

CS 308 - Technical Communication

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CS 308 - Technical Communication Schedule

Disclaimer

The instructor reserves the right to make changes to the schedule, as well as to homework assignments. You will be notified in class when changes are made.

Date	Homework Start	Homework Due	Topic
4/18	scriptures		What is technical communication? Communication process
4/19	résumé		Résumés
4/20			continued
4/22		Hello world!	Job search and interviews Internships
4/25			Job interviews
4/26	proposal_topic		continued <i>organize proposal groups</i>
4/27	tell_me_about_yourself technical_question practice_job_interview		continued
4/29			Persuasive communication
5/2		proposal_topic	continued
5/3	proposal_audience		Audience <i>A Cautionary Tale</i>
5/4	proposal_outline	proposal_audience	Organizing
5/6			Style Poor writing
5/9			Reviewing
5/10	cover_letter	proposal_outline	Cover letter workshop - readings from the Purdue Online Writing Lab (OWL): <ul style="list-style-type: none">• Quick Tips• Preparing to Write a Cover Letter• Writing Your Cover Letter• Cover Letter Workshop <i>presentation order</i>
5/11	proposal_outline_peer_review		BYU-Idaho internship and career services <i>social style surveys: to be completed by self and three other majors</i> <i>extrovert / introvert quiz</i>
5/13		proposal_outline_peer_review	Presentations: tell me about yourself, greatest strength, greatest weakness

5/16	proposal_v0	continued
5/17	tell_me_about_yourself	continued
5/18	cover_letter	Playing well with others: social styles
5/20	proposal_v0	continued
5/23	proposal_v0_peer_review	Graphics <i>presentation order</i>
5/24	practice_job_interview	Presentations: answer a technical job interview question
5/25	proposal_v0_peer_review	continued
5/27	proposal_v1	continued
5/30		<i>Memorial Day - no class</i>
5/31	technical_question	continued
6/1	instructions_topic	Workshop: peer review of résumés <i>organize instructions pairs</i>
6/3	instructions_v0 proposal_v1 résumé	Informative communication, including instructions
6/6	decision_meeting_topic proposal_v1_peer_review	Playing well with others: dinosaur brains, lizard logic, and reptile response <i>organize decision groups</i>
6/7	instructions_topic	continued
6/8	proposal_v1_peer_review decision_meeting_topic	Playing well with others: communicating with non-technical stakeholders
6/10	proposal_final decision_meeting	Participating in physical and virtual meetings <i>presentation order</i>
6/13		Presentations: decision meeting
6/14		continued
6/15	proposal_final instructions_v0	continued
6/17	instructions_v0_peer_review decision_meeting	continued
6/20		Power of language
6/21	instructions_v0_peer_review	Presenting
6/22	instructions_final	continued
6/24	instructions_final	continued
6/27	proposal_presentation_v0 instructions_presentation	continued
6/28	instructions_presentation	Technical documentation, including comments <i>presentation order</i>
6/29		Presentations: instructions
7/1		continued

7/4 *Independence Day - no class*
7/5 [proposal_presentation_final](#) [proposal_presentation_v0](#) continued
7/6 continued
7/8 [proposal_presentation_final](#) Workplace communication: email, letters and memos, telephone *presentation order*

7/11 Presentations: proposal
7/12 continued
7/13 continued
7/15 [scriptures](#) continued

7/18 *optional class*

CS 308 - Technical Communication

Homework

5152 possible points

[General Homework Instructions](#)

Scriptures

64 points

Each class shall start with at least one presentation of a scripture (following the prayer). You are required to present at least two scriptures from the Standard Works during the semester. Just as Nephi, you are encouraged to "liken all scriptures unto us" (1 Nephi 19:23). Each scripture (one or more verses) shall pertain to communication.

The first scripture presentation shall be at least one minute long and shall not exceed two minutes in length. Provide an introduction, body, and conclusion. Class members shall provide feedback on this presentation. The purpose of these presentations is to help you identify behaviors that may have an impact on later presentations in the class.

Subsequent scripture presentations shall be limited to reading the scriptural passage with a brief explanation, if necessary. As with the first scripture presentation, the scripture shall pertain to communication.

Please note that the start of class is not delayed to wait for you or your scripture. If you are late to class or unprepared on your assigned day, you will not deliver a scripture.

Each scripture shall be one that has not been presented before in this class. Duplicate scriptures are not accepted. [Scripture mastery scriptures](#) are not accepted either. Information to help you successfully satisfy these requirements is available at <http://157.201.194.254/cgi-bin/twitchellk/scriptures/studentTracker.pl?class=CS308> (on campus only).

