INFORMATION AND REGULATIONS
FOR SELF-PACED PROGRAMMING COURSES
CS 3S, CS 9ABCDEFGH, CS 47ABC
Spring Semester 2008

• This material overrides previously specified rules and regulations.
• Please read it carefully.
• It contains information you will find useful for the whole semester.
• You are responsible for knowing everything in this document.

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IMPORTANT INFORMATION
The Self-Paced Center (course headquarters) is in room C10 Hearst Field Annex, 642-9920. The URL for the course home page is http://inst.eecs.berkeley.edu/~selfpace
The Course Manager's e-mail address is selfpace@cs.berkeley.edu

IMPORTANT DATES
You must have at least one grade recorded for a program or quiz by Thursday, February 21, or you will be required to drop the course. We will not accept new enrollment after that date.

The last day to take a quiz is Monday, May 5th. The last day to get a program or quiz graded is Monday, May 12. The regularly scheduled final exams are on Thursday, May 15.

MISSION STATEMENT
Our mission is to create a challenging, stimulating and supportive environment for both our staff and our students, where tutors learn by teaching and students benefit from tutors’ knowledge, patience, and dedication to education in computer science.
COURSE PHILOSOPHY

Computer Science 3S, 9ABCDEFGH, and 47ABC are self-paced computer programming classes. They were created as alternatives to the traditional lecture class in which everyone works at the pace set by the instructor. In self-paced classes you yourself pretty much decide (subject to some constraints) how quickly or how slowly to proceed.

These classes involve homework (readings and programming assignments) and quizzes like most other courses at the University. However, the pace at which you move through the material is not fixed. You take the quizzes for a given segment of work when you decide you have mastered the material they cover. You write, run, and debug the corresponding programs. Your programs and quizzes are graded face to face with staff members, in order to maximize the amount of information you get from the evaluation. There is no penalty for failing a quiz; it is intended merely as a device for you to evaluate your mastery of the material.

With this flexibility comes responsibility. Your other courses and activities will all present deadlines—an exam on Monday, a homework assignment due Thursday, a paper due Friday—around which you must fit your self-paced work. Lazy, disorganized, or undisciplined students don’t do well in a self-paced framework.

Tutors are available in the Self-Paced Center (room C10, Hearst Field Annex), not only to grade your programs and quizzes, but also to provide individual assistance when you need it. Their role is not to give you answers, but to help you learn how to find them out on your own. Thus, tutors will expect you to have made an honest effort to learn the material yourself before coming in for help.

PREREQUISITES

There are no prerequisites for CS 3S. For courses in the CS 9 series, you must already know how to program; in particular, CS9C, CS 9F, and CS 9G require programming experience beyond CS 3/3S and IDS 110. CS 47ABC cover the last parts of CS 61A, 61B and 61C respectively, so their prerequisites include mastery of most of these courses. (Prerequisites for CS 47B are verified by completion of exercises in the “Prerequisite Evaluation” assignment.)

SELF-PACED COURSE REVISIONS

Study guides will be accessible online this semester. However, if you have a hard-copy study guide from last semester, you may use it instead. Consult the Course Manager if you have any questions about course material.

GETTING STARTED

First, read this document carefully. Every student is responsible for reading and knowing the material contained here.

New students: On your first visit to the Self-Paced Center in C10 Hearst Field Annex, you will fill out a transaction sheet (for our records). You will be issued a computer account form and the “Guide to Materials”, which tells you where to get other course material.

Continuing students: Visit the Self-Paced Center, activate the folder that contains your records, and pick up a computer account form and a calendar.

All courses include an “Orientation” assignment in which you display familiarity with the procedure for computing deadline penalties (see the “Pacing” section). It appears at the end of this document. You must complete this assignment before proceeding to any subsequent programs and quizzes; do it as soon as possible! There is also a special “Prerequisite Evaluation” assignment for CS 47B students that is intended to ensure that you’re ready to take that course.

For more information about enrolling for CS47ABC, go to the Self-Paced Center.

THE SELF-PACED CENTER

The headquarters for CS3S and the CS9 and 47 courses is the Self-Paced Center in Room C10 Hearst Field Annex, phone 642-9920. (The building is between Barrows Hall and Hearst Gym.)

Beginning Wednesday of the first week of class, the Self-Paced Center will be staffed by tutors and the Course Manager, on Monday through Friday when class is in session. The following is a tentative schedule:

- Monday: 11am–4pm
- Tuesday, Thursday: 11am–5pm
- Wednesday: noon–8pm
- Friday: noon–4pm

We will close at 5pm the first two Wednesdays of the semester.

