CPSC 121 Computer Science I
Syllabus Fall 2020
Gonzaga University

(Note: syllabus subject to change, your instructor will make an announcement if changes occur – Last updated: 8/28/2020)

Instructor Information
Instructor: Daniel Olivares, PhD

Office: Herak 309A

Office phone number: 509-313-5753

Email: olivares@gonzaga.edu *(All course-related messages should be sent via **Canvas** when possible)*

Office Hours:

> Monday and Friday 10:00AM-11:00AM via Zoom *(See Canvas for URL)*

> Wednesday 10:00AM-11:00AM and 3:00PM-4:00PM via Zoom and in Herak 309A **(by appointment only)**

Course Information
- Techniques of problem-solving and algorithmic development. An introduction to programming. Emphasis is on how to design, code, debug, and document programs using good programming style.
- Credits: 3.00
- College: School of Engineering/Applied Science (SEAS)
- Department: Computer Science
- Prerequisites: None

Description
CptS 121 is a first course ("CS 1") in computer science for majors. In this course, we use the C++ programming language to explore the fundamental concepts, constructs, and techniques of modern computer programming, including functional decomposition, data structures, and software engineering. The primary aim of this course is to give you a thorough introduction into problem solving, algorithm discovery, and program design in C++. Some of these concepts include, but are not limited to, the following:

- Algorithm design
- Program design and implementation
- Software processes
- Data structure design and implementation

Course Times and Location
- Section 01: 11:00am - 11:50am; Monday, Wednesday, Friday via Zoom[1]
- Section 02: 1:10pm - 2:00pm; Monday, Wednesday, Friday via Zoom[1]

---

[1] See Canvas for the meeting URL

What we will Learn

Students who successfully complete this course will be able to:

1. Perform basic algorithm design and analysis *(a)*
2. Demonstrate a basic understanding of computer organization relevant to programming *(c,f,i)*
3. Demonstrate the ability to use fundamental programming constructs including assignment statements, Boolean expressions, iteration (for and while loops), conditional statements, defining and calling functions, console input/output, and using arrays *(a,i)*
4. Describe the compilation process *(i)*
5. Solve computational problems using the C++ programming language *(a,b,c,i,k)*
6. Demonstrate good practices in program design and development *(a,i,k)*

Outcomes:

a. An ability to apply knowledge of computing and mathematics appropriate to the discipline
b. An ability to analyze a problem, and identify and define the computing requirements appropriate to its solution
c. An ability to design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs
i. An ability to use current techniques, skills, and tools necessary for computing practice.
k. An ability to apply design and development principles in the construction of software systems of various complexity.

Course Materials

Course Website

Canvas LMS: https://canvas.instructure.com/

Note: ALL course materials will be found on the Canvas LMS.

Note2: Please use the indicated URL, do not Google search for Canvas and use the first link in the results! This can lead to trying to log into the wrong canvas system and the false belief that you are locked out of your account.

Schedule

For an up-to-date and detailed schedule, please see the downloadable version available on the course website.

Course Topics
a. Basic algorithm design and analysis
    i. Examples drawn from various problems utilizing different programming
    ii. constructs (assignment, conditions, iteration) Informal comparison of algorithm efficiency (e.g., operation counts)
b. Basic computer organization relevant to programming
    i. Bits, bytes, and words
    ii. Numeric data representation and number bases
    iii. Representation of non-numeric data (e.g., ASCII)
    iv. Basic organization of a von Neumann architecture
    v. Basic instruction fetch, decode, and execution cycle
    vi. Basic high-level idea of machine code instructions
    vii. Compilation stages
c. Introductory programming in C++
    i. Variables and primitive data types (e.g., numbers, characters, Booleans)

  ii. Expressions and assignments
  iii. Conditional statements (if-else-else if and case statements)
  iv. Iterative control structures (for, while, and do loops)
  v. Calling and defining functions with parameter passing
  vi. Arrays (including two dimensional arrays)
  vii. Basic string and string processing (via the string class)
  viii. Console I/O
 d. Program design and development
  i. Abstraction (process and data)
  ii. Program decomposition
  iii. Documentation and program style
  iv. Debugging and testing strategies
  v. Static typing
 e. Emphasis throughout on programming to solve problems within one or more application areas (such as game development, cryptography, numerical analysis, statistics, graphical and image processing, robotics, embedded systems, etc.)