Hello world!

32 points

Create and submit a document containing "Hello world!". Comply with the [general homework instructions](#).

Résumé

256 points

Create a résumé suitable for use in your search for a job. Your draft résumé shall be reviewed by someone from the Academic Discovery Center and by three others. Reviewers shall not include the instructor or CS 308 classmates. The coupon from the Academic Discovery Center documents their review; give the coupon to the instructor. Register for an appointment with the Academic Discovery Center using information found at <http://www.byui.edu/career-services/career-preparation-services/resumes>.

Submit only the final version of your résumé. (*I'm not interested in the labor pains; I just want to see the baby.*) Submit the following two pages:

1. Your résumé
2. The names of the reviewers and the dates they performed their reviews; keep this separate from the résumé by starting a new page.

One-quarter of the possible points will be deducted for each "significant" typographical, spelling, grammar, and punctuation error. Examples:

Sinful (see Mosiah 4:29)	Should be
LDS Church Church of Jesus Christ of Latter-day Saints	The Church of Jesus Christ of Latter-day Saints
Latter Day Saints Latter-Day Saints	Latter-day Saints

[possessives] students understanding departments content	students' understanding department's content
Bachelors of Science in ...	Bachelor of Science in ...
Java-script Javascript	JavaScript
[use of case] linux php sql MYSQL PERL Wordpress Netbeans Github scrum AJAX excel SASS IOS XCODE XILINX Mat-Lab	Linux PHP SQL MySQL Perl WordPress NetBeans GitHub Scrum Ajax Excel Sass iOS Xcode Xilinx MATLAB
[hyphenated words] Object Oriented, object oriented Object-Oriented two year volunteer Full Time, full time Full-Time 16-Bit Human-Computer Interaction micro-processor	Object-oriented, object-oriented Object-oriented two-year volunteer Full-time, full-time Full-time 16-bit Human-Computer Interaction, Human-computer Interaction microprocessor
[use of spaces] frontend backend Open GL OSX HTML 5 Power Point	front end back end OpenGL OS X HTML5 PowerPoint
Lead (past tense of Lead) programed programing	Led programmed programming
Brigham Young University Idaho Brigham Young University, Idaho Brigham Young University of Idaho	Brigham Young University-Idaho
[HTML and CSS are not programming!] Programming: HTML, CSS	Programming:

Pdf is an acceptable format for résumés.
This assignment is completed individually and not by a partnership.

Tell me about yourself

128 points

Prepare to respond to the following job interview requests as if you were in a job interview. You shall not use visual aids. You will be asked the following three questions (separately):

1. Tell me about yourself.
2. What is your greatest strength?
3. What is your greatest weakness?

You have up to three minutes (total) to present your answers to the class. The grade shall be based on instructor and peer evaluations.

This assignment is completed individually and not by a partnership.

Technical job interview question

64 points

Respond to a technical question as you would in a job interview. You have up to two minutes to complete your answer.

The grade shall be based on instructor and peer evaluations.

This assignment is completed individually and not by a partnership.

Practice job interview

128 points

Participate in a practice job interview with the Academic Discovery Center. Register for an appointment using information found at <http://www.byui.edu/career-services/career-preparation-services/interview-skills>. Prepare the "Know Your Audience Guide" using a job posting you are interested in. Submit the proof of completion coupon.

Do not procrastinate completing this assignment. Schedule your practice job interview early. If you wait too long, there may not be any appointments available.

This assignment is completed individually and not by a partnership.

Cover letter

128 points

Search job postings that apply to your major and find one that appeals to you, either as an internship or as a career position. Write a one-page cover letter for that position. Submit the following pages:

- The body of your cover letter letter. This is the first page.
- The text of the job posting; keep this separate from the cover letter by starting a new page. This may take more than one page. The job posting may be submitted as a (separate) pdf file.

Do not submit your résumé as part of this assignment.

You may want to review your cover letter with the Academic Discovery Center folk before submitting it. Cover letter material from the Academic Discovery Center is located at <http://www.byui.edu/career-services/career-preparation-services/professional-letters>.

This assignment is completed individually and not by a partnership.

Proposal topic

64 points

Working with your partner(s), select a topic for your proposal and associated presentations. Be sure to select a topic that will hold your interest; you will be working with this proposal throughout the semester. Select a topic that is relevant to your majors (e.g., use of RFID to automatically record class attendance). Select a topic that your team can implement.