The Course Manager maintains the course records, hands out quizzes, and supplies administrative information about the self-paced courses. She is there to assist you; feel free to ask her or her assistant any questions you have about the self-paced courses.

Please turn off your cell phones in the Self-Paced Center, out of consideration for students taking quizzes and consulting with tutors.
To have a program or quiz graded, or to get advice or help, sign the waiting list posted in the Self-Paced Program Center. You must sign up at least 30 minutes prior to closing time. We also stop handing quizzes the last half hour we are open. A tutor will eventually call your name. You may indicate on the waiting list if you wish to consult a specific tutor.

The time you'll wait to see a tutor varies. Sometimes you won't wait at all. Late in the semester, since everyone puts things off until the last minute, you may wait several hours. Thus, you shouldn't put things off. Staffing schedules are posted in the Self-Paced Center and at the course Web site. Tutors specialize in particular courses, so there may be times of the week when there are no tutors in the Self-Paced Center for your course. Familiarize yourself with the staff schedule so that you'll know when tutors are available for the course you're taking.

Try to learn the names of the tutors with whom you work well and "attach yourself" to them so they will get to know you too. Check the course home page for hours that particular tutors are available.

Tutoring sessions are limited to thirty minutes when waiting lines are long.

**UNITS FOR CS 3S**

The material in all the self-paced courses consists of reading assignments, quizzes, and programming problems, which you complete in a designated order. For CS 3S, completing a certain number of these gets you the first unit of credit, several more the second unit, and so on. The units of these courses may be spread over more than one semester—in later semesters, you merely continue where you left off. Students starting CS3S must complete the first two units together. (The Office of Admissions and Records does not enforce this rule. We do.)

Many students overestimate at the beginning how much you'll accomplish during the semester. Thus we urge you to sign up for no more than 2 units unless absolutely necessary. If you want to take more than 2 units, please talk to the course manager. On the other hand, we also recommend that you try to finish CS 3S in at most two semesters; if you spread it over a longer time period, you spend almost as much time relearning the old material as learning the new.

All other self-paced programming courses carry only 1 unit of credit and may not be spread over more than one semester.

**BOOKS, MANUALS, AND COMPUTER RESOURCES**

The “Guide to Materials” is a short handout describing the textbooks and other materials used in the course in more detail. Pick it up in the Self-Paced Center. Reference copies of texts and manuals are available in the Self-Paced Center.

Each course also has a study guide that contains your programming assignments plus reading assignments and suggested exercises in the various textbooks we recommend. Also in the study guide are sample quizzes, miscellaneous system information. The study guides are all available online, accessible through the self-paced Web site.

You must also purchase the following material for the self-paced courses.

a. One or more textbooks. Your text will be your main source of programming information. The various textbook choices are described in the appropriate “Guide to Materials”.

b. A notebook. Each time you consult a tutor, he or she will add remarks to the notebook. When you present programs or quizzes for grading, tutors will write explanations of topics you need to study further plus other notes from the tutoring session in this section. You are required to bring your notebook each time you present a program or quiz for evaluation. At the end of the semester, these notes should be an invaluable record of problems you've encountered and areas for you to review for the final exam.

Consult the appropriate “Guide to Materials” for advice on using a study guide from an earlier semester. If you do this, be sure to compare it with the current version available at the Self-Paced Center. Updates may be available; ask the Course Manager.

You get free but limited use of a computer account for coursework. (Alternatively, you may use your own account or personal computer; check with the Course Manager for information on doing so.) Pick up the account application form from the Self-Paced Center, and follow the instructions on it to get the account validated. Account forms list the rules governing your computer use; inappropriate use will result in your account being deactivated.

You will need to use your class account for online submission of the project if you're taking CS 47B or the fourth unit of CS 3S.

If you're using your own computer for self-paced course work, there may be a free version of a compiler or interpreter that you can download. The EECS instructional Web site, for instance, provides a Scheme interpreter named stk for
students in CS 3S, 9D, and 47A. There are a variety of free Java developments, and the gcc/g++ compiler and gdb debugger are provided free with Macintosh OS X and UNIX systems such as Linux. A good Web site to explore for free software is http://www.thefreecountry.com/.

Framework code you’ll need for assignments is available online. You may access it either directly from the class master account’s lib directory (e.g. ~cs9c/lib) or using a browser with the URL of the relevant course’s home page (e.g. http://inst.eecs.berkeley.edu/~cs9c).