Communication

We will use Canvas to communicate, submit assignments, and view grades. A URL invitation link will be sent to your official @zagmail.gonzaga.edu email to provide course access.

*Note: Please use Canvas as the primary communication method for course-related messages. I will monitor email as well but using Canvas is the preferred communication method. This will increase your message visibility and reduce likelihood of emails getting flagged as spam or getting lost in transit. Further, **any course-related emails should be sent from your official @zagmail.gonzaga.edu student email***.

Additionally, [Discord](#) (free to use) will be used to augment class communication and facilitate digital office hours–ask questions and discuss topics with other students in the class, TAs, and the instructor. Discord supports voice and text communication as well as screen sharing capabilities (*see Canvas for server invite URL*).

Zoom* will be used for lectures and for all office hours. **Please log in with your Gonzaga credentials and not separate free Zoom account credentials** (use the SSO log in method with gonzaga as the domain).

All communication methods are not to be used to share code solutions *(see academic honesty policy).* You can, however, post high level code explanations and/or snippets of pseudocode. I will also post/email important information to you through Canvas and Discord announcements channels/feed. **You are expected to check announcements on Canvas and your GU email regularly.**

Course (Digital) Classroom Etiquette
- Please be conscious of appropriate behavior and background while displaying your camera or sharing your screen.
- Test your camera and microphone prior to joining the Zoom session.
- Do not forget that you have your camera/microphone enabled! (I can mute these if needed)
- Be kind, please rewind.

Textbooks

Required: Programming in C++ (a zyBooks book). This is an online interactive textbook. Follow these instructions to gain access to the book:

1. Sign in or create an account at learn.zybooks.com
2. Enter zyBook code: **GONZAGACPSC121OlivaresFall2020**
3. Subscribe

A subscription is $**58** and will last until **Jan 14, 2021**. Students will be able to subscribe until Dec 15, 2020*.

Additional Notes:

- *You are required to register with your official @gonzaga.edu student email.*
- *Please enroll in the section you are officially registered for. If you switch sections, please communicate this to your instructor as soon as you are officially in a new section.*
- *Though access to the digital book is not indefinite, you may print (or download as PDF) the zyBooks contents during subscription time to maintain an offline, non-interactive, copy of the book.*
- *If you have any difficulty with or questions about zyBooks usage, support is available at the zyBooks help desk:*
  https://zybooks.zendesk.com/hc/en-us/sections/360001556914-Students

Recommended: *Starting out with C++: From Control Structures through Objects* by Tony Gaddis. 9th Edition. Click here for the Amazon link. *Note: older editions are likely just as helpful for major concepts though order of content and/or examples may have changed. The zyBook required for this course is tailored to this edition of the text.*

Required Hardware

A laptop adhering to GU SEAS requirements. Click here to learn more about the requirements.

*NOTE: **For remote semester:** Normally you are expected to bring your laptop to class regularly to complete and participate in in-class activities and assignments. In this semester's remote format, you can get by just as well if you are on **any computer that can run the required software.***

Required Software

VirtualBox, which is available for Windows, MacOS, and Linux.

Course Environment

This is an *active learning class*. You are expected to come to class prepared, actively attend and participate in class, and to participate regularly in discussions on Canvas outside of class (*Discord involvement is not required though will provide additional opportunities to communicate with your peers and seek help*). In class, we will be working several coding/computing tasks and **it is expected that you will bring your laptop and actively participate**.

Canvas is the online presence for this course. You can access it at https://canvas.instructure.com/. Once you log on to our course site, you can read course announcements, participate in online discussions, send messages to course participants, access course materials, hand in course deliverables, review peers' work, and access your grades. This is where you will also find all private URLS, e.g., Zoom, and Discord invites.