To avoid duplicates, register your topic with the instructor in advance.

Submit the following, one per partnership, using complete sentences. Use headings to separate the sections.

1. Partner names
2. Proposal topic, with a description; examples are helpful
3. Who will benefit from the proposed work
4. Who is required to approve the proposal

Proposal audience analysis

64 points

Given your proposal topic and your expected audience, both readers and listeners, work with your partner(s) and answer the following questions (using complete sentences).

1. Who is in your group? What are you proposing? (a brief summary will suffice)
2. Who is your primary audience? Be specific.
3. What is the technical background of your primary audience?
4. What is the educational background of your primary audience?
5. What main question does your primary audience need answered?
6. Your primary audience will be familiar with some aspect of the topic of your proposal. What is it?
7. Your primary audience will be unfamiliar with some aspect of the topic of your proposal. What is it?
8. What will your audience gain by approving your proposal?

For your sake, clearly delineate the answers to each question. Clearly label the answer to each question. Using the questions as delimiters works well.

Only one person in the partnership needs to submit the set of answers.

Proposal outline

256 points

Working with your partner(s), submit a relatively detailed outline of your proposal (as explained in class). Your proposal shall have the following (numbered) sections:

1. Executive Summary
2. Introduction
3. Problem Statement
4. Objectives
5. Plan
6. Budget
7. Personnel and Qualifications
8. Facilities and Equipment

Double-space your text to facilitate comments.

If you or your partner(s) do not submit an outline on time, you and your partner(s) will not participate in the peer review.

Proposal outline peer review

128 points

Review each of the supplied outlines provided in class. Provide meaningful specific feedback, positive and negative. Be clear regarding recommended changes; include explanatory comments as necessary. Focus on the first two levels of reviewing discussed in class: revising and substantive editing. Avoid the last two levels: copyediting and proofreading.

Submit the marked up paper documents to the instructor. The marked up documents will be given to their authors.

This assignment is submitted individually and not by a partnership.

Proposal version 0

512 points

Working with your partner(s), create the first draft of your proposal. This is not a rough draft. This draft is text only; do not include graphics. Use gender-neutral language. Include a title and numbered section (and subsection) headings. Do not number paragraphs.

Draft does not mean *some* text. Provide a complete proposal.

All printing of the proposal will be done in black and white, not color. Remove all dependencies on color.

Double-space your text to facilitate comments.

If you or your partner(s) do not submit a proposal on time, you and your partner(s) will not participate in the peer review.

Proposal version 0 peer review

256 points

Review each of the supplied draft proposals provided in class. Focus on the first two levels of reviewing discussed in class: revising and substantive editing. Avoid the last two levels: copyediting and proofreading. Provide meaningful specific feedback, positive and negative. Be clear regarding recommended changes; include explanatory comments as necessary.

Submit the marked up paper documents to the instructor. The marked up documents will be given to their authors.

This assignment is submitted individually and not by a partnership.

Proposal version 1

512 points

Working with your partner(s), incorporate comments from the first peer review of your proposal and create the second draft.

Provide a Gantt chart for section 5 (Plan).

A minimum of one meaningful graphic per person shall be included with the text. The Gantt chart does not count as one of these graphics. The budget in a table (or something like unto it) doesn't count either. Neither do photographs of personnel. Graphics shall not be mere adornments; they shall add value to the proposal (e.g., increased understanding). Graphics shall have a unique identifier (used in the text to reference the graphic), a title, and a source.

All printing of the proposal will be done in black and white, not color. Remove all dependencies on color.

Double-space your text to facilitate comments.

If you or your partner(s) do not submit a paper on time, you and your partner(s) will not participate in the peer review.

Proposal version 1 peer review

256 points

Review each of the supplied draft proposals provided in class. Focus on the last two levels of reviewing discussed in class: copyediting and proofreading. Review and comment on the graphics. Provide meaningful specific feedback, positive and negative. Be clear regarding recommended changes; include explanatory comments as necessary.

Submit the marked up paper documents to the instructor. The marked up documents will be given to their authors.

This assignment is submitted individually and not by a partnership.

Proposal (final)

512 points

Working with your partner(s), complete and submit the proposal. Comply with the instructions specified in previous proposal homework assignments except single space the text.

Provide a professional finish. Include a title page and table of contents (titled "Contents"). Number the pages. Start each section on a new page.

