

CSC116: Introduction to Computing - Java

Syllabus

CSC116-601 (Spring 2024) Course Syllabus

Lectures will follow a Tuesday/Thursday schedule with Tuesday Lab assignments due on Saturday and Thursday Lab assignments due on Monday.

Instructor: Mrs. Michelle Glatz

Email: mlglatz@ncsu.edu

Office Hours: Saturdays 10- 11 am and Mondays 8- 9 PM (Eastern time) [Zoom Link](https://ncsu.zoom.us/j/9196247850)
(<https://ncsu.zoom.us/j/9196247850>).

Graders: Grader information is posted on the course Moodle website

Course Website

This semester we will be using [Moodle \(https://wolfware.ncsu.edu\)](https://wolfware.ncsu.edu) for our course website. All course information will be accessed via this website.

When you log into the Wolfware system, course CSC116-601 will be listed.

This semester we will be using [Piazza \(https://piazza.com/ncsu/spring2024/csc116eol/\)](https://piazza.com/ncsu/spring2024/csc116eol/) for class discussion. The system is highly catered to getting you help fast and efficiently from your classmates and instructor.

Course Description

An introductory course in computing in Java. Emphasis on algorithm development and problem solving. Careful and methodical development of Java applications and applets from specifications; documentation and style; appropriate use of control structures; classes and methods; data types and data abstraction; object-oriented programming and design; graphical user interface design.

Course Outcomes

Upon successful completion of this course, a student will be able to...

1. Apply classic problem-solving techniques to simple computational and information-management problems
2. Evaluate an arithmetic expression using order of operations, promotion from integer to floating-point types, and integer division
3. Use a programming language to write code that selects one of several alternatives based on more than one predicate
4. Use a programming language to write a loop whose exit depends on more than one predicate
5. Correct syntax errors and distinguish between syntax, logic, and runtime errors
6. Find and correct logical programming errors using debugging printout, pencil-and-paper tracing, and systematic search (to locate where an incorrect decision or value first appears)
7. Verify and validate programs using system and unit testing
8. Implement an object-oriented design that has at least two interacting, encapsulated classes
9. Write and document programs that adhere to specific coding and documentation standards (e.g., javadoc for documentation; conventions regarding the naming of classes and methods, definition of constants, indentation)
10. Use the Java system classes to do text-based input and output
11. Construct and use arrays with one and two dimensions
12. Use programming language constructs learned in the course to implement a fully-specified and fully-tested encapsulated system

Pre-requisites

CSC 116 assumes a basic understanding of algebra and trigonometry. A working knowledge of how to use the computer command line interface and how to create and edit files with a text editor is also expected.

Required Materials

- CSC 116: Introduction to Computing - Java (zyBook (<https://learn.zybooks.com/zybook/NCSUCSC116GlatzSpring2024>) Textbook)
- NCSU CSC Department: Style Guidelines (<https://go.ncsu.edu/csc-style>)

Accessing Textbook via zyBooks

1. Sign in or create an account at learn.zybooks.com (<http://learn.zybooks.com>)
2. Enter zyBook code: NCSUCSC116GlatzSpring2024
3. Subscribe **using your ncsu email address**

A subscription is \$74. Students may begin subscribing on Dec 25, 2023 and the cutoff to subscribe is Apr 17, 2024. Subscriptions will last until May 15, 2024.

Time

The amount of time spent on the course depends on the student. The lecture videos typically take 2 to 4 hours a week. Together, exercises and projects typically take on average 6 to 12 hours a week. In some weeks, especially those around project deadlines, you may spend more than 12 hours on course work. Please plan and use your time wisely. Do NOT wait until the last minute to complete programming projects!!!

Grading

Semester Grade Calculation

Assignment	Percentage
Projects	28%
Exercises	17%
Comprehensive Exercise	7%
Exam 1	15%
Exam 2	15%
Final Exam	18%

Note: For each assignment, you are not allowed to use more advanced features or concepts than what we have covered in class when assigned.

