

# CS109A Syllabus and Policies

CS109A – Problem-solving Lab for CS109 – Fall 2020

Section Time: Tuesdays at 10:30 - 11:50am PDT

Course Assistant (CA): Gili Rusak

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Website: [cs109a.stanford.edu](http://cs109a.stanford.edu)

## Overview and Learning Goals

- CS109A is designed to help you develop a deeper understanding of the CS109 material.
- Additional Calculus for Engineers (ACE) is designed to provide the skills and solid foundation in mathematics, computational math in engineering, and computer science to undergraduate students interested in pursuing an engineering degree.
- The goal of ACE is to increase confidence and increase content knowledge through small group interactive sessions and through the academic resources (listed below) provided to students enrolled in the program.

## Academic Resources

The ACE program is made up of 5 main components:

1. **Weekly ACE section** - Tuesdays at 10:30 - 11:50 am PT (attendance required)
2. **Two mid-quarter check-ins** (required)
3. Weekly ACE office hours (attendance optional)
4. Exam review sessions for ACE students (attendance optional)
5. One-on-one meetings or tutoring by request from the student (optional)

Please reach out to me via email or in section if there is anything else that I can help out with to accommodate you and your classmates.

## Synchronous vs Asynchronous Enrollment

- CS 109A is being offered both synchronously and asynchronously. Only students who will be taking the class from remote time zones or students with conflicts who communicate with me at the beginning of the quarter (by Friday, September 25, 2020) will be allowed to take the class asynchronously.
- You should follow the policies according to your status.
- If you need to change your status partway through the quarter, please reach out to me.

## Student Responsibilities

- For students taking CS 109A synchronously:
  - Attend weekly section and be on time to the meeting.
  - Actively participate in section: ask questions, do the section exercises and other activities, and encourage other students in their learning.
- For students taking CS 109A asynchronously:

- Submit a weekly participation form by Wednesday, 11:59 PM PDT (the end of the next day).
- Complete the CS109A section problems and submit your solutions to me by Wednesday, 11:59 PM PDT. Correctness will *not* be used in determining credit for participation.
- For everybody:
  - Attend and/or be caught up on course lectures prior to section.
  - Note that CS109A is *not* a substitute for the CS109 sections. You will still need to sign up for a required CS109 section, which will also be held weekly. (Please try to sign up for CS109 section on Tuesday or Wednesday so that your section will be after our CS109A meetings.)
  - Stay in touch with me! Let me know if you ever need extra help, time, or accommodations.

## Remote Learning Norms

- If attending section live, have your webcam on if you're comfortable (this helps improve the interactive and communal nature of section)
  - This may not be possible for you (e.g. you don't have a camera on your device or your internet is slower), and that's okay.
- Mute yourself when you're not speaking to help reduce outside noise during class meetings. Unmute yourself when you're ready to chime in!
- Electronics (iPad, phone, laptop, etc.) should only be used for course activities, such as taking notes or accessing course materials.
- Actively participate in section (do not have out materials for other classes or electronic devices unrelated to course work)
- Feel free to interrupt me with questions at any point during section.
- Encourage other students in their learning. Ask questions and engage in all activities.
- Judgment-free zone: support and encourage one another!
- Communicate when you will miss class and be proactive about make-up work.

## Enrollment in CS109A

- CS 109A is offered for 1 unit. To be in CS 109A, you must enroll using a permission number.
- Auditing is not allowed unless students receive prior approval through the Equity and Inclusion Initiatives team. Auditing students will be allowed to attend section but will not have access to ACE office hours, review sessions, or one-on-one meetings.

## Attendance Policy

- Section attendance is mandatory: attendance is the main component by which students are evaluated in the ACE program. Failing to abide by the section attendance policies may result in a NP/NC.
- Students are allowed **one** absence during the quarter, where no make up work or reason for absence is required.

- For students taking CS 109A synchronously, an absence constitutes not being present in the weekly ACE section.
- For students taking CS 109A asynchronously, an absence constitutes not submitting your participation form and solutions to section exercises by the end of the next day (Wednesday at 11:59pm).
- Additional absences: Additional absences must be approved by the CA and communicated at least 24 hours before section (or as soon as practical in the case of illness). Absences are excused by completing a given week's section make up assignment (or at the instructor's discretion).
- Tardiness: arriving to section more than **ten** minutes late or departing early counts as an absence and must be excused through makeup work. Any exception to this policy is at the instructor's discretion and should be cleared in advance.
- For students who join late, no additional absences are allowed. Exceptions to this policy are at the instructor's discretion and will require make up work.

## Grading

- When taken as an extra unit ACE (CS109A) should be taken credit/no credit.
- Grades in CS 109A are determined based on adherence to attendance policies.
- Failure to abide by section attendance policies will result in a NP/NC.

## Accessibility

Students who may need an academic accommodation based on the impact of a disability must initiate the request with the Office of Accessible Education (OAE). Professional staff will evaluate the request, review appropriate medical documentation, recommend reasonable accommodations, and prepare an Accommodation Letter for faculty. The letter will indicate how long it is to be in effect. Students should contact the OAE as soon as possible since timely notice is needed to coordinate accommodations. Students should also send your accommodation letter to instructors as soon as possible. The OAE is located at 563 Salvatierra Walk (phone: 723-1066, URL: <http://oae.stanford.edu>).

Furthermore, if you are in a situation where remote learning is difficult (e.g. lack of access to a computer, poor internet connection, etc.), let me know what additional accommodations you need.

## Contacts

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