Data-driven Web Applications
INFO 3300; CS 3300; INFO 5100

Course Policy Document

While this document is intended to cover the majority of potential situations students might encounter in the class, it is not exhaustive. All decisions with regard to the course can be overridden by the instructor as they deem fit.

Most if not all items in this document are based on events in class or student emails concerning rule adherence. The Instructor advises students that while it is their right to argue about small rule deviations with course staff, it is rarely in their best interest to do so when fractions of a percent of a grade are on the line. Take note that sea lawyers were often the first to be thrown overboard during a 19th century nautical mutiny, and many Dungeons & Dragons sessions have been ruined by battles over rules instead of against fictional monsters. Also note that the Instructor's legal experience amounts to a bit of high school mock trial. As such, this is not intended to be a legal document.

Attendance

Attendance will be randomly taken using notecards in class. Before class begins, grab a notecard and respond to the prompt put on the projector. A bit of time will be provided after class starts for you to complete your card. At the end of class, please turn in your cards either to one of two bins placed by the doors or to the lectern at the front of the hall. TAs might also collect cards during class. No cards will be accepted once the bins have been picked up and all cards collated.

Duplicate submissions of attendance cards (e.g. friends creating cards for others) will be adjudicated on a case-by-case basis, including enforcement of the university Code of Academic Integrity if need be. We will notice.

Random spot checks will evaluate overall notecard performance on an individual and class basis, though ultimately card responses will remain ungraded.

If you risk an extended absence which may affect your ability to keep up with course content due to extreme personal circumstances (e.g. personal health crisis), reach out to course staff with appropriate supporting materials. Cornell Health provides guidelines about acceptable forms of support.

Academic Integrity

We will follow university policies as outlined in the Academic Integrity Handbook. You are encouraged to discuss homework, but each student will complete assignments alone. TAs are present to assist in your learning process but are not expected to offer specific code suggestions. Learning from other individuals' code is an important part of programming, but for group projects the code should be the work of the group members except for standard libraries such as D3, lodash, and jQuery. Any code used in projects that was not written by the group members should be placed in separate files and clearly labeled with their source URLs. If you have benefitted from online resources (such as examples or StackOverflow answers), list the URLs in comments in your own code, even if you did not directly copy anything. Recall that some workplaces ban StackOverflow outright to avoid diluting their IP. Project work that relates to your other classes or research is encouraged, but you may not recycle assignments. There must be no doubt that the work you turn in for this class was done for this class and this class alone. **This includes lecture notes and code!** Integrity issues will be adjudicated at the discretion of Professor Rzeszotarski and course staff and include penalties such as referral to the Academic Integrity Board.

Blatant instances of copying lecture notes into homework will be considered integrity violations. This is a zero-tolerance policy. If you are concerned about inadvertently

duplicating course code in your submissions, try reading the course notes first, closing them out, and then coding yourself in a new environment or editor. If you get stuck, switch back again but avoid having both open at the same time.

Citing Sources

This section is based on an excellent citation guide created by Prof. Kyle Harms. We will largely be following these guidelines.

Any code that you did not write specifically for this class is considered to be external code. This includes example code from class, code from other classes at Cornell you wrote, and external code from web sites (e.g. StackOverflow). All code submitted for projects and homework assignments, unless otherwise indicated, must be your own. No external code will be permitted. This includes importing helper libraries like jQuery. Standards for projects will be looser in terms of importing libraries – refer to assignments for specific instructions.

Any external code used must be cited within the source code with comments.

Late or Missing Work

[The following rules apply under normal circumstances. If you have experienced a personal crisis or a medical condition contact the Instructor as soon as possible. The earlier we hear from you, the more we can help. We can only provide assistance if we are made aware of the problem in a timely fashion. Do not wait until the end of term to disclose potential issues which might have reduced your grades.]

If you do not submit work before the stated deadline, then we will record a zero. There will be no exceptions. This policy is harsh, but it is necessary for a class of this size. Refer to the **Slip Days policy** below for additional details.

All assignment deadlines are known well in advance. For most students with accommodations, you should plan ahead and complete your assignment before the deadline. Assignments that are given over breaks will have a substantial lead time before the break. If you have concerns about assignments disrupting your ability to enjoy a break during the term, complete an assignment during the run-up period before the break. Project 2 will be due after Spring Break – push your project team to meet milestones so that you are not crunched during or after the break.

Submitted files will be graded as-is and absolutely no excuses for mistaken submissions will be accepted. Verify on Canvas that you have provided the correct files after submission. Any archive files must be in a format that can be opened by recent Windows and Apple OS X computers. Unopenable submissions will receive no credit.

It is your duty to submit the correct files in a timely manner and verify that Canvas has properly stored your submission before the deadline.

In the very unlikely event that Canvas is down or you experience computer problems, you may email submissions to the course staff email address using your Cornell email account. You must email the file to the course staff email address before the homework due date – screenshots, file metadata, and git commit logs are too easy to modify.

