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.
## Attendance

Ungraded attendance will be randomly taken using notecards in class. Though it seems a bit pedantic to have a procedure for ungraded course elements, it has been an issue in the past. As a result, we will employ the following procedure for taking attendance:

- The decision of whether to conduct attendance will be performed using a Python random number generator (with a new seed each class) using the function "random.random() < 0.667". When evaluated as True (or in several exceptional cases throughout the term), attendance will be conducted.
- Before the start of class, 400 notecards will be spread out in the room in 4 piles.
- Students will answer the questions presented onscreen using the provided notecards during the first 5 minutes of class.
- On rare occasions attendance may take the form of an online form instead. Notecards will be provided for those who lack a notebook computer or phone.
- Should a think-pair-share activity follow the notecard question, the Professor or TAs will walk the rows, picking up any cards passed to the aisle. Otherwise, students will turn them in at the end of class (which will end slightly early).
- Students can submit notecards either to the instructor, grad TA, or into either of two bins at the hall doors at the end of class as well.
- Students who come in late or otherwise miss turning in their cards have until 2 minutes after class ends to turn in their if they missed the card collection.
- No cards will be accepted after this period.

Duplicate submissions of 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.

Random spot checks will evaluate overall notecard performance on an individual and class basis, though ultimately cards will remain completely ungraded and will not be directly incorporated into final grades for the class.

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.
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.

Submitted files will be graded as-is and absolutely no excuses for mistaken submissions will be accepted. Verify on CMS 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 CMS has properly stored your submission before the deadline.

In the very unlikely event that CMS 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.

Due to the overall harshness of this policy, your two lowest homework grades will be discarded (excluding projects and exams). Students sometimes use these "homework passes" during unusually busy weeks, but you are always encouraged to submit as much as possible so as to maximize your final grade after two submissions are dropped.

Regrade Requests

Graders might inadvertently make mistakes. While we incorporate redundancy into so as to reduce this risk, errors can still happen. For this reason, you may request a regrade, which will be granted on a case-by-case basis. To request a regrade, email the course staff email address with the subject "INFO3300 Regrade Request". In your request email, please outline the precise reasons for your request. No new files will be accepted. Only the most recent version present on CMS will be regraded.

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 CMS at noon on Thursday, then regrades must be emailed before noon on Thursday of the following week. No late regrade requests will be accepted, no matter the concern.

**Course Grade Scale**

Final course grades will be computed using this grading table. Please note that due to the amount of extra credit offered in the course, we are using an adjusted grade scale. Class final grades may be subject to a flat percentage boost for all students should the grade distribution deviate from anticipated values.

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;=100%</td>
<td>A+</td>
</tr>
<tr>
<td>97.0%-100%</td>
<td>A</td>
</tr>
<tr>
<td>93.0%-96.9%</td>
<td>A-</td>
</tr>
<tr>
<td>90.0%-92.9%</td>
<td>B+</td>
</tr>
<tr>
<td>87.0%-89.9%</td>
<td>B</td>
</tr>
<tr>
<td>83.0%-86.9%</td>
<td>B-</td>
</tr>
<tr>
<td>80.0%-82.9%</td>
<td>C+</td>
</tr>
<tr>
<td>77.0%-79.9%</td>
<td>C</td>
</tr>
<tr>
<td>73.0%-76.9%</td>
<td>C-</td>
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<tr>
<td>70.0%-72.9%</td>
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<tr>
<td>66.0%-69.9%</td>
<td>D</td>
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<tr>
<td>60.0%-65.9%</td>
<td>D-</td>
</tr>
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<td>&lt; 60.0%</td>
<td>F</td>
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</tbody>
</table>

**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