Lecture Format (REMOTE ONLY): Synchronous Remote Only: meaning the class will be fully remote utilizing video conferencing software, following a normal course format with much of the instruction delivered synchronously. **Lectures** will be held live via Zoom sessions (and recorded – *see the course policies addendum document regarding use of these recordings*) during the normally scheduled course time block. Breakout rooms will be used to facilitate the above-mentioned small group activities. See participation for more details on attendance and participation expectations.

Office Hours: These will be held digitally via Zoom* and, alternately, appointments can be scheduled for in-person office hour time on Wednesdays during the normal office hour periods. Note that these must be ***scheduled in advance*** and you must acknowledge and follow all COVID-19 campus procedures https://www.gonzaga.edu/zagon/top-10-things-you-need-to-know-for-your-return-to-campus

Food & Drink Policy
Please respect the specific classroom food/drink policy, e.g., rooms with computer workstations will not allow food or drink.

Course Grading
Assignment Weights
- Class participation (7%)
- Quizzes (7%)
- ZyBooks activities (10%)
- Programming assignments (35%)
- Exams (41%)
  - Exam 1 (7%)
  - Exam 2 (9%)
  - Exam 3 (10%)
  - Lab final exam (15%)

Assignment Categories
(Optional) **Video Lectures/Quizzes**
Lecture materials for this class are available as pre-recorded videos and are available online for viewing (*Thank you Dr. Gina Sprint!*). Videos and their corresponding activities will match material taught during the semester and I encourage you to use these as an additional learning resource.

Class Participation
Class participation is expected and is a vital part to successful completion of this course. I understand that you may need to miss class occasionally for valid reasons. For this reason, your **three lowest class participation scores will be discarded**—that is, you will receive three free attendance/participation credits. Any discrepancies in participation need to be brought to my attention within a week of the posted grade.

In-class participation (credit/no credit) will be given based on submission of in-class activity artifacts (i.e. work done during class). Submissions that display minimal/no effort will not receive credit! Make an honest effort to complete the given tasks for participation credit! To accommodate the unique situation we are in this semester **participation submissions will be accepted by the end of the class day.** This is to accommodate those that are unable to attend the lecture period synchronously. Please note that I will aim to have lecture recordings uploaded by the end of the business day (by 5:00PM PST/PDT) and the URL posted to our Canvas course site.

Quizzes

For frequent practice with memory-retrieval and problem solving, there are regular quizzes (IQs). The quizzes are individual quizzes: You come up with the solution to the problem on your own and submit your solution to the problem individually.

Note: *I will drop your 2 lowest IQ scores*. This means that you are given 2 IQ "freebies" that excuse your failure to submit an IQ for any reason.

Programming Assignments

You will be given several programming assignments (PAs) to complete. All C++ code written in assignments must adhere to the recommended CPSC 121 C++ Style and Coding Standards (see Canvas files for this document). Please upload assignments as directed on each assignment to the corresponding assignment in Canvas. *See the late work section for the PA late submission policy.*

zyBooks Textbook Activities

You will be graded for completing participation (5% of total grade) and challenge activities (5% of total grade) in the zyBooks textbook. Completing 80% of participation activities and (separately) challenge activities for a chapter constitutes full credit for the participation activities and challenge activities, respectively. Note that each category of activities for a chapter (participation and challenge) is scored separately and is scored all or nothing. **Late completion of zyBook participation or challenges will not receive credit.** You are expected to complete the assigned participation activities (not challenges) *before* **class** as this will help you to engage actively in course activities.

Exams

We will have three exams and one lab final exam in this course. **Please see the course calendar for your midterm exam dates.** The lab final exam will be held on:

- Section 01: Thursday, December 17 8:00 a.m. - 10:00 a.m.
- Section 02: Thursday, December 17 1:00 p.m. - 3:00 p.m.

Exams may be rescheduled for students that have **valid excuses**. To increase your chances of your excuse being determined "valid", notify the instructor no less than two days in advance if you are going to miss an exam

Note: Final exams may not be taken early. You must take your final exam at the time listed above for the course section you are enrolled in.

Grading Scale

In this course, your grade will be tracked as a percent, which will be mapped to a letter grade.

Please see the table for the conversion.