THE SELF-PACED WEB SITE
The URL for our course home page is http://inst.eecs.berkeley.edu/~selfpace

Software used in several of the self-paced courses is available for downloading from the course Web site and from the instructional computing Web site http://inst.eecs.berkeley.edu. If you’re using a UNIX account for your work, you may also wish to download relevant documents from the course Web site:

- “Before You Begin …”, a tutorial for users new to UNIX;
- manual pages for the C and C++ compilers used in CS 9C and 9F, and for the gdb debugger;
- a reference to commands for the emacs editor;
- an in-depth description of the make, sed, and awk utilities used in CS 9C, 9E, and 9F.

The self-paced Web site also contains lots of useful information about the self-paced courses, including review material for quizzes, hints and answers to frequently asked questions about assignments, and reminders about deadlines. We urge you to check it regularly.

QUIZZES
The coursework in all courses includes a number of quizzes, each of which covers a background topic for corresponding programming problems. You get each quiz from the Course Manager in the Self-Paced Center, sit at one of the tables to take it, then sign up to have it graded.

All quizzes are closed-book.

Quizzes are graded as follows.
1. A tutor will examine your quiz solutions and inform you whether or not they are all correct.
2. If you answered part of the quiz incorrectly, you’ll be given an opportunity to revise your solutions. The tutor will not provide you with any details about the location of your error(s).
3. When you finish revising your solutions, the tutor will evaluate your written answers. If your revised written answers are all correct, you pass the quiz; otherwise you must retake it. The tutor will make recommendations in your notebook about what you need to study to learn the relevant quiz material.

You must have your notebook with you when you get a quiz graded.

You are required to answer every question on a quiz correctly in order to pass the quiz. Quizzes are intended to make sure you have mastered the designated material; thus you may repeat a quiz as often as necessary without penalty until you pass it. The tutoring procedure just described allows you to make occasional careless mistakes without penalty, while still (we hope) ensuring your mastery of the material covered in the quiz.

In general, you should not expect to pass every quiz the first time you take it. You may take a given quiz only once a day. This rule encourages you to review the material after you fail a quiz. You may, however, take quizzes for more than one topic on the same day.

Quizzes will not be handed out during the last week of instruction. You will receive a “no-pass” grade for any quiz you haven’t taken by then.

Quizzes are our counterpart to exams in a lecture course, and thus we maintain certain rules for dealing with them. You may not use books or other reference material while you take a quiz. You may ask tutors to explain unclear parts of a quiz while you take it. We keep completed quizzes in the Self-Paced Center at all times. In particular, you may not leave the room with a quiz or any form of quiz material. Any quiz you begin must be finished before you leave, i.e. if you take too long on a quiz, you may not stop in the middle and finish it later.

Normally you should get the quiz graded by a tutor right after taking it. You may, however, leave a completed quiz with the Course Manager without getting it graded immediately; you may then return up to a week later to have the quiz graded. You should get a quiz graded as soon as possible, however, both to determine in a timely fashion how well you understand the tested material and also to increase your pacing computation score. (See the “Pacing Guidelines” section for more information.) You will not be allowed to revise answers on a quiz graded after you have left the Self-Paced Center. Quizzes not graded after a week in our “holding file” are discarded. Return all quizzes to the Course Manager before you leave the Self-Paced Center.

Please be mindful of students taking quizzes and turn off your cell phones in the Self-Paced Center.
PROGRAMS

Each unit of work contains one or more programming problems. For each programming problem, you design a solution, then type and debug a program. The programming assignments are in your study guide.

Programs are graded pass/no pass. Your programs are evaluated face-to-face by tutors, who will tell you what is good and bad about them. Each programming assignment has a checklist that appears in your study guide. A passing solution will satisfy every requirement on the checklist. Make sure that your solution satisfies all the checklist requirements before you bring it in for grading. To get a program graded, bring a listing of the program and its tests, your notebook, and a copy of the checklist—pick one up from the rack in the Self-Paced Center—to a tutor. The tutor will note on the checklist which program requirements you have satisfied, and may make recommendations in your notebook about how to satisfy remaining requirements. Once the program is working with all the required features, you hand in the checklist to have the grade recorded.

All programs must be submitted to a tutor for grading by the last day of instruction. If the waiting line on the last day is too long for you to get a program graded, you get no credit for it.

PROJECTS

Two of the self-paced courses, CS 3S and CS 47B, include project assignments that involve relatively large programs. In CS3S, the project is the fourth unit of work.

Before starting work on the project in CS 3S or 47B, you must turn in to the Course Manager a project proposal approved by one of the tutors. For CS 3S, the proposal indicates what sort of project you’ll be doing, and describes the project if it is not one of the standard ones we suggest. (Proposal forms are available in the rack in the Self-Paced Center.) For both CS 3S and 47B, it identifies your sponsoring tutor; he or she will list on the proposal any special considerations or grading criteria that apply to evaluation of your project. The tutor who agrees to sponsor you will then supervise and eventually grade your project.

