SPC St. Petersburg College

Course Syllabus
COP 1000 - 840

Introduction to Computer Programming Spring Term 2023-2024 (0630)

Welcome

Welcome to COP1000! COP1000 is the foundation course for all computer programming courses in the College of Computer & Information Technology.

I am Professor Peters. I feel fortunate to be your professor this semester and to also have been a student at St. Petersburg College. My educational background includes a bachelor's degree in mathematics from the University of South Florida, a master's degree in instructional technology from the University of South Florida, and an Educator Preparation Institute Certificate from St. Petersburg College. My work experience includes a lengthy career in information technology and experience as a professionally certified high school teacher and as a college professor.

To help you be successful in this course; please become familiar with the course syllabus, submit each assignment by its due date, and attend every class. Please let me know as soon as possible if you are or were unable to submit an assignment on time or attend a class.

I look forward to your success in this course and hope you have an enjoyable and productive learning experience!

Instructor Contact Information

Mark Peters
Email
Peters.Mark@spcollege.edu
Phone: 727-791-5941
Office and Online Chat Hours:

[Mark Peters | Faculty Profile | SPC (spcollege.edu)](#)
Office Location:
ES 213B
Instructor Web Page:
[Mark Peters | Faculty Profile | SPC (spcollege.edu)](#)
Zoom Link for Class:
This course has no scheduled Zoom meetings. Email to schedule an appointment.

Departmental Contact Information

Norene Kemp
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CCIT Specifics

CCIT Core Values

The College of Computers & Information Technology will structure its operations, training, and educational programs around the Core Values of accountability, respect, responsibility, critical thinking, communication, and collaboration.

- **Accountability -** Accountability is essential for an environment of learning. Those who are accountable stand by their words and actions, taking full responsibility for what they create and for what each contributes to the community.
- **Respect -** Respect is a prerequisite for enhancing learning. Community members who respect themselves and others help create a safe, yet open, climate of

learning.

- **Responsibility -** Responsibility is the root of success. Students who assume personal responsibility for their education will reach their goals. Responsible students also make contributions to their communities.

- **Critical Thinking -** Critical thinking is the fundamental purpose of higher education. The ability to solve problems through the application of appropriate skills is critical to all disciplines.

- **Communication -** Communication is increasingly the key competency for living and working in the information age. Communicating effectively in oral and written forms through traditional and new media is a powerful tool for personal and career success.

- **Collaboration -** Collaboration, by bringing together individual knowledge and talents, creates teams that are greater than the sum of their parts. Such teamwork maximizes benefits to individuals and the community.

Critical Success Strategies

- **Assignments -** We want to prepare you for the work world. Therefore, the College of Computers & Information Technology does not accept late assignments without medical evidence. Your employer does not accept missed deadlines, as they can cost the company unnecessary lost revenue, and can cost you employment.

- **Course Workload -** Outside of scheduled class time students should expect to routinely spend 8-10 hours per week completing assignments and reviewing course materials. For students with little or no prior computer experience, you may find it necessary to commit additional hours to practicing the concepts presented.

- **Technical Skill Level Required -** Your first year, first semester courses are introductory courses and NOT basic computer skills courses. It is expected that students enrolled in these courses can: turn on the computer, use a keyboard and mouse to perform basic computer operations, open and save files, access their student e-mail, and myCourses. It is expected you communicate any individual needs or limitations to the instructor as necessary.

- **Prior Knowledge Needed -** A basic comfort level of using a computer to browse the Internet, save files, and send email is expected of students enrolled in all

College of Computers & Information Technology courses. Students are also expected to build program folder structures correctly.

- **Open Communication Statement -** Your instructors and your dean are committed to your success as a student. To this end, we are available via email at any time and meeting upon request. E-mails are responded to as necessitated (and when necessary – within 24 hours) as some e-mails are simply informative and require no reply). Weekends and holidays may take as long as 48 hours. It is expected that students will follow this same rule.

- **Coding Assignments -** All coding assignments for both exams and homework/labs are expected to be your original work. Collaboration is permitted, but no two programs should ever be exactly the same. It will be considered a violation if you copy work from another student or from the Internet. If this occurs, you will be charged with Academic Dishonesty.