Minimum Grade Requirements

In order to be eligible to receive a semester grade of C- or higher, you must have an average of 60% or higher on the exams and an average of 60% or higher on the six projects. Students failing to meet these requirements will receive a maximum grade of D in the course.

Note: You will need a C or better ($X \geq 73$) to continue to CSC216.

Semester Grade Assignment

Semester grades will be assigned to students *who meet the minimum grade requirements for the course as explained above* using the following scale where X is your overall weighted grade accumulated on exercises, projects, comprehensive exercise, and exams. Grades will be rounded to the nearest tenth of a point to calculate the final grade. For example, with rounding to the nearest tenth of a point, the following grades would both round to 95.4: 95.38 and 95.41.

Range	Grade
98.0 <= X <= 100.0	A+
93.0 <= X < 98.0	A
90.0 <= X < 93.0	A-
88.0 <= X < 90.0	B+
83.0 <= X < 88.0	B
80.0 <= X < 83.0	B-
78.0 <= X < 80.0	C+
73.0 <= X < 78.0	C
70 <= X < 73	C-
68.0 <= X < 70.0	D+
63.0 <= X < 68.0	D
60.0 <= X < 63.0	D-
X < 60.0	F

Credit Only and Audit Students

In order to receive a grade of S, students are required to take all exams, complete all projects, and earn a grade of C- or better. Conversion from letter grading to credit only (S/U) grading is subject to university deadlines. Refer to the Registration and Records calendar for deadlines related to grading. For more details refer to <http://policies.ncsu.edu/regulation/reg-02-20-15> (<http://policies.ncsu.edu/regulation/reg-02-20-15>).

The grade of AU will be awarded to students who earn a 50% or higher in the course and have attempted each project and exam. Information about and requirements for auditing a course can be found at <http://policies.ncsu.edu/regulation/reg-02-20-04> (<http://policies.ncsu.edu/regulation/reg-02-20-04>).

Projects

There are four programming projects this semester. These projects will be submitted electronically by the due date. All programs are to be completed using Java Development Kit, Version 17 (LTS). You may download the Java Development Kit 17 from <https://www.oracle.com/java/technologies/downloads/#java17> (<https://www.oracle.com/java/technologies/downloads/#java17>) to use on your home computer. Download and install the latest version 17 update using these [instructions](https://pages.github.ncsu.edu/engr-csc116-staff/CSC116-Materials/course-resources/java-programming-environments/working-from-home/working-on-personal-computer) (<https://pages.github.ncsu.edu/engr-csc116-staff/CSC116-Materials/course-resources/java-programming-environments/working-from-home/working-on-personal-computer>).

All project programs are to be your **OWN** work. This means that all projects must be independent and individual creations by you. Please cite any approved sources (textbook, instructor, course code) that you received help/inspiration from. **DO NOT** copy code and **DO NOT** use any external resources. If you have any questions about how you may use a resource ask the instructor. Additionally, make sure you follow the Academic Integrity guidelines.

Late Projects

All projects are required to be submitted electronically by 11:45pm on the specified due date. Late submissions will be accepted for 24 hours after the original submission deadline. Work turned in late will automatically lose 10 points. Your last submission and submission time will be used for grading.

No work will be accepted after the late deadline or via email.

Programming projects will be accepted late *without* a penalty *only* with an official university excuse.

Exercises

During the semester, you will complete the following exercises:

- zybooks Activities: These are the zybooks participation activities assigned for each lecture.
- Lab Exercises: These exercises will be applications of the new course concepts. These exercises will be used to see how well you understand the new material. If you attempt the exercise you will receive at least a 50 on the assignment. So it is to your advantage to submit your work even if it is incomplete or doesn't run properly. Feel free to work with your classmates on these assignments¹

Late submissions will be allowed for lab exercises for up to 24 hours after due date/time with but will incur a ten (10) point penalty. There will NOT be a late submit available for the zybook activities.