Later, as part of the project development, you must submit to the tutor and to the Course Manager a project decomposition; this outlines, in English, your approach to solving the problem. The project proposal is included among work on which your pacing computation score is based (this computation is described in the section “Pacing Guidelines”).

The tutor who approves your project must also grade the decomposition and final program. It is your responsibility to make sure your tutor will be available to do this. Check your tutor’s schedule for the period you expect to finish your project, and allow time accordingly.

The final version of your project must be submitted online from your class computer account. Do this by creating a directory named project inside your home directory, copying all the project files into that directory, and then from within that directory typing submit project

The project in CS 3S or 47B may be done with a partner. The grading of a partnership program is done as follows: the partnership is graded together, then separately, to make sure that each partner understands what the other has done. Both team members get the same grade. Only one solution should be submitted online.

Unlike the other programming assignments, projects are graded on a scale of 24 points. Project writeups in the CS 3S and 47B study guides describe how the points for the project are allocated. More details about choosing a sponsor and providing a project decomposition also appear in the study guides. Failing to follow the procedures described there will result in grade penalties.

Your project must be submitted to your sponsoring tutor for grading by the last day of instruction. If you are unable to submit your project to your sponsor by the last day, you get no credit for it.

Note: The project proposal and decomposition are included in the pacing computation for students taking only the project unit of CS 3S, just as for those who are taking the earlier units. Students taking only the project unit should turn in a project proposal signed by a tutor early in the semester, and should have had their project decomposition approved by midway through the semester in order to avoid pacing penalties. See the “Pacing Guidelines” section for more information.

FINAL EXAMS

Everyone must take a final exam (even though the Schedule of Classes doesn’t list an exam group). No matter how many units you complete (or fail to complete) in a given semester, you take exactly one exam in that semester. The exam is cumulative, in that the material over which you are tested depends on the point in the course you have reached. For instance, students taking only the fourth unit of CS3S take the same exam as those taking all four units.

The final exams for courses in the CS 9 series will consist of short-answer questions like those on the quizzes. The exams for CS 3S and courses in the CS 47 series will consist of a mix of short-answer
questions and programming problems. All final exams will be closed book.

Finals for CS 3S and the CS 9 and CS 47 courses will be given during all three exam groups on the first day of finals week. Early final exams will be offered for students in CS 3S and CS 9 who finish all assignments and quizzes early. There will be signups for all these exams. Check the course Web site or the bulletin boards in the Self-Paced Center for more information.

You will be required to exchange a completed course evaluation questionnaire for a final exam. The evaluation forms will be available at the Self-Paced Center later in the semester, and at the final exam. (Hand the questionnaire in at the final, not at the Self-Paced Center.)

PACING GUIDELINES

Ideally, all students in the self-paced courses would be allowed to work at their own pace. That doesn’t work in practice, however; requirements that ensure that everyone doesn’t put off work until the last minute are unfortunately necessary.

We have devised a pacing scheme that is intended to encourage you to work at a reasonable rate without the need for fixed deadlines. Spreadsheet files that implement this scheme are available on the self-paced Web site; you’ll use one for the “Orientation” assignment. Here are the details.

- You accumulate pacing points each day of the semester after the first week. During most of the semester, you get 1 pacing point per day for every piece of work—program or quiz—that you have completed and that we have recorded on that day or before. You are not allowed to take quizzes during the last week of the semester. Also, you earn only ½ pacing point for each program that we’ve recorded you completing during that week. This reduced amount, we hope, will discourage you from saving work until the last minute.

- At the end of the semester, your pacing points are tallied, divided by the number of pieces of work you were required to complete, and divided again by 50 minus the number of units you complete. (This value is scaled appropriately for students adding a course late.) Finally, this value is decreased to 1 if it’s greater than 1, and increased to ½ if it’s less than ½. The result is a multiplier for your program and quiz scores.

This scheme is adjusted appropriately for students who register for a self-paced course after the start of the semester. Note, however, that if your name appears on the midterm status report and you have not yet checked in at the Self-Paced Center, your start date will be assumed to be the first day of the semester.

Again, the spreadsheet provided at the self-paced Web site will calculate all this for you. We strongly encourage you to fill in the relevant dates as you get work recorded, so you can keep track of your progress in the course.

