you missed class for some reason, please be sure to check with the course instructor, your TA or other students immediately for any announcements and/or assignments made in class. You are still responsible for those unless indicated otherwise. Any quizzes, exercises, homework, or other assignments/projects thus missed will be included among the ones you get to drop at the end of the semester. Each absence over four for the semester will result in a deduction of two percentage points from your course average.

All late arrivals or early departures of more than fifteen minutes will be treated as absences. In such cases, you will not receive credit for any assignments or projects submitted that day. You may leave your lab after finishing the assignments given for the day and with concurrence of your instructor or TA. Assignments or projects given on a particular day with extra time to finish and submit on another day will be accepted only from those who were not absent the day the assignment or project was given.

Anyone signing the attendance sheet for someone else as well as anyone asking another person to sign the attendance sheet for them in their absence will be considered absent for that day and will receive a penalty of three additional absences. Further, the student may be referred for disciplinary action by the university. Repeat offenders may receive a grade of "F" in the course regardless of their semester average.

**Quizzes:** There may be a quiz on any material the second period after the topic is covered or assigned in class. This may be before homework on the subject is assigned, collected, reviewed, or returned. There may also be an attendance quiz on any day. This means that if you are present in class at the time such a quiz is announced, that is equivalent to getting 100% on a quiz. Attendance quizzes are treated just like a regular quiz.

**Assignments:** All assigned problems must be submitted for proper credit, but not all may be checked for correctness. You should be prepared to put your solutions to any problem on the board and explain them and answer questions about your work. You must work on your own on all assignments and projects. You may be specifically allowed or asked to work on some assignments or projects with others. In such cases, all group members must actively participate in the assigned task and must submit their own work. Every such submission should also include names of team members. Periodically, assignments given in class/lab may be due at a time later than the end of class period that day. You must be present in class the day such assignments are given to receive credit for them.

\* Any changes or exceptions in course policies will be announced in class.

**Class Exercises:** There will be a number of class exercises given during the semester. Class exercises may be given on any material covered in class including materials covered earlier that same day.

**Code Names:** Periodically, grades will be posted at the course web site to allow you to find out your grades quickly. Further, posting grades allows students to see how the rest of the class did on an assignment, exam, etc. If you would like your grades to be posted this way, you will need to submit a "Code Name" to your instructor within the first two weeks of the semester. Your code name may be a combination of words and numbers. Please limit your code name to twelve characters and/or digits with no leading zeros. See course web site (under Grades) for examples from last semester. If you feel that someone has learned your code name, contact your instructor immediately.

**Extra Credit Work:** From time to time, extra credit opportunities may be provided to the entire class. Any credit obtained in such a manner will be added directly to your upcoming exam score. Material collected for extra credit may not be returned unless specifically noted otherwise and may be used later for other purposes. Extra credit opportunities will not be provided on an individual basis. Percentages indicated under Grading in the course syllabus and web site are maximums for each category, including all applicable extra credits.

**Academic Integrity:** Any acts such as, but not limited to, using unauthorized material on quizzes, class exercises, and exams or presenting work done by others as one's own work will be considered as academically dishonest and will be dealt with very severely. Acts of academic dishonesty, such as but not limited to those mentioned above, may lead to a grade of F in the course plus disciplinary actions.

**General Notes:**

1. You must bring your own AISC *Steel Construction Manual*, calculator, and formula sheet with you to all classes. You may use your own calculator, formula sheet, and AISC Manual on all exams, class exercises, quizzes, assignments, and projects. No sharing of these items will be allowed. Your name should appear on your formula sheet and all manuals.
2. Only the exact formula sheet given in class are permitted to be used. You may write any material except example problems on the formula sheet given to you for the entire semester.
3. The *NDS Wood Manuals* for wood design portion of the course are treated the same as the AISC Manual for steel portion of the course.
4. All quizzes, exams, and class exercises are closed book/notes unless specifically indicated otherwise.
5. Do not write anything in your manuals. You may, however, use markers or underlining to highlight sections of your manuals.
6. There is a deduction of two percent of course average for each additional quiz missed over two quizzes per semester, and for each additional class exercise missed over two class exercises per semester, and for each additional assignment missed over four assignments per semester.
7. Solutions or results based on programs saved in your calculator will not be accepted. All work must be done by you and adequate work must be shown on paper. However, if you wish, you may use such programs to check your work for your own interest.
8. Only devices commonly and primarily recognized as calculators may be used for carrying out calculations during any class period. Other devices such as but not limited to mobile phones, pocket PC's, PDA's, organizers, pagers, etc. may not be used during any class period and for any reasons.
9. Please turn off (or silence) and put away all communication devices such as mobile phones, pagers, etc. during all class periods including exams.
10. Assignments, quizzes, class exercises, and projects may vary in their point values.
11. You must submit all quizzes, class exercises, etc. collected in class, if present. They may be used as record for attendance.

**Campus Policies:** Please visit campus Code of Policies and Regulations Applying to All Students (<http://www.admin.uiuc.edu/policy/code/>).

Please be sure to ask your instructor if you have any questions about course policies or if they are not clear to you.

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