Slip Days / Extending Deadlines

You can spend slip days in order to extend the deadline for a specific homework assignment. Slip days are specifically intended for legitimate reasons for needing an extension. This includes accommodations (e.g. medical issues, family emergencies, religious observance, athletic participation, etc.)

A slip day will allow you to submit a homework assignment 24 hours after the deadline (generally moving a homework from Monday @ 11:59PM to Tuesday @ 11:59PM). You can use up to 3 slip days for an assignment, but you will experience diminishing returns:

1 slip day	2 slip days	3 slip days
Extra 24 hours	+12 hours (36hr in total)	+6 hours (42hr in total)

Slip days will be automatically used when assignments are graded. It is your responsibility for tracking your current slip day usage. Should you run out of slip days, any late assignments will automatically receive a 0

You may earn up to 3 additional slip days. We will measure participation on Campuswire at 3 points during the term. To increase your score, make meaningful contributions to the discussion forum throughout the term.

Project 1 assigned	Project 2 assigned	Project 2 turned in
Bonus if score > 0	Bonus if score higher than when P1 assigned	Bonus if score higher than when P2 assigned

Please do not notify the instructor if you intend to use slip days. Graders will automatically use them to give you the highest grade possible.

Regrade Requests

You may request a regrade, which will be granted on a case-by-case basis. Regrades requests must be submitted in paper form. **Please refer to the specific instructions on the form.** No new files will be accepted.

Accepted requests will receive a complete regrade by course staff. This means that every question will be graded again in detail. In the past this has resulted in both point increases and point reductions as new issues were discovered. The instructor encourages students to think carefully whether a 1-point regrade is worth the risk.

Regrades must be submitted within one week of the time in which homework was returned (no exceptions). For example, if homework was marked as "Graded" on Canvas at noon on Thursday, then regrades must be emailed before noon on Thursday of the following week. No late regrade requests will be accepted.

On Decorum

Though it should go without saying, please observe respectful behavior while in class lectures. This includes remaining silent during lectures, answering questions posed to the class, and refraining from leaving during the middle of the lecture.

Be aware that other students will be sitting near you, and if you choose to use a computer during class, others will likely be able to see your screen. If you have a laptop, you will be expected to use it for relevant work. For some, editing code along with the lecture may be an effective learning strategy. As a result, laptops are welcome during class lectures. However, as attentional resources became divided, task performance suffers substantially. At the same time, participants in studies of attention rarely estimate the costs of divided attention accurately. In other words, laptop users are likely to overestimate their ability to multitask. Laptop use has been proven not only to hinder users' classroom performance, but also the performance of nearby peers (whether they also use a computer or not). Be thoughtful. If you choose to use a laptop during lectures, please sit on the upper section of the hall.

Should you have issues with an undergraduate or graduate teaching assistant, please reach out to the Instructor directly. Though it once again ought to go without saying, please avoid posting about "stupid TAs" on the course forum, pitting TAs against other course staff members, or calling a graduate TA "useless" to their face (all of which have happened in the past and make the instructor very sad).

Note on Inclusiveness

This course involves both self-directed assignments as well as in-class exercises. It is possible that in the course of this class you will encounter datasets, visualizations, or arguments that do not match your worldview or perhaps might even be upsetting. Course staff cannot guarantee such events will not occur, and do not want to hamstring the potential projects that teams can complete with a set of content requirements. Students must be respectful throughout the critique process and in-class activities, acknowledging that at times discussion can be fraught or argumentative. Course staff will not tolerate intentional displays of disrespect or marginalization during class time and out of class project work. Penalties will range from loss of participation grade to failure of projects/assignments to referral to university officials on a case-by-case basis.

Having experienced environments lacking in tolerance and inclusivity earlier in life, the Instructor will try their best to be mindful of potential issues with course content throughout the term. However, they might miss something objectionable, inadvertently encounter an instance of implicit bias, or misspeak. If during the semester you have concerns about the way the course is going or are having a negative experience, please reach out to the Instructor directly.

Special Accommodations

We will make every effort possible to ensure that the class works for all students. Students who have self-identified to Cornell SDS as needing special accommodations in the classroom should contact the professor at the time of enrollment or during the first two weeks of class so that any course materials can be adapted, and other appropriate arrangements made. Failure to do so may prevent us from making the proper accommodations. Lectures will not be recorded unless SDS requires it. If there is a specific event that you are concerned about (such as an exam), please inform us at least two weeks in advance so that we have time to make arrangements.

SONA Credits

Many researchers on campus need participants for user studies and other types of experiments. The SONA system allows you to register for studies. You will receive 0.5% extra credit for each SONA credit, up to a maximum of 2.0% for the term. Participating in studies is a great way to find out what real research looks like. To register, please visit: https://cornell-comm.sona-systems.com