Problem Set Policies

Thanks to the entire Fall 2013 CS103 staff for helping out with this handout!

This handout contains information about the problem sets for CS103. Specifically, it contains

- **submission instructions** so you know how to turn in the problem sets;
- our **Piazza policy** for asking questions online;
- our **collaboration policy** with information about working in groups;
- **how we grade**, so you have a better sense of what we're looking for;
- our **regrade policies**, which outlines our policy on regrading assignments; and
- our **late policy** information, which includes information about free late days.

We *strongly* recommend that you read through this handout before starting Problem Set One.

Submission Instructions

This quarter, we will be using GradeScope to handle problem set submissions and grading. To sign up for GradeScope, visit www.gradescope.com and enter this code:

`9JK26M`

Once you've signed up, you can submit your assignments by uploading them to GradeScope.

GradeScope only accepts electronic submissions, so we recommend typing up your assignment solutions. If you want to hand-write them, you'll need to scan them before uploading them to GradeScope. We recommend the CamScanner app, which lets you use a phone to create PDFs. If for some reason you run into technical hurdles trying to convert handwritten assignments into electronic form, please contact the course staff – we can help out. If you do hand-write your assignments, be sure to allow for some buffer time when submitting so that you don't miss the deadline.

When submitting on GradeScope, please make sure to list all of your teammates' names on GradeScope in addition to on the PDF itself. To do so, have one person in your group submit, then, after the submission completes, add the names of the other students in the group to the submission. Since we rely on GradeScope for our final grading spreadsheet, if you forget to include your teammates on the submission – or if your teammate forgets to list *you* on the submission – then only the listed students will get credit for the assignment.

We ***strongly*** recommend that you always check to make sure that your assignment was submitted correctly, especially if you weren't the one submitting it, just in case your teammate forgot to list you. Also, please be sure to submit your work for the proper assignment. If you submit Problem Set 4, for example, under the section for Problem Set 5, then your work won't be graded because we won't know where to look for it.

Piazza Policy

We will have Piazza forum (http://www.piazza.com) where you can ask questions and search for group members. You're welcome to ask questions online, and the course staff and other students can then provide answers.

Please exercise discretion when asking questions that might give away the answers to problem set questions. If you'd like to ask a question that you think would give away too much information about the solution to a problem, please post your question privately. Alternatively, please feel free to ask the staff for help over email; we'd be happy to answer your questions!

Collaboration Policy

You are allowed to work on the problem sets individually, in pairs, or in groups of three. Regardless of how many people you work with, your problem set will be graded on the same scale. You are not required to work with the same people on each problem set – you're welcome to work in a pair on one problem set, individually on the next, in a pair with a different partner the next time, etc. If you do work in a group, please note that every member of the group is responsible for ensuring that each assignment is completed and submitted on time.

If you submit in a pair or group of three, you should submit just a single set of solutions. All members of the group will earn the same grade on the problem set. That way, two or more TAs don't accidentally end up grading the same submission multiple times.

For more details about collaborating with other students, please read over our Honor Code policy.

How We Grade

When grading assignments, we will grade both for correctness and for clarity. When looking for correctness, we will check whether your reasoning is correct, whether you prove the desired result, whether all your intermediary steps are valid, etc. If your proofs contain logical errors or prove statements other than the ones you needed to prove, we may deduct points for correctness.

When reading proofs for clarity, we will grade your proof based on how clearly it lays out its argument. If your proof proceeds on unnecessary tangents, doesn't clearly articulate where it's going, uses unnecessarily cryptic notation or shorthand, etc., then we may deduct clarity points.

All the questions on problem sets in this class can be proven without referencing any theorems or results from advanced math courses. If you already have a background in proof-based mathematics, you may find that some questions on the problem sets follow from theorems you've seen proven in other math classes. In the interest of fairness to all CS103 students, we reserve the right to assess a grading penalty to homework submissions that cite results or theorems that are not covered in CS103. As a rule of thumb, if your answer to a problem set question cites a result that wasn't proven in lecture, covered in an earlier problem set, or typically seen in a high-school algebra course, you are probably missing a cleaner line of reasoning.

Regrade Policies

We do our best in this course to grade as accurately and as thoroughly as possible. We understand how important it is for your grades to be fair and correct, especially since the graders' comments will be our main vehicle for communicating feedback on your progress. That said, we sometimes make mistakes while grading – we might misread what you've written and conclude that your reasoning is invalid, or we might forget that you proved a key result earlier in your answer. In cases like these – where we've misread or misinterpreted your proof – you're encouraged to contact the course staff and ask for a regrade. We want to make sure that your grade is accurate and will try to correct any errors we've made. We'll send out instructions about how to ask for a regrade once the first graded assignment is returned.

Late Policy

Our late policy is the following: for an assignment to count as being submitted on-time, it must

- have *finished submitting* before the deadline,
- be submitted in the right place, and
- have all team members' names listed as collaborators on GradeScope before the deadline.

Any work that does not meet these criteria will either be counted late or may not even be graded at all. It is the responsibility of everyone on the team to ensure that assignments are submitted properly.

This course is fast-paced and we'll be moving through material quickly. Because of the diversity of the material we'll be exploring, you may find that some homework assignments are easier or harder than others. For extra flexibility, you have ***three*** free "late days" you can use to extend the deadline of any assignment by 24 hours. For example, using a late day on an assignment due on Friday at 3:00PM would make the assignment due on Saturday at 3:00PM.

If you have already used your late days and submit an assignment past the due date, we will grade it as usual, then assess a 0.7% penalty on your overall grade in the course. (It is almost certainly to your advantage to submit an assignment late rather than to submit nothing at all). This is a flat penalty that's irrespective of the number of days late, so if you submit an assignment two days late and have no late periods, we only assess a 0.7% penalty overall. To make it possible to release solutions to problem sets on time, ***no assignment submissions will be accepted more than three days past the normal assignment submission deadline.*** If you are working in a group and the group submits late, each student in the group will be charged the appropriate number of late days. If anyone in the group does not have any more late days remaining, they'll receive the 0.7% penalty, but the rest of the group will not be penalized.

Any assignment submitted late will automatically consume the appropriate number of late days, so if you submit an assignment six hours late – or six seconds late – we will charge you one late day. Late days can't be used on the checkpoint assignments.

If you have any extenuating circumstances, such as a family or medical emergency, and need extra time to complete the assignments, please contact us by emailing head TA Sal (svaldes@stanford.edu). All requests for extensions must be received at least 24 hours before the assignment due date.