Policies and Norms for the course ICOM4215 – Computer Architecture and Organization

1   General Norms

The class and lab environment should be such that people are able to make the most of the lectures, space, time, and any other resource available to assist and enhance their learning experience. In order to guarantee the most efficient use of the resources there are several rules that must be obeyed at all times. Needless to say these rules are in addition to any civil and criminal laws as well as University and Department rules that could be in effect at any given time. The following rules are just examples and should not be construed to be the only applicable rules. Proper language must always be used and any unnecessary noises must be avoided at all times. Being a class environment you must use adequate clothing and shoes. Anyone in the class must behave in a way that minimizes risks to others and self or danger to the facilities. Therefore, playing, smoking or any other activity that could result in damage to the facilities or represent a risk to anyone is not allowed. Failing to comply with these and any other norms or rules will result in access to the classroom being suspended immediately and proper notification to the dept. chairman will follow. If the fault is deemed by the faculty members to represent danger to people and/or property, further disciplinary actions may be pursued.

2   Attendance

Attendance to class is compulsory[1]. Arriving to class 15 or more minutes late is considered late arrival. Three late arrivals is equivalent to one absence.

Each absence will result in a deduction of one (1) point from the final total attendance score. Five or more absences to class without reasonable excuse constitute a grade of F in the course. More than ten total absences to class constitute a grade of F in the course. Students engaged in activities not related to the lecture during lecture time may also be deducted one (1) point for each occurrence.

Excuses should be submitted within the following week after returning to class. Medical excuses should have printed the name of the physician, the office address and the telephone number(s). The professor may verify the veracity of any excuse at her own discretion.

Students are responsible for making the arrangements for duly justified absences to class material[1]. Conditions for makeups should be agreed upon with the professor.

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[1] Class attendance and examinations. *Undergraduate Catalog 2009-2010*. University of Puerto Rico, Mayagüez Campus. Page 69.

3   Accountability and performance

Every student is accountable to his/her teammates. A student with poor performance in his/her work may be dismissed from his/her team. Dismissal of a student from the team can be the result of:

- individual student evaluation by the professor(s);
- request in writing by his/her teammates; or
- any other just and adequate procedure.

A request to dismiss a student from a team should present evidence of the student's poor performance, prejudice to the teamwork or unjustified absences to team meetings, but the decision of his/her dismissal is the sole decision and responsibility of the professor, based on the evidence and arguments of all the parties involved.

A student dismissed from a team will obtain a grade of F in the course[2].

4   Reports and practical demonstration examinations

The project reports and code should be submitted on the date specified in the course calendar (http://ece.uprm.edu/~nayda/Courses/icom4215F2011/dates.html), unless a date change is agreed upon with the professors. Every delayed submission will result in a penalty of 25% reduction of the full grade per calendar day of delay. After four calendar days of delay, the grade will be 0.

Practical demonstrations should comply with the requirements established by the professors for each one and should present at least the outcomes described in section 4.1 below, on the dates specified in the course calendar and at the times agreed upon between each team and the professors. Delayed demonstrations will result in a penalty of 25% reduction of the full grade for each additional opportunity. After four opportunities the demonstration grade will be 0.

Absence to a presentation or practical demonstration without reasonable excuse will result in a grade of 0 in the presentation or demonstration.

4.1   Expected demonstrations outcomes

There will be three practical demonstrations in the semester.

- First practical demonstration: Students are expected to explain in detail all the technical aspects of their project simulation, their software designs, software architecture, and individual component of their work. Students should be able to explain any difficulties or problems faced with their project and how they were solved. Student must demonstrate that his/her work had a significant contribution to the whole project.
- Second practical demonstration: Students are expected to explain in detail all the technical aspects of their project specifications, their hardware design, implementation, and individual

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[2] Evaluation of students's performance. *Undergraduate Catalog 2009-2010*. University of Puerto Rico, Mayagüez Campus. Page 69.

tests performed (testing of the correctness of the design). Students should be able to explain any difficulties or problems faced with their project and how they were solved. Students must be proficient with the environment selected to test the design. Student must demonstrate that his/her work had a significant contribution to the whole project.

- Third and final practical demonstration: Students are expected to explain in detail all the technical aspects of the system specifications, design, implementation, integration and testing. Students should provide testing evidence and data together with their analysis, and be able to explain any difficulties or problems faced with their project and how they were solved. Student must demonstrate that his/her work had a significant contribution to the whole project.

4.2 Grading of practical demonstrations

Practical demonstrations are a significant part of the students' grade in the course. In every practical demonstration students are **individually evaluated and graded** by the course professor. Other persons may be invited to assist in the evaluation of a project when there is a need for expertise in a particular area. Evaluation and grading criteria will be published on the course website before the practical demonstration date.

In all the demonstrations, every student is expected to have a sound knowledge of the design, and detailed and in-depth knowledge of his/her assigned components. The demonstrations will be graded according to the achievement of the outcomes described in section 4.1 above. **Partial credit will not be given for isolated components or modules that are working**. If the system is not fully functional, integrated and tested as specified, the demonstration grade will be 0 and 75 points will be subtracted from the final project report.

5   Teamwork and Peer evaluation

The performance of each student in a design team will be peer-reviewed by his/her teammates hence all students are strongly encouraged to contribute to all aspects of the team.

6   Public health measures, for example the virus related to the AH1N1

Following the instructions by the Federal, State and University authorities to prevent the spread of the virus AH1 N1, a student presenting the symptoms of this disease should stay at home, not attend public places and call his/her primary doctor. The student should inform the professors by telephone or email of his/her condition and must not return to class until a physician certifies in writing that the student is back in a health condition suitable to attend public places.

 If the symptoms appear while on campus, the student should go immediately to Medical Services or to his/her primary doctor and must not return to class until a physician certifies in writing that the student is back in a health condition suitable to attend public places.

Students that have contracted a contagious disease are not allowed in the classroom.