The Exercises component of your final grade will be computed as:

$(.3 * \text{zybook activities average} + .7 * \text{lab exercises average})$.

Many of the lectures will have a Review Quiz listed under Lab Exercises. The quizzes contain a few simple questions to reinforce some of the key lecture material. You will have a few tries to get the correct answers. The grades for these quizzes will be averaged into the Lab exercise grade for that lecture. These quizzes will close at 11:59 pm on the day that the Lab Exercises are due for the associated lecture. There will be NO LATE SUBMIT available for the quizzes.

Comprehensive Exercise

You will work in an instructor-assigned group to complete a comprehensive exercise during the last 3 weeks of the semester. Requirements will be given later in the semester.

Exams

There will be three proctored² exams in this course for a total of 48% of your semester grade. Each exam will cover all materials (readings, labs, and lectures). The final exam will be cumulative. Missed exams cannot be made up without an official university excuse.

The exams will be paper exams and closed notes and closed book. The exams will be graded using [gradescope \(https://www.gradescope.com\)](https://www.gradescope.com), which will send students account information after Exam 1 is graded.

Exam Policy and Honor Pledge

Exam 1 and Exam 2 will be 120 minutes each in length. The Final Exam will be 150 minutes in length. Each exam will have a two day window during which you must take the exam.

- The exam is closed book and closed note.
- Computers, cell phones, calculators, music players, and other personal electronic devices may NOT be out during the exam for any reason.
- Collaboration between students is forbidden on the exam. You must work alone.
- If you violate the University Code of Conduct during the exam, you will receive a grade penalty for the exam and will be reported to the Office of Student Conduct. (See Academic Integrity)
- By submitting the exam, you affirm that you followed the rules of the exam and the honor pledge: "I have neither given nor received unauthorized aid on this exam."

Grade Appeals

If at any time you feel an assignment was graded improperly, write a request for regrade and explain why you believe the assignment was graded improperly. Submit your regrade requests to the instructor and the graders. For exams that are returned within gradescope, the regrade requests will be completed within gradescope. **All regrade requests must be submitted electronically no later than 1 week after the assignment was returned to you!** Assignments returned within one week of the final exam must have all regrade requests submitted by the exam.

Mindsets for Computer Science.

The Mindsets for Computer Science series consists of five video lessons that present both theory and specific strategies about what it takes to be successful in Computer Science—both in this course and in CS in general. You will learn about the theory of Mindsets: Growth and Fixed, how your brain changes when it learns something new, and how having a Growth Mindset will make you more successful in your coursework. At the end of each video lesson, there is a short reflection activity. The reflection activities provide you with an opportunity to earn extra credit on your semester grade. The max extra credit on your semester grade is 0.5 point with a max of 0.1 point for each reflection. You must complete at least four reflection activities in order to be eligible for the associated extra credit. The reflection deadlines are spread across the semester such that a reflection activity opens after the previous reflection activity closes.

While 0.5 point on your semester grade may not sound like much, it can change your letter grade for the semester. I will not offer other extra credit opportunities. If you want to be eligible for this extra credit, you must plan ahead and submit reflection activities during the activity windows throughout the semester.

All students can benefit from the content of the growth mindset videos. I highly recommend watching the videos even if you choose not to complete the reflection activities.

Student Conduct

Students are expected to conduct themselves in a respectful and professional manner at all times. Students are expected to act professionally both in person and electronically with all members of the teaching staff and their classmates. Communication, both written and verbal, should be respectful and should never include derogatory comments about yourself or others. All criticism (of yourself, the course, instructor, graders, fellow students, resources, etc.) should be constructive and provide feedback for improvement. Guidelines for electronic communication are listed in the section below. Professionalism also includes participation. If you are unable to participate, please notify the teaching staff (and if applicable, your team) as soon as possible. Report any unprofessional behavior by a class member (including the graders) to the instructor. Unprofessional electronic communication on course forums may result in suspension from the course and possible grade penalties.