Proposal presentation version 0

128 points

Working with your partner(s), create a 15-20 minute presentation of your proposal. Each student shall present using a divide-and-conquer approach, as explained in class. Schedule an appointment and present your proposal (as a group) at the [Presentation Practice Center \(PPC\)](#), in preparation for presenting it in class. Your presentation should be in final form, although it may be "rough around the edges."

The PPC normally provides documentation of your presentation. However, be prepared to provide proof of your presentation (if necessary).

Proposal presentation (final)

512 points

Working with your partner(s), incorporate appropriate comments from the PPC.

Submit your visuals. Presenter's notes are recommended but not required.

The grade shall be based on the instructor and peer evaluations.

Instructions topic

64 points

Working with your partner(s), select a topic for your instructions and associated presentation. Consider a topic that is relevant to you and your classmates (e.g., first Linux lab login including password modification). The instructions shall provide material for when things work as they should and for when they don't. Remember that you are creating procedural instructions, not a tutorial. There should be a starting point and an ending point to your instructions.

To avoid duplicates, register your topic with the instructor in advance.

Submit the following, one per partnership, using complete sentences:

1. Partner names
 2. Instructions topic, with a description
 3. Who will benefit from the instructions
-

Instructions version 0

256 points

Working with your partner(s), create the first draft of your instructions document. This is not a rough draft. The length of the document shall be 1024-1536 words. A minimum of one meaningful graphic per person shall be included with the text. Graphics shall not be mere adornments; they shall add value to the instructions (e.g., increased understanding). Graphics shall have a unique identifier (used in the text to reference the graphic), a title, and a source. Use gender-neutral language. Include a title and numbered section and subsection headings. Do not number paragraphs.

Your instructions shall include the following numbered sections:

1. Introduction
2. List of Materials
3. Directions
4. Troubleshooting

There should be numbered subsections as well.

Draft does not mean *some* text. Provide a complete instructions document. Length will be graded.

All printing of the proposal will be done in black and white, not color. Remove all dependencies on color.

Double-space your text to facilitate comments.

If you or your partner(s) do not submit a instructions on time, you and your partner(s) will not participate in the peer review.

Instructions version 0 peer review

128 points

Review each of the supplied draft instructions documents provided in class. Provide all four levels of reviewing discussed in class: revising, substantive editing, copyediting, and proofreading. Review and comment on the graphics. Provide meaningful specific feedback, positive and negative. Be clear regarding recommended changes; include explanatory comments as necessary.

Submit the marked up paper documents to the instructor. The marked up documents will be given to their authors. This assignment is submitted individually and not by a partnership.

Instructions (final)

256 points

Working with your partner(s), complete and submit the instructions document. Comply with the instructions specified in previous instructions homework assignments except single space the text.

Instructions presentation

256 points

Working with your partner(s), create a seven to eight minute presentation of your instructions. Each student shall present in class with frequent trade-offs, as explained in class.

You are encouraged to use the PPC.

Submit your visuals. Presenter's notes are recommended but not required. Assume that your visuals will be used in the future as a reference. A live demonstration does not satisfy that need.

The grade shall be based on the instructor and peer evaluations.

Decision meeting topic

64 points

Working with your partner(s), select a topic for your decision meeting. The topic shall be one that satisfies the following criteria:

- The topic can be stated as a question.
Example: What programming language should be used for CS 124?
- There are at least four realistic, viable alternatives to be considered during the decision meeting.
Example: C, C++, C#, Java, Ruby
- The decision is neither obvious nor a forgone conclusion.
Example: Should assembly be the department's primary programming language?
- Each member of the group can promote an alternative such that all four alternatives are fairly represented in the decision meeting.
- There is sufficient substance such that the meeting will take at least 15 minutes.
- A consensus decision can be reached within 20 minutes.

To avoid duplicates, register your topic with the instructor in advance.

Submit the following, one per partnership, using complete sentences:

1. Partner names
 2. Decision meeting topic (as a question), with a description that can be read to the class prior to your decision meeting
 3. Alternatives that will be considered (one per person)
-

Decision meeting

128 points

The decision meeting shall start with each participant stating his or her position regarding the predetermined issue.

This shall take about two minutes per participant. The participants shall then discuss the issue, eventually achieving a consensus. The entire meeting shall take 15-20 minutes.

The grade shall be based on the instructor and peer evaluations.

