

Computer Programming in C++
Addendum to Syllabus for Section 8
Fall 2005

CSCI 240-8

MWF 1:00-1:50 PM

PM 253

Instructor: Dr. Reva Freedman
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(the "+240" is spam prevention; omit it if your mailer can't handle it)
Phone: (815) 753-6944
Office: PM564
Office hours: MTW 2 - 3:50 PM, or by appointment

Course web site: <http://www.seasite.niu.edu/CS240/>
Section web site: <http://www.cs.niu.edu/~freedman/courses/cs240>

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Phone: 753-4004
Office: FR 248
Office hours: T 11-1, Th 12-3, F 12-1

Communication with the professor: The best way to contact me is in person, followed by email. I encourage you to address small problems before they become big problems, not the day before the exam. Please ask questions in class (no need to wait until after class)! Research has shown that for every question asked in class, there are three other people with the same question who are too shy to ask. So do your colleagues a favor and ask.

Office hours: If you want to discuss a program, **please bring a copy of your program on a floppy disk, CD or USB drive** (don't depend on FTP). If you are absent when an assignment is returned, you can retrieve it from the box in my office during office hours.

Email: **I try to respond to email by the next business day, but there are occasional exceptions.** I do not try to respond to email within five minutes (although it sometimes happens). Questions that can be answered from reference material may not be answered. Questions requiring major debugging are best handled in person.

Mailing list: I maintain a low-frequency email list for occasional last-minute announcements. You have been auto-subscribed at your znnnnnn@niu.edu address. If you prefer a different address (or want two addresses), send me email from the other address **giving your name**. If you want to receive the email, make sure you have space in your inbox.

Course communications: It is your responsibility to keep up with announcements posted on the course web site. Depending on when announcements are posted, I cannot guarantee that an email will be sent out in time or that you will see it.

Special needs: If you have individual circumstances such as a disability, religious holiday, etc., please feel free to contact the professor at any time for suitable accommodations. **Please note that circumstances that apply to all students, such as hardware problems, software problems, network problems, car problems, everyday illnesses, lots of work to do, travel, etc., are generally not special circumstances.**

Class decorum: **It should not be necessary to state this rule explicitly, but just in case, here it is: No activity that interferes with teaching or learning is permitted in class. For example, eating, any form of cell phone use, newspaper reading, and regularly being late or leaving early are not permitted. Class will start on time and generally end on time also.**

Class attendance: Class attendance is not required, but it is highly recommended. **If you choose to attend class, you must attend for the entire class period.** Research has shown that class attendance is the single best determinant of course grades.

Quizzes: Quizzes will be given during the first ten minutes of the class on Fridays. If you are late to class, you may miss part or all of the quiz. You must bring a piece of 8 1/2 x 11 paper to class for the quiz. The upper right corner should contain (a) your name, (b) the course and section number, (c) the quiz number, (d) the date. **You may lose points for quizzes that do not follow these rules.**

Grades: You are responsible for keeping track of your own grades.

Exam dates: The midterm exam is a mass exam for all sections. **The midterm will be Wednesday, October 12 in the evening. Watch the course web page for the exact time and location of the midterm.** The final exam will be Wednesday, December 7, from 12–1:50 PM in the regular classroom.