You should have the same tone of professionalism in all of your submitted work (e.g., code documentation, variable names, git commits).

Electronic Communication

The teaching staff looks forward to receiving emails and message board posts about any questions you have about the class, materials, exams, and exercises. Below are several rules for electronic communication.

Higher education provides you with a training ground prior to entry into the work environment for your chosen career. You will use many of the following rules of “netiquette” when you are communicating with colleagues, your supervisor, or clients once you are in the work world. Although many of the rules of etiquette for electronic communication will be similar in the work environment, we have some specific to this course.

Please observe the following etiquette when communicating with the teaching staff and your peers. The teaching staff receives many emails on a daily basis and the instructor teaches several courses. Please note that a member of the teaching staff will respond to an email or message board post within 24 hours on a business day and within 48 hours on a weekend or holiday. Most of the time, we will respond more quickly, but it is not guaranteed.

Also, before sending an email, try to find the answer to the question by using various references already available to you:

- If the question is related to class administration, check the syllabus or schedule.

- If the question is related to recent information, check previous emails and message board posts from the teaching staff.
- If the question is project or exam related, check the message board to see if it has already been answered. Also, read your textbook.

For emails, please identify your course, your section, and your name in the subject line (first and last name) along with the subject of the message. For example: "CSC116-601 Jenny Smith- Question about Project 1."

Email should include a salutation to identify the recipients of the email. For example, begin an email to your instructor with a salutation such as "Hello Mrs. Glatz" or "Ms. Glatz." For emails to the support list, consider a salutation like "Greetings Teaching Staff." You now have the attention of the email recipients.

The tone of the email message should be professional. Re-read your email before you press "Send" and make a judgment as to how you would respond if you were a recipient of the email you are planning to send.

For questions about exercise or project code, rather than attaching your code, please push code to assigned repo and include repo URL in your message.

If you have a question that is beyond the scope of an email, consider coming to office hours or scheduling an appointment with a member of the teaching staff.

If you have several questions or items, please number them for ease of reading. The response will also be easier to understand.

Please spell check and correct mechanical/grammar errors. Avoid emails written only in lowercase and lacking punctuation.

Close your email with your name.

Please use Reply All when responding to an email that includes the teaching staff or the teaching staff mailing list.

Get Help Online

- General Questions: If you have a general question about an exercise or project, post your question to Piazza.
- Code-Related Questions: If you have a question that is more specific or that involves snippets of code, make a private Piazza post or email it to the instructor.
- Grade-Related Questions: If you have a question specific to you or your grade, email the instructor.

Student Concerns

You must inform your instructor as soon as possible of anything that may prevent you from completing coursework and exams as well as any other concerns that you may have.

Academic Integrity

Students are required to comply with the university policy on academic integrity found in the Code of Student Conduct found at <http://policies.ncsu.edu/policy/pol-11-35-01> (<http://policies.ncsu.edu/policy/pol-11-35-01>)

All members of the University community, students, faculty and other employees, have the responsibility to report academic misconduct to the appropriate authority.

The Computer Science department uses software that detects cheating violations for programming projects. Do not use other student's code, do not share your code, do not copy or use code from someone who took the class X semesters ago, do not use code from online. Start on assignments early so that you do not feel tempted to cheat!

All work that you turn in for grading must be your own![^retake] This means that all work must be an independent and individual creation by you or in the case of paired/team assignments; all work must be an independent and individual creation by you and your assigned partner or assigned teammates. Any attempt to gain an unfair advantage in grading, whether for yourself or another, is a violation of academic integrity. You may only work on an assignment with another student(s) in the class if explicitly stated in the assignment.

Why is Academic Integrity Important?