Some good rules of thumb for pacing are the following:

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<th>course</th>
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<tr>
<td>any of the</td>
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<td>CS 9’s or</td>
<td>(the 47B project will probably</td>
</tr>
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<td>take at least four weeks)</td>
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<td>two units</td>
<td>one or two programs or quizzes per week</td>
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<tr>
<td>of CS 3S</td>
<td></td>
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<td>four units</td>
<td>two programs or quizzes per week</td>
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<td>of CS 3S</td>
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<td>only the</td>
<td>project proposal approved</td>
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<td>fourth unit</td>
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<td>of CS 3S</td>
<td>decomposition approved by</td>
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<td></td>
<td>mid-semester</td>
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If you’re taking more than one self-paced course, you may have the courses evaluated for pacing points either separately or together as one large course. If, for example, you are taking CS 9B and 9C together, you are allowed to complete all the 9B work before starting on 9C.

Quizzes and programming assignments within a given content group may be done in any order, but each content group must be completed before work from the next group may be graded. In general, we find that most students (especially in CS 9F) benefit by completing a given programming assignment before trying the associated quizzes. Working through the programming assignments provides a context in which to make sense of the various details tested on the quizzes.

Each unit of work in CS3S roughly corresponds to three to four weeks of work in an introductory programming lecture section. Thus, to complete the entire course in one semester, you should attempt to complete each unit in three weeks (allowing yourself three weeks of slack time). To complete less than the whole course, you should pace yourself accordingly, either spreading the work out over the entire semester or doing it all in the beginning. (The latter approach is safer and wiser.)

You should allow slightly more time for the project assignments in CS 3S and 47B than for the others, for two reasons. The project is a complex program, which may take more time than you expect. Also, your progress on the project depends not only on your own schedule but on that of your sponsoring tutor.

If the project unit of CS 3S is the only one you are taking this semester, you should have your project

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If the project unit of CS 3S is the only one you are taking this semester, you should have your project
proposal approved early in the semester, and your decomposition approved somewhere around the middle of the semester. You must have at least one of these recorded by the end of the fifth week of the semester.

Students who have not had any self-paced work recorded by the end of the fifth week of the semester will be required to withdraw from all the self-paced programming courses they are enrolled in.

GRADING

In keeping with the spirit of evaluating mastery of the material, we use no curve to determine grades. The grading scale for all the self-paced courses will be approximately as follows:

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<th>Points Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>91–100</td>
<td>A, A-, or A+</td>
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<tr>
<td>81–90</td>
<td>B-, B, or B+</td>
</tr>
<tr>
<td>71–80</td>
<td>C-, C, or C+</td>
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<td>61–70</td>
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Your course work comprises 60 of the 100 points possible, with programs and quizzes each contributing up to 30. (For students doing only the project unit of CS 3S, the project comprises all of the 60 coursework points.) The number of points contributed by each program you pass is 30, divided by the number of programming assignments; for example, if there are five programming assignments in a course, each is worth 6 points. The number of points per passed quiz is determined in a similar way. Your program/quiz score is then multiplied by the result of the pacing computation described previously. The final exam score contributes the remaining 40 points.

Grading for all the CS9 courses is pass/no pass. Undergraduates must get a C– (at least 71 points) and graduates a B– (at least 81 points) to pass. CS3S and 47ABC are graded. If your college and major department allow it, you may (and are encouraged to) take any of our other self-paced courses pass/no pass.

Programs and quizzes graded during the last week of the semester that would normally earn a “no pass” grade may be awarded partial credit for the purposes of determining your course grade.

Because of the variable-unit feature of the self-paced courses, we feel there is little need to give grades of “incomplete”. Such grades will be given only for emergencies. If it appears that you will have trouble finishing your work, drop the course (the drop deadline is Friday of the fifth week).

Provable cheating will be penalized by a failing grade and a letter to the Office of Student Conduct. Cheating is defined as follows.

- On programs: submitting someone else’s work as your own, or not being able to satisfactorily explain your program to a tutor. (This also applies to programs done by a team.) The fact that tutors ask you about how your program runs doesn’t mean they’re stupid; they’re just keeping you honest. You should be able to briefly outline the organization of your program without looking at your program listing. You should also be able to explain obscure sections of code (it’ll help to include comments in your program). Note that you’re not prevented from getting help on a program, provided you can explain the results of that assistance to the tutor.

- On quizzes: using books or other course material when you take a quiz, asking for help from another student, or taking material from the quiz out of the Self-Paced Center (in any form: e.g. paper or electronic notes). You may interrupt tutors for questions about the quizzes.

Your computer account is to be used only for self-paced coursework. Suspicious-looking files will be confiscated; game playing or other inappropriate use of the computer will result in your account being deactivated.
ORIENTATION ASSIGNMENT