Communication

Appropriate Communication - Students are expected to communicate in clear, correct, respectful Standard American English always. This includes all online or electronic communication, which should follow the standards of Internet etiquette (also known as "netiquette"). Students unfamiliar with these concepts and conventions should check with their instructors.

Timely Communication - Students are expected to read college and course email daily. Any communication requiring a response should be done within 24 hours of receipt.

Late Work Policy

Project/assignment/exercise

Each project/assignment/exercise will come with specific instructions for completion. All lab/class work must be completed (if applicable)! **All assignments are due by the assigned due date.** If you are not able to make a deadline, you **MUST communicate** with your instructor **PRIOR to the deadline**, explaining why you need an extension. This gives you a chance to reflect on your academic habits, and invites you to engage in a

conversation with your instructor to help solve larger problems that might be getting in the way of your academic success. It is your responsibility throughout the semester to keep up with your course work. It is not the responsibility of the instructor to advise you of missed work during the term or in the last week of the term.

Exam

Exams must be taken on the assigned date; otherwise, a grade of zero will be assigned. Any exception to this policy must be the result of a documented emergency or prior arrangement with the instructor. There will be no exceptions to this rule. ANY MAKEUP EXAMS must be taken prior to the scheduled exam date. This must be prearranged with the instructor. Last-minute arrangements are not acceptable

Generative AI Permitted Under Some Circumstances or With Explicit Permission
You may have heard of Generative AI (Artificial Intelligence). The best-known example is ChatGPT, a chatbot that allows you to type a question as if you were talking to a real person, and it quickly offers a seemingly meaningful, original answer. Tools like this are powerful and can be useful in many contexts, but we must be aware of their limitations, as they can produce inaccurate, fabricated, and even offensive content. In addition, the work produced is not technically your own. In order to avoid violating SPC's academic integrity policy, students must be sure to follow each professor's course policies regarding the use of artificial intelligence in academic work. If you are unsure of a professor's guidelines, reach out to them to discuss further.

The Dean's general policies for all CCIT courses:
You may only use Generative AI (Artificial Intelligence), including ChatGPT and similar AI tools, when assignment directions specifically state that it is allowed, and these tools must be used with caution. AI is not a replacement for your own thinking and research. AI-generated text or other content must be clearly marked and cited properly. In addition, you are responsible for confirming the veracity of any information or sources produced by artificial intelligence. If you have any questions about this, please reach out to Dean Kemp. She is happy to offer guidance!

Course Information

Prerequisite(s): NONE

Credit Hours: 3

Modality: Hybrid or Blended

Meeting Times and Location: TUES 09:30 AM to 12:10 PM - Clearwater Campus CL-ES205

Course Description: This course is an introduction to computer programming. Students will solve programming problems by coding programs that input and process data and generate output. Solutions to programming problems will require coding decision structures, repetition structures, and custom functions. Some programs will require creating and reading text files and working with lists. Additional topics include an overview of how computers work, the Internet, binary numbers, and hexadecimal numbers. (NOTE: To understand the material and complete assessments, students should be comfortable with basic algebra and problem-solving before taking this class. It is recommended that students complete College Algebra (MAC 1105) before enrolling in COP 1000).

Course Objectives

1. The student will identify a problem solving strategy and use pseudocode to write computer programs by:
   a. interpreting and analyzing programming problems using problem-solving techniques.
   b. developing solutions to programming problems as a sequence of ordered steps.
   c. expressing the sequence of ordered steps in pseudocode.

2. The student will solve problems with computer programs requiring various types of: input, output, calculations, decision structures, and methods of storing and processing data by:

    a. translating pseudocode into statements in a programming language.

    b. coding statements that accept numbers and strings from keyboard input by the user.

    c. coding statements that use arithmetic expressions to assign values to variables.

    d. coding print statements to output variable values in specified formats.

    e. coding if and else blocks with Boolean logic testing both numeric and string data.

    f. coding nested if and else blocks and code compound Boolean expressions.

