POLICIES & RELATED INFORMATION
ENGINEERING & COMPUTER SCIENCE COURSES

Associate in Science Transfer – Track 2 (AST2 Outcomes)
"Engineering & Computer Science Program"

A. Apply fundamental principles and relationships from the Natural Sciences to analyze scientific and technological problems.
B. Acquire and evaluate scientific and technological information from appropriate sources to examine issues, claims or situations.
C. Apply scientific and technological knowledge and methodologies to creatively solve scientific and technological problems.

Assessment

No work will be accepted for assessment from any person who has not completed the necessary enrollment and paid the prescribed fee. Failure to complete the course without prior arrangement with the professor will result in a failing grade. Make-up tests and assignments will not normally be offered.

Final grades and the corresponding aggregate percentage score are:

A	100%	to	93%
A-	< 93%	to	90%
B+	< 90%	to	87%
B	< 87%	to	83%
B-	< 83%	to	80%
C+	< 80%	to	77%
C	< 77%	to	73%
C-	< 73%	to	70%
D+	< 70%	to	67%
D	< 67%	to	63%
D-	< 63%	to	60%
F	< 60%	to	0%

Late Exam/Quiz/Report/Assignment Policy

Points are only awarded for tests, quizzes, labs and projects that are completed and delivered on the assigned due dates and times. In all other instances, zero points will be awarded unless the student has made prior arrangements with the instructor.

Expectations

- Ask any course content-related question anytime (there is no bad question). Be active participant in the class and take advantage of office hours and open lab times.
- Exchange ideas and work with peers. But all homework and lab reports must be completed individually and independently.
- Bring your class notes to every class and own your learning process.
- Come to class on-time! If you need to leave early, inform the instructor and sit near the door to minimize class disruption.
- Turn-in assignments/reports before start of class or wait until the end of the class.
- Do not walk in/out during lecture unless you have an emergency.
- Read the assignment/lab and complete everything that does not require the lab equipment/tools before coming to lab.
- When you are done with the computer, equipment, tools and furniture, return everything to the condition and location in which you initially found them.
- Use only your assigned lab box and place unfinished projects in the Active Project Cabinet.
- Do not ask if labs or assignments can be turned in late. Only allowed exception is for a documented emergency.
- Participate in Computing, Electrical and Engineering (CEE) club.
- Place all components on the black foam in the tool box, and check-in your lab tool box with the instructor after completing the last lab.
- All instruments and cables must be returned to location found at the end of lab session.

Attendance

Attendance is not mandatory, but is expected. In order to gain the full benefit from this course you must attend and participate in classes regularly. If you do not attend and participate, you may also miss essential elements that will affect your grade.

If you are absent from classes for any reason it is your responsibility:
- to ensure all work is submitted by the due dates,
- to obtain details of assignments given in your absence,
- to ensure that you are aware of all matters affecting you, which arose during the class that you missed.

Absence is not a valid excuse for late submissions or any other deficiencies your performance.

Lab Guidelines

The following rules help ensures the lab runs smoothly:

- Only use tool box assigned to your group. Be aware that there are different tool boxes for each course group such as ENGR/CSE 120, ENGR 250/270 and ENGR 204/252/253.
- If you bring food into class, make sure you take it with you when you leave. Also, please clean up any spills or other garbage.
- If you're listening to music, videos, etc., please use headphones, or keep the volume lower than a spoken conversation level.
- Return shared equipment - multimeters, scope probes, banana-plug cables, tools - to the cabinets where you found them, so others may use them as well.
- If you have a multimeter that appears to not be working, don't put it back in the cabinet; give it to the lab instructor and explain the problem, so they can test and repair it.

Lab Kit Clean Up
(Required of All Students after completing the last lab)

- Any items taken from the cabinet such as Programmer, Motor, Solar Cell and Unknown parts (Chips, Inductors or Capacitors) should be return to their original location in the cabinets.
- All resistors, LEDs, Capacitors, Chips should be in the black foam. Only wires should be loose in the box
- All proto boards should be clean and have no parts in them. Maximum of two proto boards per tool kit; return extras to the cabinet closet to the entry door.
- All paper and other garbage should be removed from the tool box.
- All batteries should be placed in the recharger.
- All Multi-meter should have their probs.

Notes:
1) *Instructors reserve the right to assign grade penalty to all members of the team that has not cleaned up the Lab Kit by the last day of class.*
2) *If you have obtained components (chips, resistors, etc.) from the supply cabinet, leave them in the black foam in your box. Do not put them back in the supply cabinet.*

Office Hours

Your professor will nominate certain office hours. These are times when he/she will normally be available for consultation. Other commitments may occasionally prevent your professor from being present at these times.

Academic Early Warning System

Your professor may use the Academic Early Warning (AEW) system in this course to let you know if he/she has concerns about your academic performance early enough to give you time to improve. As not all professors will use AEW, it is your responsibility to be aware of how you are progressing in your classes. http://www.clark.edu/student_services/aew/

Safety and Equipment Use

Safe working practices and sensible and responsible behavior are essential in laboratories - both to protect students from injury and to protect expensive equipment from damage. Suitable clothing must be worn in the labs. This means that general clothing should be reasonably close fitting to avoid the risk of snagging equipment, long hair must be suitably restrained, and footwear must be of a type which provides protection to the feet. Students are expected to obey the Equipment and Computer Usage Guidelines. Students who misuse the equipments or computers will be expelled from the class and/or lab. Additional requirements may be imposed for specific situations.

Academic Honesty and Plagiarism

You are required to read and follow the Student Responsibilities and Code of Student Conduct available on the Clark College web site http://www.clark.edu/about_clark/policies/student_code.php. You are encouraged to work together in a sensible and constructive manner, but note students are expected to do their own work. All assignments and reports are individual work unless specified otherwise. Copying or rewriting someone else's online or offline work, having someone else do your work, or cheating in any fashion will result in zero point for that test or assignment in addition to penalties prescribed by college policies. A second offense will result in an automatic 'F' for the class. Other penalties such as failure in the subject may also apply.

Support Services – ADA Accommodations

If you have emergency medical information which should be shared; or if you require assistance in case the building should be evacuated; please make an appointment to see me as soon as possible during the office hours indicated in this syllabus. Any student with a disability who may require accommodation in order to fully participate in this class should contact the Disability Support Services Office at (360) 992-2314 or (360) 991-0901 (VP) or stop by GHL 137.

College-Wide Policies - Non-discrimination Policy

Clark College affirms a commitment to freedom from discrimination for all members of the college community. The college expressly prohibits discrimination against any person on the basis of: Race, color, national origin, disabled veteran status, sex, sexual orientation, age, gender identity, creed, gender expression, Vietnam-era veteran status, religion, marital status, and presence of physical, sensory or mental disability. The responsibility for, and the protection of, this commitment extends to students, faculty, administration, staff, contractors, and those who develop or participate in college programs. It encompasses every aspect of employment and every student and community activity.

Visit www.clark.edu/cc/syllabi for important college-wide student information.