(Adapted from [Matt Stallmann \(https://people.engr.ncsu.edu/mfms/Teaching/integrity-FAQ.html\)](https://people.engr.ncsu.edu/mfms/Teaching/integrity-FAQ.html) and [Mitchell Wand \(https://course.ccs.neu.edu/cs5010/PDF/Lesson0.3.pdf\)](https://course.ccs.neu.edu/cs5010/PDF/Lesson0.3.pdf))

Would you want to fly in a plane whose controller software was designed and implemented by a group of people who had never demonstrated the persistence, attention to detail, and ability to deal with negative feedback from compilers, linkers, etc., that it takes to design, implement, and debug a program on their own?

Academic misconduct affects you, your peers, the CSC department, the university, all students who have ever graduated from NCSU with a CSC degree, and all users of software products to which you contribute. When you receive a degree from NCSU:

- The degree represents the university's certification that you have demonstrated certain skills and knowledge in your degree program.
- Your grade in a course represents the instructor's certification that you have demonstrated certain skills and knowledge in the specific course.

When an employer sees your degree from NCSU, they expect you to be able to demonstrate certain skills and knowledge. If a student graduates with a CSC degree and performs poorly, the value and reputation of a CSC degree from NCSU is negatively affected.

In industry, intellectual property rights are crucial in software and product development. Rules regarding intellectual property are similar to rules outlining academic integrity. Employees who "cheat" or violate copyrights or other intellectual property rights can cost the employer large sums of money. In addition, even though you will likely work on a team in industry, completion of the CSC

degree program includes demonstrating skills to work effectively on teams. For example, students should demonstrate well-developed individual skills, integrity to take responsibility for one's own work, and the ability to recognize clear boundaries between one's own contributions and those of others.

What are the Consequences of Academic Misconduct?

Students who commit an academic integrity violation on any course deliverable will receive a significantly reduced grade for the assignment! Violating the Academic Integrity Policy is worse than not turning in the item.

All cases of academic misconduct will be reported to the [Office of Student Conduct](https://studentconduct.dasa.ncsu.edu/wp-content/uploads/sites/39/2017/05/RAIV-Updated.pdf) (<https://studentconduct.dasa.ncsu.edu/wp-content/uploads/sites/39/2017/05/RAIV-Updated.pdf>). A first offense will place the student on **Academic Probation** for the remainder of their academic career. Academic Probation is not visible on a student's transcript or other educational record, but the Office of Student Conduct does supply this information for various campus agencies running checks for disciplinary standings. If the student is **suspended**, the Office of Student Conduct may notify many other departments on campus, such as Registration & Records, Housing, Campus Health, Counseling, and Financial Aid. In addition, administrators of some scholarships routinely ask the Office of Student Conduct to confirm whether the student is in good standing.

Resources you ARE Allowed to Use

You **must** cite your use of the approved resources in your assignment submissions. If you do not cite your use of the approved resources, you may be committing **plagiarism**.

The only **people** that you MAY receive help from:

- > CSC116 instructor,
- > for team lab exercises, you may work with your teammates.

The only **external resources** that you MAY also reference:

- > your textbook,
- > the JAVA API HTML pages, and
- > other third-party API HTML pages as appropriate for an assignment (for example, you may use the JUnit API HTML pages to help you with writing JUnit tests).

Resources you ARE NOT Allowed to Use

- > You MAY NOT receive help from anyone or anything else that is not in the list of approved resources (above).
- > If you think a resource should be added to the list of approved resources (above), you must first receive written permission from the instructor so that the instructor can share the resource with all students.

- Do NOT seek help with an assignment from online message boards, or anywhere else online other than the CSC116 Message Board (Piazza)!
- The use of “homework help sites”, such as chegg and Course Hero, “AI tools” such as ChatGPT, and “coding help sites”, such as Stack Overflow and Dream in Code, in CSC 116 is expressly forbidden.