3. The student will solve problems with computer programs using loops, text files, custom functions and modules by:

    a. identifying programs that need to be coded with loops.

    b. coding while loops and for loops, including nested loops.

    c. coding loops with accumulators, counters, and sentinel values.

    d. coding loops to create text files and read data from text files.

    e. coding custom functions requiring zero or more arguments.

    f. coding custom functions that must return a value.

    g. coding functions that generate a range of random integers.

    h. creating modules with custom functions, and importing modules.

4. The student will solve problems with computer programs that create, process, and manipulate lists by:

    a. coding statements that generate lists from both literal values and variables.

    b. coding statements that use loops to create lists and process lists.

    c. coding statements to create slices from lists.

    d. coding statements with list operators, methods and functions.

e. coding statements to create lists with list comprehensions.

5. The student will solve problems with programs that create, process, and manipulate dictionaries by:
    a. coding statements that generate dictionaries.
    b. coding statements that retrieve or delete values from dictionaries.
    c. coding statements with loops to iterate over dictionaries.
    d. coding statements that use dictionary methods.
    e. coding dictionary comprehension statements to create dictionaries.

6. The student will achieve numeric conversions in different bases by:
    a. expressing given base-10 integers in both binary and hexadecimal notation.
    b. expressing given binary integers in both base-10 and hexadecimal notation.
    c. expressing given hexadecimal integers in both base-10 and binary notation.

Required Textbook and Other Resources

image not available

Starting Out with Python
Required or Optional: Required
ISBN: 9780135929032
Authors: Tony Gaddis
Publisher: Pearson
Publication Date: 2020-01-01
Edition: FIFTH EDITION

Performance Assessment and Grading

This is a **300**-**point** course, points being awarded according to the table below.

Category	Details	Points
Pseudocode Discussion Postings	2 problems @ 15,15 **6 postings**	30
Python Chapter Quizzes ***	7 quizzes @ 5	35
Python Preparation Assignments	7 programs @ 5	35
Python Programming Assignments **	7 programs @ 25 points	175
Number Systems Quiz *	6 conversions with methods	25
Total		300 point

*** Chapter Quizzes

- **Unlimited attempts** are permitted, highest score counts.

** Python Programming Assignments and Number Systems Quiz.

- **One attempt only**
- **An additional submission of an assignment may be permitted but its grading is at the instructor's discretion**

- **NO LATE ASSIGNMENTS are accepted without medical evidence presented.**

Grading Scale

This course uses a **points system** to determine final grades:

Grade Point Thresholds

GRADE	POINTS

Grade A	270 – 300 points
Grade B	240 – 269 points
Grade C	210 – 239 points
Grade D	180– 209 points
Grade F	0 – 179 points

Availability of Course Content

To gain access to the course materials/modules, students must, you must go to the Begin Here section under Course Content, read the **Syllabus** and pass the **Course Syllabus Quiz** with 100% to demonstrate that you read and understand it. The required textbook for this course is listed in the Required Textbook and Other Resources section listed above and can be purchased from the SPC Textbooks site at http://www.spcollege.edu/textbooks/.

Course Attendance

View the college-wide attendance policy included in the Syllabus Addendum.

Technology Requirements & Policy

View the MyCourses Minimum Technology Requirements.

Minimum Technical Skills: Students should know how to navigate the course and use the course tools (email, discussion, gradebook, etc.). MyCourses tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

Students also MUST become proficient with [publisher or other 3rd party tools or platforms here] and the tools contained within the program to be successful in this course.

Accessibility of Technology

- [MyCourses (Brightspace by Desire2Learn) Accessibility](#)
- [Microsoft Accessibility](#)
- [Google (YouTube) Accessibility](#)
- [Panopto Accessibility](#)
- [Turnitin Accessibility](#)
- [Honorlock Accessibility](#)
- [Cengage Accessibility](#)
- [McGraw-Hill Accessibility](#)
- [Pearson Accessibility](#)

Privacy

- [MyCourses (Brightspace by Desire2Learn) Privacy](#)
- [Microsoft Privacy](#)
- [YouTube Privacy](#)
- [Panopto Privacy](#)
- [Turnitin Privacy](#)
- [Honorlock Privacy](#) and [SPC's Honorlock Security and Privacy FAQ](#)
- [Cengage Privacy](#)
- [McGraw-Hill Privacy](#)
- [Pearson Privacy](#)