93-100%	A	73-76.99%	C
90-92.99%	A-	70-72.99%	C-
87-89.99%	B+	67-69.99%	D+
83-86.99%	B	60-66.99%	D
80-82.99%	B-	0-59.99%	F
77-79.99%	C+		

Contesting a Grade

If you believe that a mistake has been made with grading an assignment or exam, *please speak with me **within one week (but no sooner than 24 hours) of the assignment or exam being returned***. Do not wait until the end of the semester to discuss any grade changes. You need to constantly be aware of how you are performing in the class. Thus, there will not be any surprises at the end of the semester when grades are to be formally submitted. You should be able to view your grades via Canvas. These will be updated regularly.

Note: the grades in Canvas may just be raw scores and not be weighted according to the ones described here. Thus, be sure that you keep track of these weights so that you are not surprised by a change in your overall grade at the end of the semester.

Suggestions for Getting the Most out of This Course

- **Adopt a growth mindset.** The concept of a "growth" vs. a "fixed" mindset, and cited research a legacy of research that demonstrates the positive impact a "growth" mindset can have on learning and success. View Carol Dweck's Ted Talk on the power of the growth mindset. The structure of this course, and my approach to teaching, aim to create a learning environment that promotes a growth mindset. By being aware of the concept and principles, you can positively contribute to that environment.

- **Attend class.** You can only benefit from this course if you show up! This is especially true of the group activities. I expect you to participate actively in class by asking questions, answering questions, and engaging in the collaborative design and problem-solving activities. Remember, part of your grade is based on attendance and participation (see above).

- **Put in enough time.** My rule of thumb is that students need to put in 3-4 hours of work outside of class for every hour they spend in class. This translates to roughly **6-8 hours per week.** You may need to put in only a fraction of 6 hours during some weeks, while you will find yourself putting in more than 6 hours during other weeks—especially during weeks in which your programming assignments are due.

- **Take initiative to get help**. You are strongly urged to "get by with a little help from your friends," as the familiar song goes. You can do this in two ways. First, I recommend that you find students in the course with whom to meet and discuss course material. Second, take the initiative to contact the instructor or other students if you begin to struggle. It behooves you to seek help as soon as you notice that you're struggling.

- **Have reasonable expectations**. Learning does not come "for free"; it is not simply a matter of "being taught." Your destiny in the course is up to you (growth mindset!). If you take an active role in your own learning, you will excel in this course, and have fun doing so. If, in contrast, you treat this course in the same way you treat television or video games—as an information "delivery" system—you will likely not get much out of the course, and your grade will suffer.

Office Hours

You are strongly encouraged to take advantage of office hours and/or make an appointment to meet with me if you have questions about the course material. I am more than happy to help you and office hours are a great way to get one-on-one help with the material.

As an alternative to face-to-face office hours, I will also be holding digital office hours via the class Discord server which provides text and voice communication augmented with screen sharing.

Note: Even though programming assignments are noted as individual assignments, this does NOT mean that you are not allowed to get help with the assignments. You are encouraged to make use of help from your instructor, TAs, or tutoring services provided the work you submit is your own (that is, someone else did not produce the work you are submitting).

Course Policies

Please familiarize yourself with the following course policies. By following them, you will get the most out of this course, and you will not encounter any unwelcome surprises down the road.

- **Add a profile picture to Canvas**. Uploading a recent picture of yourself to Canvas will help me, the TA, and other students in the class to associate your name with your face. I would greatly appreciate it if you would do this, as it will help me to learn your name more quickly.

- **Corresponding with the instructor via e-mail**. Please e-mail me only through Canvas; do not e-mail me directly, except in an emergency. If you think your question is of general interest to the class, consider posting it to the course activity feed in Canvas. In general, you can expect an e-mail response from me quickly, and certainly within **24 hours** of sending it.

- **Accessing course materials**. Canvas is the online presence for this course. <mark>Log in regularly (every day)</mark> to view course announcements, view the course calendar and schedule, participate in the course feed, access course materials, access your grades, and submit assignments.

- **Checking your grades**. To view your current grades, click on the Grades tab in Canvas. My goal is to have work graded within one week of the final deadline, but this may not always be possible. Please check your grades regularly to ensure that your grades have been entered properly, and please let your instructor or the TA know as soon as possible if you detect an error.