Examples of Academic Misconduct

Note: this list is *not* exhaustive.

- It is **aiding & abetting** and **cheating** to give any student access to any of your work which you have completed for individual class assignments.
- It is **cheating** and **plagiarism** to use another person’s work and claim it as your own. You are expected to complete all assignments on your own, unless otherwise specified in the assignment.
- It is **cheating** to interfere with another student’s use of computing resources or to circumvent system security.
- It is **aiding & abetting** and **cheating** to email, ftp, post on the Internet, bulletin boards, message boards, etc. your work for others to obtain. Do NOT use sites that allow you to “anonymously” post code. Those sites are searchable, and others may find your code (like the teaching staff).
- It is **cheating** to ask or pay another person or persons to complete an assignment for you.
- It is **cheating** and **plagiarism** to decompile any compiled code and use the decompiled source code as your own. You may also break the law by decompiling code.
- It is **cheating** and **plagiarism** to use code that you find online, including code behind the Java API webpages.
- It is **aiding & abetting** and **cheating** to give another student access to your account (NC State account or others that you use for university work) or to give them your account password.
- It is **aiding & abetting** and **cheating** for you and another student to work collaboratively on an assignment, unless otherwise specified by the assignment.
- It is **cheating** to circumvent the intention of the assignment and/or the automated grading system (e.g., by hardcoding test case solutions, by copying/pasting code provided in the Java libraries to fulfill an assignment objective, to implement extra lines of code to achieve higher statement coverage, etc.).
- It is **aiding & abetting** to allow another student to copy from your written or electronic assignment submissions (e.g., it is the student’s responsibility to cover his or her exam answers to help prevent others from copying answers)
- It is **cheating** and **plagiarism** to copy from another student’s written assignment (e.g., exams or exercises).
- It is **cheating** to submit identical or similar assignment submissions from an assignment submitted in a previous course, or a previous attempt of the current course.
- It is **cheating** to reuse your code from previous semesters if retaking the course. Start over to focus your learning this semester.
- It is **aiding & abetting** to leave your computer unlocked and/or unattended (whether intentional or accidental) such that others could access your assignments.

Examples of NOT Cheating

Note: this list is *not* exhaustive.

- Using the code from the class website (with citations in the comments).
- Using code from other programs YOU wrote in this course during this semester (with citations in the comments).
- Using code from other programs that YOU and assigned teammates wrote as part of assigned lab exercises in this course during this semester (with citations in the comments).
- Help from instructor (with citations in the comments).
- Using code from the textbook (with citations in the comments).

Example Citations

```
▶ JAVA
1  /* Citing Help from another Person: (In method or class level comments)
2   * I received help from Dr. Schmidt on DATE during her office hours. We discussed X.
3   */
4
5  /* Citing Help from other Assignments
6   * The code for this method is based on Exercise Y that I completed with Z on date.
7   */
8
9  /* Citing Help from the Textbooks
10  * The code for this method is based on the calcShippingCost() method in Figure 4.10.1: Sh
11  * of the course zybook, Section 4.10.
12  */
```

Protecting Yourself

- Do not leave papers lying around your workstation.
- Cover your written exam responses with a cover sheet to prevent others from copying your responses.
- Do not dispose of important papers in the lab recycling bins and trash cans until after the assignment is graded.
- Do not give out your password.
- Do not leave your workstation unattended or forget to log yourself out.
- Do not leave your laptop unattended.
- Do not give other students access to any of your workspace or email them any code.
- Do not give other students access to your course materials or your personal computer.
- Do not email, ftp, or post your code on the Internet, message boards, etc.
- Keep all copies of final and intermediate work until after the assignment is graded.
- Keep all graded assignments until after you receive the final semester grade for the course.