Important Dates

Class Dates: 18-MAR-2024 to 10-MAY-2024
Drop Date: 22-MAR-2024

Withdrawal Date: Please reference the Academic Calendar below
https://www.spcollege.edu/academic-calendar

Learner Support and Other Student Resources

Use the following links to view web sites on SPC's:

- Free Tutoring
- Accessibility Services
- Academic Support
- On-Campus and Online Support
- Student Services

Additional Resources:

- Academic Calendar
- Learning Resources
- Career Services
- International Student Services
- Veterans Services

MyCourses Assignment Schedule

Due Date	Name	Type	Points

Due Date	Name	Type	Points
	Briefly Introduce Yourself	Discussion	
	Introductions	Discussion	
	Open Discussion	Discussion	
	Problem-Solving One	Discussion	15
	Problem-Solving Two	Discussion	15
3/25	Begin Here Quiz	Quiz	
3/25	Chapter 2 Assignment (25 points)	Assignment	25
3/25	Chapter 2 Preparation Program (5 points)	Assignment	5
3/25	Chapter 2 Quiz (5 points)	Quiz	5
4/1	Chapter 3 Preparation Program (5 points)	Assignment	5
4/1	Chapter 3 Quiz (5 points)	Quiz	5
4/1	Module 3 Assignment (25 points)	Assignment	25
4/8	Chapter 4 Preparation Assignment (5 points)	Assignment	5
4/8	Chapter 4 Quiz (5 points)	Quiz	5

Due Date	Name	Type	Points
4/8	Module 4 Assignment (25 points)	Assignment	25
4/15	Chapter 5 Preparation Programs (5 points)	Assignment	5
4/15	Chapter 5 Quiz (5 points)	Quiz	5
4/15	Module 5 Assignment (25 points)	Assignment	25
4/22	Assignment 6 Preparation Programs	Assignment	5
4/22	Chapter 6 Assignment (25 points)	Assignment	25
4/22	Chapter 6 Quiz (5 Points)	Quiz	5
4/29	Assignment 7 Preparation Program (5 points)	Assignment	5
4/29	Chapter 7 Quiz (5 points)	Quiz	5
4/29	Module 7 Assignment (25 points)	Assignment	25
5/6	Chapter 9 Assignment (25 points)	Assignment	25
5/6	Chapter 9 Preparation Assignment (5 points)	Assignment	5

Due Date	Name	Type	Points
5/6	Chapter 9 Quiz (5 points)	Quiz	5
5/6	Number Systems Test	Quiz	25
5/6	SAIL Extra Credit (Bonus)	Assignment	25
5/6	SSI Submission Extra Credit (Bonus)	Assignment	5

Communication Plan

Communication Channels

Type the Communication Channels you will use here.

Response Time

Type your plan for Response Time here.

Communication Schedule

Type your Communication Schedule here.

Students' and Instructor's Expectations

It is important that all of your attention be focused on the content to be learned so when you are in class you shouldn't be using your computer, cell phone, and tablet for casual use, only academic purposes. Any use of these devices (including texting) for non-academic purposes draws your attention away from the course work and is therefore subject to disciplinary action. Whether you are taking a course online, blended, or in the

classroom, you may be required to have discussions of class assignments and share papers and other class materials with instructors and classmates online. The learning management system, MyCourses, will be used for this purpose and you should complete the Introduction to MyCourses so that you are comfortable with the system and can complete your assignments. Whether you are in an online class or a physical classroom, certain behaviors are expected when you communicate with your peers and your instructors. You need to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No one has the right to interfere with the teaching/learning process. Below are the traits of a successful student. These guidelines pertain whether your course is online or in the classroom. When communicating, you should always:

- Treat everyone with respect in every communication
- Use your professor's proper title: Dr. or Prof., or if you are in doubt use Mr. or Ms.
- Use clear and concise language
- Remember that college level communication should use correct grammar, whether written or spoken. Avoid slang.
- Use correct spelling and avoid texting abbreviations
- Avoid using the caps lock feature as it can be interpreted as yelling online
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and, even when spoken, your message might be misunderstood
- Be cautious with personal information (both yours and others')

Online Student Participation and Conduct Guidelines

The practices of courtesy and respect that apply in the on-campus classroom also apply online. Any discriminatory, derogatory, or inappropriate comments are unacceptable and subject to the same disciplinary action applied in courses offered on campus.