- **Late policy for assignments**. <mark>Deadline reminders are a courtesy, not a requirement. You are responsible to follow the course calendar and be aware of provided due dates!</mark> Course assignments are due by the stated due dates and times. Please see each assignment prompt for that assignment's late submission policy. **Note that some assignments may be time sensitive and will <u>not</u> allow for late submissions.** In cases of illness and extenuating personal circumstances, you may request via email that an exception be granted to this policy, but your request must be issued in a timely manner (preferably in advance of the due date), and there is no guarantee that it will be granted.

- **Programming Assignments** (PAs) may be turned in up to two days late (the weekend counts as one day), at a penalty of 10% per 24 hours late. Forty-eight hours after the assignment is due, you may *no longer hand in the PA for credit*.

- **ZyBook activities** are <u>not</u> accepted late.

  Even if you fail to submit an assignment, I encourage you to work through the assignment and seek help as needed in order to ensure you understand the material completely.

  If an emergency occurs, I will accommodate the student as much as possible. Make-up exams will not be possible unless the student speaks with me at least two days in advance. Emergencies do occur and rescheduling of exams because of these is up to my discretion.

  Submission Tips: Do not plan to submit your assignment at the last minute! *<u>Submit early and often.</u>* You are allowed multiple submissions and are not penalized for submitting more than once. Your latest submission will be graded unless otherwise noted.

Academic Integrity Policy

University Policy

You are expected to follow the university policy on academic honesty. Academic honesty is expected of all Gonzaga University students. Academic dishonesty includes, but is not limited to cheating, plagiarism, and theft. Any student found guilty of academic dishonesty is subject to disciplinary action, which may include, but is not limited to, (1) a failing grade for the test or assignment in question, (2) a failing grade for the course, or (3) a recommendation for dismissal from the University. A complete copy of Gonzaga's Academic Honesty policy can be found at [course catalog](#).

CPSC 121 Policy

For this course both collaborative and individual work will be required.

- Collaborative work includes zyBooks activities, some IQs, and some PAs (I will clearly state on the assignment specification if it is collaborative).
  - You are RESPONSIBLE for knowing <u>all material</u> involved in a collaborative assignment.
- Individual work includes some IQs, some PAs (I will clearly state on the assignment specification if it is collaborative), and exams

All individual work must be completed alone. Do NOT work with any team members on individual assignments. You may discuss ideas with team members about problems related to individual assignments, but do not discuss implementation details. Discussing implementation details includes (**but is not limited to**):

1. Copying/taking a picture of another student's code/work
2. Letting another student copy/take a picture of your code/work
3. Sending your code/work to another student (i.e. digitally or in print)
4. Receiving another's student code/work (i.e. digitally or in print)

Note: If you use content from sources other than the ones provided by the instructor (e.g. textbook, notes, etc.), **cite the source in your code**.

If are unsure of whether a situation might be considered cheating, be cautious and don't do it. If help is required, please ask the instructor for guidance. I'm always more than willing to help! Any instances of plagiarism will be reported to the Academic Integrity Board.

==Code plagiarism software will be used to check for code similarity.==

Gonzaga Policies:

Please see the attached **Gonzaga Syllabi Policy Addendum** for policies updated for the Fall 2020 semester. Religious Accommodations for Students, Class Attendance (Modified, Fall 2020), COVID-19 Class Expectations (New, Fall 2020), Class Recordings (audio, video and photos) (New, Fall 2020), Students with Disabilities/Medical Conditions and Accessible Documents (EITA) (Modified, Fall 2020), Academic Integrity Policy, Diversity, Equity and Inclusion, Harassment, Discrimination and Sexual Misconduct Policies, FERPA and Privacy, Course Evaluations

Resources and Success for Well-being.

