

## Personal Responsibility Document

### Personal Responsibility in the Classroom\*

#### CSE 130: Principles of Computer System Design (Fall 2019)

Over many years of teaching, we (the instructional staff) have come to the conclusion that we need to give you (the students) a concrete set of expectations both in terms of what we expect from you, and what you can expect from us. While this document is certainly incomplete and will not be able to cover all possible scenarios, we hope that you will use it as a set of guidelines to properly set your expectations, and thus endeavor to meet them.

### Student Responsibilities

1. You are an adult, and we expect you to behave like one. Your success (or failure) is your own responsibility.
  - (a) It is your responsibility to learn the material covered in the class.
  - (b) It is your responsibility to understand the academic integrity policy for the class (in the syllabus), and to ask questions if you don't understand it.
  - (c) It is your responsibility to adequately prepare for the class, *e.g.*, reading and assignments.
  - (d) It is your responsibility to turn in assignments on time, in the right format, in the right place, and to verify that you did so, especially for electronic submissions.
  - (e) It is your responsibility to know and remember the date, time, and location for exams; failure to show up means you get a zero on the exam.
  - (f) It is your responsibility to try to solve problems by yourself first. If you cannot, it is your responsibility to seek help.
  - (g) It is your responsibility to ask questions if something is unclear or you don't understand.
2. Time management is your responsibility. You will need to figure out how to allocate your time to cover all that you need to do.
  - (a) You will need to manage your distractions and prioritize your work.
  - (b) You need to start your assignments with enough time before the due date to complete them; extensions to deadlines should never be expected.
  - (c) You are given a total of 3 days of "grace period" to be late cumulatively for the programming assignments without penalty. It is up to you to allocate it wisely.
  - (d) We don't need to know why you are turning in an assignment late.
  - (e) Programming assignments will lose 25% of the total points for the assignment for each day (full or partial) submitted late after your grace days are used up.
3. It is your responsibility to come to lecture, pay attention, and take notes. Lecture recordings and other lecture-related materials are provided as a courtesy, and not guaranteed.
  - (a) It is your responsibility to get to lecture on time.
  - (b) It is your responsibility to come to lecture ready to learn. This includes reading the assigned material *before* the lecture in which it's discussed.
  - (c) Don't expect watching the lecture videos to be the same as being in lecture.
  - (d) You may not record the lectures (video, photo, audio) without first asking permission from the instructor.
  - (e) If you have feedback for us, give it directly and in a timely fashion. We are always trying to improve the quality of our instruction.
  - (f) Office hours and TA sessions are for additional questions and/or feedback.

---

\*Thanks to Gabriel Elkaim, Darrell Long, and Maxwell Dunne (and others) for their input on this document.

## Personal Responsibility Document

4. You do not deserve any particular grade; it is up to you to demonstrate mastery of the subject.
  - (a) The goal of the class is to master the material. This is the best (and only) way to get a good grade in the class.
  - (b) In general, you will get out of the class what you put into it.
  - (c) “Learning by doing” is the most effective way to absorb new material.
5. We strive to grade assignments, quizzes, and other materials as fairly as possible. However, it’s possible that we made an error in grading your assignment (we’re human too!).
  - (a) Regrade requests will only be handled *in person during office hours*.
  - (b) Regrade requests must be made within *one week* of the date on which the relevant grade was released.
  - (c) Mathematical errors on our part will be immediately resolved.
  - (d) Any work you did which we somehow missed will be graded appropriately.
  - (e) Forgiveness for carelessness on your part is very limited.
  - (f) For all other regrade requests, we will regrade your *entire* assignment or exam. Subjective calls on points for a given piece of work will be balanced against all such subjective calls on all your work, and you must agree to accept the new grade, whether higher or lower than your original grade.
6. You are expected to conduct yourself with respect, dignity, and bearing commensurate with a student of an institute of higher learning.
  - (a) This applies to both in person interactions as well as online.
  - (b) This applies to conduct with your peers as well as conduct with your instructional staff.
  - (c) Lack of respect for other students or the course staff will not be tolerated.
7. The time and effort required to succeed must come from you; no one else can do it for you.
  - (a) You are here voluntarily; no one is forcing you to take this class.
  - (b) You will learn the material both in lecture and outside of class. Learning takes time and effort.
  - (c) You will get out of your education what you put in.

## Expectations of the Instructional Staff

We will do our very best to:

1. Show up to lecture and section on time, with the material prepared.
2. Be both clear and precise in our expectations and requirements.
3. Accept your feedback (both positive and negative) in a professional manner.
4. Be fair, consistent, and impartial in our grading and evaluation.
5. Deliver the material in a way that is clear and help you understand if you have difficulties.
6. Provide you the tools and knowledge you need to succeed in the course.
7. Conduct our interactions with respect, dignity, and professionalism at all times.
8. Maintain the rigor of the class and assessments we use.
9. Consistently work to improve our instruction and maintain the quality of the learning environment.

I have read and understood this document.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ CruzID: \_\_\_\_\_@ucsc.edu