When you send an email to your instructor, department chair, dean, or classmates, you should:

- Use a subject line that describes what you are writing about

- Avoid attachments unless you are sure your recipients can open them

- Be clear, concise, and courteous

- Sign your message with your name

- Use your SPC email account to ensure delivery. Sometime emails from non-SPC accounts are stopped by the spam filter and the recipient may not receive it.

Your faculty member will include in the syllabus expectations for response times on email.

Recordings in the classroom:

Students may record lecturers in class for personal use (such as studying or documenting complaints to the institution) without explicit permission. However, students may not record non-lecture portions of class (such as skills labs, student group work, individual student instruction, Q/A sessions, recording studio critiques, group/individual production and computer lab time, practicums/internships, or clinical/simulation rotations) or other students without explicit permission, and may not disrupt class in making such recordings (such as trying to use a device with a calculator or calculator app in a class that does not allow calculators, or blocking the view or aisles for others in the class). Having an approved ADA accommodation is considered explicit permission to record from the college.

Students making such recordings may not share recordings without explicit permission and are personally liable for unauthorized dissemination. If in doubt, please discuss with your professor before class.

When posting to a discussion board, you should:

- Write posts that are on-topic and within the scope of the course material

- Take your posts seriously; review and edit your posts before sending

- Be as brief as possible while still making a thorough comment

- Always give proper credit when referencing or quoting another source

- Read all messages in a thread before replying

- Avoid repeating someone else's post without adding something of your own to it

- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point

- Always be respectful of others' opinions, even when they differ from your own

- Express any differing opinions in a respectful, non-critical way

- Not make personal or insulting remarks

- Be open-minded

The instructor has the **authority** to ask a disruptive student to leave a classroom or lab. The instructor may also delete posts or materials from an online or blended class and/or take disciplinary action if disruptive behavior continues. This ensures that all students in the class have an opportunity to learn.

Academic Honesty Policies - Honor Code

We expect you to be **honest** in all of your academic work. By enrolling at the College, you agree to obey all of the standards of **academic honesty** and **integrity** and you should understand that failing to observe the rules may result in academic and disciplinary action, up to and including expulsion from the College. As members of the College community, you also have an ethical obligation to report violations of the SPC academic honesty policies you may witness. The academic honesty policy and procedures are available online:

- [Academic Honesty Policies, Honor Code](#)

- [Academic Integrity Policies and Procedures](#)

These documents include details on what is meant by:

- Cheating

- Bribery

- Misrepresentation

- Conspiracy

- Fabrication

- Collusion

- Duplicate submissions

- Academic misconduct

- Improper calculator, computer or online use

Some of your courses may include online material that is protected by copyright. This means that the work is available for you to use in your studies but you can't copy and share the materials (copyright.gov). Please see [SPC's copyright information](). It's your responsibility to be academically honest in all of your work.

How to Be a Successful Student

Attending class is vital to your success, particularly the first few days of class as you are introduced to the requirements and topics you will be covering. Therefore the college limits when you can add classes. Please [check our registration page]() regarding when classes can be added.

You may drop a course through the [Drop with Refund]()date listed on your Fee Schedule and be eligible for a refund, although withdrawing may affect your financial aid. If you are thinking of withdrawing, please speak with your instructor, an [Academic Advisor]() or a [financial aid counselor]().

Showing up is the first step in ensuring your academic success. Active participation is the next step - whether you are in a classroom or taking classes online. Each of your faculty will give details in the syllabus about their attendance policies. If you are going to miss a session, or be offline for any reason, please let your instructor know in advance. If you don't attend during the first two weeks of a term you will automatically be withdrawn from the class and this can cause serious problems if you receive financial aid. In fact, if you withdraw prior to completing 60% of a class and receive any form of federal financial aid (grants or loans) you will be required to repay a portion.