Please take care of yourself and your fellow zags! Be aware of the student support resources that the University provides for you. Additional resources for student support are available at https://www.gonzaga.edu/academics/Diversity/CampusClimate/campus-and-local-resources.asp

- **Center for Cura Personalis.** The Center for Cura Personalis serves students in many ways including through proactive outreach and educational programs about healthy choices and interventions for students who may be struggling.
- **Health and Counseling Services.** Health & Counseling Services functions as your private physician's office and counseling center. Health & Counseling Services is a confidential resource. To schedule an appointment, please call 509-313-4052.
- **University Ministry.** University Ministry's mission is to support members of the Gonzaga   community in their spiritual growth and development, empowering them to live out God's love in the world. Contact: University Ministry, Hemmingson Center 104, x4242 or umin@gonzaga.edu
- **Campus Security and Public Safety.** At Gonzaga we believe that the security of our campus is a responsibility shared by all members of the community. For more information, visit the Campus Security and Public Safety site.

Gonzaga Syllabi Policy Addendum

Religious Accommodations for Students

In compliance with Washington State law, Gonzaga University will reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of their academic course or program. Gonzaga University prohibits discrimination, harassment, and retaliation on the basis of religion. The Religious Accommodations for Students policy as well as the process by which students can request accommodations can be found on the [Academic Policies and Procedures webpage](#).

Class Attendance (Modified, Fall 2020)

Gonzaga University presumes that students have sufficient maturity to recognize their responsibility for regular class engagement, and we maintain a general expectation that students will attend courses either in-person or in some remote modality. However, in order to prioritize the health and safety of all community members, Gonzaga's regular in-

person attendance policy has been modified for the Fall 2020 semester ([Amended Class Attendance Policy](#)). In accordance with this policy, instructors are asked to communicate their expectations for in-person and synchronous remote participation; to record attendance for each in-person and synchronous remote class session for contact tracing and tracking COVID community spread ([CDC-Higher Education](#)); and to maintain assigned seating. Additionally, instructors are required to accommodate students who must or choose to attend classes remotely on a short- or long-term basis and are expected to be highly flexible in accommodating students who become ill. Placing safety first, students must follow COVID- related protocols as described in the [Student Arrival & Return to Gonzaga Guide](#) and will in no way be penalized for following these protocols; see [Amended Class Attendance Policy](#). Students who are unable to attend class in-person should attend class in a remote modality, if possible, and should communicate directly with their instructors regarding any absences.

COVID-19 Class Expectations (New, Fall 2020)

Students are expected to have read the [Student Arrival & Return to Gonzaga Guide](#) and to understand and abide by all COVID-related protocols, including completing the daily self- certification process and not attending class in-person if they have been diagnosed with COVID- 19, are experiencing symptoms, have been exposed to COVID-19, or are informed to self- quarantine. Additionally, students are expected to follow public health practices as described in the Student Arrival & Return to Gonzaga Guide, including wearing cloth face coverings and maintaining physical distancing during class. Students must remain in assigned seats and may not rearrange classroom seating.

Class Recordings (audio, video and photos) (New, Fall 2020)

Synchronous and asynchronous remote instruction and in-person hybrid instruction will frequently utilize recorded material. For example, pre-recorded lecture material and recorded Zoom classes sessions might be uploaded into Blackboard for the benefit of students who are unable to attend in-person. [Gonzaga University's policy on Class Recordings](#) dictates that only the instructor may cause a class meeting to be recorded for those students. You shall not make audio or video recordings of class meetings without the prior written authorization of the instructor. By remaining registered in this course, you agree to your voice and image being recorded, and you agree to use any recordings of our class meetings ONLY for the educational purposes of this class (or other sections of this class taught by the same instructor). You agree to delete recordings of our class meetings no later than the end of this semester. **You do not have permission to use or share recordings (e.g., video, audio, photos) of our class meetings** beyond the reach of our class **for any purpose**, including, but not limited to, posting to any digital application or platform, such as social media. **You may not duplicate or distribute recordings of class sessions.** In short, your instructor and your classmates intend to appear in these videos only for the purposes of carrying out our teaching and learning in this class. Your compliance with the terms of this syllabus regarding use of class session recordings is subject to the [Student Code of Conduct](#); violations will be reviewed according to the provisions in the

[Administration of Student Code of Conduct](#).

