

## The Instructor

Dr. Robb T. Koether

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Office hours: MTW 1:30 - 3:20; F 1:30 - 2:20; other hours by appointment.

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Web page: <http://people.hsc.edu/faculty-staff/robbk>

## The Class

The class meets in Bagby 120 at 12:30 - 1:20 MWF.

There is no textbook for the course. The information that you need can all be found online.

The web page for this course is at

<http://people.hsc.edu/faculty-staff/robbk/Coms480>

## Grading

There will be numerous computer assignments, three tests, and a final exam. In the final average, these will have the following weights:

Category	Weight
Computer Assignments	50%
Test Average	30%
Final exam	20%

## Computer Assignments

There will be numerous computer assignments. I will collect certain ones at roughly two-week intervals. Many of them will accumulative, so it will be essential that you successfully complete them all or else you will not be able to complete the ones that I collect.

## Tests

You should make every conceivable effort to be present and prepared for an hour test. The only valid excuses for missing a test are serious illnesses and unavoidable emergencies, which can be verified. If you foresee that you must miss a test, then you should make arrangements, before the absence, to take the test. If you miss a test for a reason that is less than compelling, you will not be allowed to take the test later. If you miss a test, it is essential that you contact me and make arrangements at the earliest possible moment. **Failure to follow this policy will invalidate any excuse.**

There will be three tests. The tests schedule is shown below. The topics are tentative.

Test	Date
1	Fri, Feb 16
2	Fri, Mar 23
3	Fri, Apr 20

The tests may be take-home and they might be taken online.

## Final exam

The final exam will be cumulative. It will be given on Thursday, May 3 at 6:00 pm in Bagby 120. Everyone must take the exam. Part of the exam might be taken on the computer.

## Attendance

Attendance will be checked at the beginning of each class. If you arrive late, you will be counted absent. If that happens and you would like to be marked present, see me after class and I will mark you “late,” not “absent.” Otherwise, late arrivals and absences will all count as absences. Each late arrival counts as half an absence. When assigning final grades, attendance (including late arrivals) will be taken into account.

Absences	Action
0 - 2	Grade bonus (+3 points)
3 - 4	Neutral
5 - 6	Grade penalty (-3 points)
> 6	Withdrawal

A warning letter may be sent out after the 6th absence. The last day to drop a course without a grade of WF is Mar 23.