- › Do not discuss implementation details of the assignment with your peers.
- › Do not discuss the contents of a course exam with other students, especially those students who have not taken the exam yet.
- › **Ask the instructor for clarification of any questions or concerns about academic integrity policies before submitting an assignment.**

Message Board Use

The message board (Piazza) is available to ask questions about assignments and tests. **Do NOT post any code to the message board unless the post is private!** The teaching staff reserves the right to edit any student's message board post for inappropriate content. Additionally, use of the forum is a privilege. Improper use for the forum may result in a ban from posting or reading.

Posting Assignment Artifacts Online

While your deliverable is your work, the assignment artifacts (project requirements and design) are the intellectual property of the instructors and the university. You may not post any assignment artifacts (including assignment/project descriptions) or solutions to a publicly accessible website, message board, tutoring site (e.g. Chegg, Course Hero) or public code repository (e.g. github) during or after the semester.

Honor Pledge

Your signature/name (written or electronic) on any exam indicates: "I have neither given nor received unauthorized aid on this exam"

Electronically-Hosted Course Components

Students may be required to disclose personally identifiable information to other students in the course, via electronic tools like email or web-postings, where relevant to the course. Examples include online discussions of class topics, and posting of student coursework. All students are expected to respect the privacy of each other by not sharing or using such information outside the course.

Students with Disabilities

Reasonable accommodations will be made for students with verifiable disabilities. In order to take advantage of available accommodations, student must register with the Disability Resource Office (DRO) (<https://dro.dasa.ncsu.edu/>), 919-515-7653. For more information on NC State's policy on working with students with disabilities, please see the Academic Accommodations for Students with Disabilities Regulation (<http://policies.ncsu.edu/regulation/reg-02-20-01>).

Students registered with Disability Services should present their letters of accommodations to the instructor prior to the end of the first week of classes. In addition to having letter sent to instructor, students should discuss accommodations with instructor.

Non-Discrimination Policy

NC State University provides equality of opportunity in education and employment for all students and employees. Accordingly, NC State affirms its commitment to maintain a work environment for all employees and an academic environment for all students that is free from all forms of discrimination. Discrimination based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation is a violation of state and federal law and/or NC State University policy and will not be tolerated. Harassment of any person (either in the form of quid pro quo or creation of a hostile environment) based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation also is a violation of state and federal law and/or NC State University policy and will not be tolerated. Retaliation against any person who complains about discrimination is also prohibited. NC State's policies and regulations covering discrimination, harassment, and retaliation may be accessed at <http://policies.ncsu.edu/policy/pol-04-25-05> (<http://policies.ncsu.edu/policy/pol-04-25-05>) or http://www.ncsu.edu/equal_op/ (http://www.ncsu.edu/equal_op/). Any person who feels that he or she has been the subject of prohibited discrimination, harassment, or retaliation should contact the Office for Equal Opportunity (OEO) at 919-515-3148.

In an effort to affirm and respect the identities of transgender students in the classroom and beyond, please contact me if you wish to be referred to using a name and/or pronouns other than what is listed in the student directory.

Supporting Fellow Students in Distress

As members of the NC State Wolfpack community, we each share a personal responsibility to express concern for one another and to ensure that this classroom and the campus as a whole remains a safe environment for learning. Occasionally, you may come across a fellow classmate whose personal behavior concerns or worries you. When this is the case, you are encouraged to report this behavior to the [NC State Students of Concern website](http://studentsofconcern.ncsu.edu) (<http://studentsofconcern.ncsu.edu>). Although you can report anonymously, it is preferred that you share your contact information so they can follow-up with you personally.

Footnotes

1. If you like to work with other EOL students on lab exercises, you can use the message board to form "study" groups. ↵
2. Please [set up your proctor with EOL](https://www.engineeringonline.ncsu.edu/student-resources/exams-and-homework#exams-and-proctor-selection) (<https://www.engineeringonline.ncsu.edu/student-resources/exams-and-homework#exams-and-proctor-selection>). ↵

(/engr-csc116-staff/Glatz/privacy)

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