Policy: Attendance/Participation/Withdrawal

Withdrawing from a course with a "W" or "WF" may impact students' academic standing and financial aid eligibility including placing the student in early repayment. It is the student's responsibility to understand the consequences of withdrawing.

Attendance

College policy requires students to attend class prior to the published drop deadline for the session in which the class is scheduled. The instructor is required to report non-attendance and the student will be dropped with a "W" grade penalty by the second week of classes.

It is the student's responsibility to know the attendance policy of the class in which they are enrolled.

- Depending on the modality of the course, attendance may be online, LIVE Online, blended, or on-campus.

- For LIVE Online classes, attendance will be taken online during the normal class meeting time/days.

- Students who are feeling ill for any reason should communicate in a timely manner with their instructor regarding attending online instead of on-campus, and/or the responsibility of excused absences. Students are also responsible to discuss completing any missed work with the instructor.

Participation

College policy require the instructor to report any student who is not actively participating at the 60% point of a class. The instructor will report the student by the end of the week immediately following the 60% point of the class and the student will be withdrawn from the course and assigned a "W" grade. It is the student's responsibility to understand the instructor's requirements for 'active participation.'

Student Withdrawals

Students will be able to withdraw themselves at any time during the term. However, requests submitted after the last date to withdraw with a "W" (see academic calendar) will result in a "WF". Students and instructors will automatically receive an email notification through their SPC email address whenever a withdrawal occurs. Students should consult with an academic advisor or financial assistance counselor prior to withdrawing from a class.

Students who wish to withdraw completely from SPC are not able to totally withdraw from all classes through MySPC. A student must contact an Academic Advisor to totally withdraw.

Student Survey of Instruction

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

Turnitin

The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. Review the [Turnitin Usage Agreement](#) for full details. Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

View the [Reviewing a TurnItIn/Originality Report](#) tutorial.

Safety and Security

We want to make sure that you are comfortable on campus and feel secure in your learning environment. The SPC campuses are very safe but you should be aware of your surroundings, just as you are anytime you are in a public space. In each classroom there is an Emergency Response Guide to help you during an emergency. It is also a good idea to be familiar with evacuation routes in buildings that you use frequently. **If you have an emergency, dial 911 immediately**. For information on campus safety and security policies, please call 727-791-2560. More information is also available on the [Campus Safety website](#).

The college website ([spcollege.edu](#)) is the best source of information in the event of an emergency. It's possible for something like a hurricane to disrupt classes on campus; if this happens there are plans on how to help you continue your education. You should be comfortable using MyCourses as the learning management system will be key in communicating with faculty about course materials and assignments. Make sure you complete the Introduction to MyCourses so that you are familiar with sending and receiving emails, participating in discussion posts, navigating through course materials, and submitting assignments. It is important to be able to use MyCourses for learning activities if your campus is closed.

Federal and state law requires a person designated as a "sexual predator or offender" to register with the Florida Department of Law Enforcement (FDLE). The FDLE is then required to notify the college if the person attends, or is employed, by a college or university. You can find out more information by calling the FDLE hotline (1-888-FL-PREDATOR) or by visiting [offender.fdle.state.fl.us/offender](#). A list of sexual offenders or predators registered for classes at SPC is also available.

Titans Care (Student Assistance Program)

As an SPC student it's vital that you know Titans Care. You can access resources through [SPC's Student Assistance Program (SAP)](#), a collaborative resource for students with mental health or general life issues. SAP provides help and education in suicide prevention, mental health, substance abuse awareness and more. It is SPC's belief that supporting mental wellness is everyone's charge and that one loss as a result of

substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

Student Concerns

St. Petersburg College wants to make sure that you are able to receive prompt and fair resolutions to any concerns that you might have. If you feel that you have had a bad experience with a college employee, or you have a concern about college facilities, please bring it to our attention. Begin by speaking directly to the person responsible for the department; direct conflict resolution is an important skill to develop and usually brings about the best results. If you aren't satisfied with the outcome, or are not comfortable approaching the person directly, you may submit the information using an online form: web.spcollege.edu/survey/13002

If you're not able to submit the form online yourself, feel free to ask a college employee to submit the form on your behalf.