Note: All recordings will be made at the instructor's discretion, with the understanding that not all course material and discussions are appropriate for recording, and that all recordings need not be shared with all students. The intention of recording classes is to accommodate students with disabilities under the ADA, or in the event a student is unable to attend a regularly scheduled class due to a COVID-19 illness. Class recordings are not meant as a substitute for synchronous instruction. Under certain circumstances faculty may need to share class recordings with other sections of the same class. However, if sensitive or personal student information is disclosed during a discussion, this practice is discouraged.

Students with Disabilities/Medical Conditions and Accessible Documents (EITA) (Modified, Fall 2020)

The Americans with Disabilities Act is a federal anti-discrimination statute that provides civil rights protection for persons with disabilities and requires that students with disabilities be guaranteed a learning environment that provides reasonable accommodations. You should contact the [Disability Access Office](#), if you believe you have a disability, a medical condition that places you in a high-risk COVID group, and/or are concerned your disability/condition would prohibit the safe use of face coverings in the classroom. In addition, Gonzaga University seeks to provide equal access to electronic content consistent with applicable federal and state laws, such that when possible "Accessible Documents" will be created with the proper formatting tools to maximize communication of content regardless of what device or adaptive equipment he or she is using; see [Electronic Information Technology Accessibility (EITA)](#).

Academic Integrity Policy

Gonzaga University is committed to supporting and protecting academic integrity in all aspects of what we do. Academic dishonesty includes, but is not limited to, cheating, plagiarism, and theft. Sanctions for violations of the academic integrity policy can involve a grade of zero on the assignment to an "F" grade in the course to suspension for a semester for repeat offenders. Furthermore, a retroactive grade change can occur if a written paper is plagiarized by a future student. Any such incidents of academic dishonesty will be reported to the Department Chair, relevant Deans and the disciplinary committee. The full policy can be accessed here: [Academic Integrity Policy](#). Ignorance of this policy will not serve as a defense again any violations.

Diversity, Equity and Inclusion

Our human differences contribute to the richness of our academic community life. In partnership with the [Office of Diversity, Equity and Inclusion](#), we expect all class participants to cultivate an academic environment that is welcoming and accessible to students, staff, and faculty regardless of gender, race, ethnicity, religion, disability, and sexual orientation or identity. Supporting this aim, the [Bias Incident Assessment and Support (BIAS) Team](#) exists to foster a campus environment where everyone feels safe and respected. If you have experienced or witnessed a bias incident, please visit the [BIAS Report Site](#).

Harassment, Discrimination and Sexual Misconduct Policies

Harassment, discrimination, and sexual misconduct will not be tolerated at Gonzaga. Such acts are counter to our mission, values, Student Code of Conduct and are against Gonzaga policy (please review: [Harassment and Non-Discrimination Policy](#) and [Title IX)](#). All class members are expected to be courteous and respectful to one another; any disrespectful comments or behaviors will not be tolerated and will be reported. Please note that instructors are required to report any incidents of harassment, discrimination, or sexual misconduct that they learn about occurring inside or outside of the classroom. While certain community members, including faculty, are mandatory reporters, Gonzaga encourages all community members to report information about any type of gender-based harassment, discrimination, and/or sexual misconduct involving students, staff or faculty members. Reporting procedures can be found on the policy websites ([Harassment and Non-Discrimination](#)

[Policy](#) and [Title IX)](#).

FERPA and Privacy

Under [FERPA](#) (Family Educational Rights and Privacy Act), your educational records are confidential and protected. Under most circumstances your records will not be released without your written and signed consent. Instructors are not allowed to publicly post grades by student name, social security number, GU student identification number, or any other identifiable means, without written consent from the student. The FERPA policy does not apply to third party online applications that may be used in courses (e.g., wikis and blogs) such that it is the student's responsibility to read the privacy documentation at each site.

Course Evaluations

At Gonzaga, we take teaching seriously, and we ask our students to evaluate their courses and instructors so that we can provide the best possible learning experience. In that spirit, we ask students to give us feedback on their classroom experience near the end of the semester. I will ask you to take a few minutes to carry out course/instructor evaluation on-line. Please know that I appreciate your participation in this process. This is a vital part of our efforts at Gonzaga to improve our classes, programs, and entire educational effort.