SPC Vaccination Policy

SPC is concerned about the health and well-being of all students. We encourage all students to remain current on vaccinations as suggested by appropriate health authorities. SPC does not require vaccinations for general admissions to our degree or certificate programs, with some exceptions for specific programs.

Instructional Continuity During Emergencies

The St. Petersburg College website at www.spcollege.edu is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period and is planning ways our operations can continue following such an emergency.

So, if a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, please visit the college website for an announcement of the College's plan to resume operations.

Further, in the event of such a disaster, the Instructor will continue using the Learning Management System (LMS) of MyCourses for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments.

Therefore, to keep up with all activities in this course during and after a natural disaster, please plan to continue this course by maintaining online access to MyCourses (possibly through duration of the course's regularly scheduled end date). We will finish this course in MyCourses, as directed by your Instructor online, and your Instructor will use all graded assignments to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.

For all current updates on pandemic conditions or other events, please visit SPC Updates at https://www.spcollege.edu/spc-updates

EXPECTATIONS FOR PYTHON ASSIGNMENTS

It is pointless to tackle coding assignments before learning the Python skills they require. It is expected that you will **prepare for assignments by**:

- **Reading** the relevant chapter in the course textbook.
- Entering and **running the textbook example programs** as you encounter them in the chapter.
- Working through all instructional links and documents in the relevant mycourses module.
- Completing the **Chapter Quiz**.
- Completing the assignment **preparation assignment** provided for each chapter.

- Python is a mature language and it is often possible to solve programming problems in more than one way, but your task is to demonstrate that you have

grasped the Python concepts in the current module of **this course**.

- To earn grade points, the programs you submit must use **the techniques in this course and only the techniques in the current or previous modules**. Programs that don't use course coding techniques **will not earn grade points**.
- All programming problems in this course can be solved using the techniques in our course, so there is no need to seek help online.
- **Contact your course professor if you need assistance**.

HELP WITH PYTHON – STEPS TO TAKE

Resources are in place to help you, but **the first move is yours**.

- There is a Course Forum where you can ask questions. Your professor, or a classmate, will respond to help you.
- You can email your instructor with a Python question. Be specific and **attach your code** if necessary.
- Your instructor will strive to respond to emails within 24 hours on week days, 48 hours on weekends.
- You can seek out a tutor at a Learning Support Center. Look here: http://www.spcollege.edu/tutoring/
- Your professor may also be available during office hours. Refer to your professor's instructor page.

Above all, take action immediately to avoid falling behind! Do not procrastinate!

At the **60% point** of the course, **students who are far behind (2 assignments) may be dropped**.

COLLABORATION POLICY (with tutors or classmates)

- Collaboration on quizzes and tests is strictly prohibited.
- **SPC provides tutors** an campus Learning Support Centers (LRCs): https://www.spcollege.edu/current-students/learning-resources
- Tutors are also available online at http://www.spcollege.edu/tutoring/
- **If you contact a tutor, make sure that the tutor is aware of all assignment requirements (especially the requirement to use only methods in our**

course).

- **Ask the tutor to teach you the concepts needed to solve the problem. Don't let the tutor write the program for you.**
- You must ultimately **code each problem solution by yourself** without assistance.
- A suite of algorithms will be run to detect **plagiarism** in your code.
- If you collaborate with a tutor or others to solve the problem, **identify your collaborator(s) in a comment line in each of your programs after the first comment line with your name and course information**.
- If you did not work with anyone, you should write "**Collaborators: none**."
- If you obtain a solution through research (e.g., on the Web), **acknowledge your source**, but write up the solution in your own words.
- **It is a violation of this policy to submit a problem solution that you cannot orally explain to the instructor**.
- **No other COP 1000 student may use your solutions**. It is a violation of this collaboration policy to permit anyone other than staff and yourself read-access to the location where you keep your code. Plagiarism and other anti-intellectual behavior cannot be tolerated in any academic environment that prides itself on individual accomplishment. If you have any questions about the collaboration policy, or if you feel that you may have violated the policy, please talk to your instructor. We are more understanding and lenient if we find out from the transgressor rather than from a third party.