General Homework Instructions

mediocre ideas + brilliant spelling, grammar, formatting, etc. != brilliance
brilliant ideas + mediocre spelling, grammar, formatting, etc. != brilliance, either

Formatting

- Include your name in every assignment.
- Use an appropriate format for the assignment. Acceptable formats for homework assignments are
 - OpenOffice (.odt, .ods, and .odp),
 - Microsoft Office (.doc, .docx, .xls, .xlsx, .ppt, and .pptx), and
 - rich text format (.rtf).A spreadsheet is *not* a word processor.
Pdf is not an acceptable format (except as noted in homework assignment descriptions).
- Use a black 12-point proportional-spaced serif font (e.g., Garamond or Palatino Linotype).
- Conserve electrons! Save trees! (*unless instructed otherwise*)
 - No title or cover page.
 - No table of contents.
 - No index.
 - Do not start a new section on a new page.
- The required length is exclusive of
 - figures,
 - graphics,
 - tables,
 - charts,
 - endnotes,
 - works cited,
 - bibliography, and
 - anything like unto the above.

Submitting - How and When

- All homework assignments shall be submitted electronically through the Linux lab. Use *submit* to submit your homework (unless instructed otherwise); do not use e-mail. Example:
 - `submit whateverYouNamedIt.xyz`where `whateverYouNamedIt` is your file and `xyz` is the appropriate extension.
- It is your responsibility to submit homework correctly, including, but not limited to, the correct content, the correct location, the correct format, and the correct file extension. I am not responsible for homework I do not receive.
- Assignments are due before midnight on the date specified in the schedule. However, I will accept your work as on-time if I have received it *before* 8:32 AM the next school day (that's 512 minutes of grace). (Note this is the next school day and not the next class day.) One second after that and the work is "everlastingly too late" ([Helaman 13:38](#)). Late homework shall not be accepted (unless accompanied with an Oops! card).

Grading

- Make sure your submitted homework satisfies all specified requirements.
- Some homework assignments are group assignments. The grades for these assignments are based on the product from the group, *not* on individual contributions (see [1 Corinthians 12:26](#)). If more than one copy of an assignment is submitted, I will grade the last (legal) one submitted. I reserve the right to adjust grades for group members who do not contribute their fair share to the overall product. Take the opportunity to learn how to play

well with others. The goal is to learn how to work with others toward a common objective.

- Submitted homework shall be of a professional quality. This includes correct spelling and grammar with clarity abounding. Assignments are also graded on length, formatting, completeness, and content.
- [Microsoft Word's spelling and grammar checker](#) provides little value. Carefully proofread your work!

Watch Out!

- Eschew obfuscation!
- Don't use a big word where a diminutive one will suffice.
- Do not confuse technical writing and creative writing.
 - Technical writing is succinct.
 - Technical writing is unambiguous. Avoid synonyms. Leave no room for interpretation.
 - Use headings or keywords from the assignment to clearly indicate you are providing the required information.
 - Keep it plain.
 - Keep it simple.
 - Make it obvious.
- Use gender-neutral (non-sexist) language.
 - [Stereotypes and Biased Language](#)
 - [Appropriate Pronoun Usage](#)
- Know the difference!
 - stake holder and stakeholder
 - accept and except
 - affect and effect
 - as rather than as being
 - based on rather than based off of
 - causal and casual
 - customer and costumer
 - ensure and insure
 - it's and its
 - manner and manor
 - morale and moral
 - principal and principle
 - role and roll
 - than and then
 - that and which
 - their and there
 - toward not towards
 - versus and verses
- Use complete sentences, everywhere.
- Do not use a plural pronoun with a singular antecedent.
- A serial (Oxford) comma is required (e.g., CS 308, CS 364, CS 432, and CS 499).
- With the exception of source code, a space shall precede the opening parenthesis (()) and opening bracket ([]).
- Represent numbers appropriately! Know when to spell them out and when to use digits.
- Possessives require apostrophes; know where to put them.
- Use software product when you mean software product and software project when you mean software project.
- Life cycle is two words.

[Common Errors in English](#)

Plagiarism

While I encourage you to work with your classmates, *all submitted work must be original*. Share ideas, but **DO NOT SHARE CODE/TEXT (or anything like unto it)!**

To plagiarize is

- "to steal and pass off as one's own (the ideas or words of another) : use (a created production) without crediting the source
- to commit literary theft : present as new and original an idea or product derived from an existing source"

"plagiarize." Webster's Third New International Dictionary, Unabridged. Merriam-Webster, 2002.
<http://unabridged.merriam-webster.com> (21 Dec. 2011).

Review BYU-Idaho's policy at <http://www.byui.edu/student-honor-office/ces-honor-code/academic-honesty>. Additional information is available at <http://plagiarism.org/>

There is no acceptable excuse for plagiarism.

Plagiarism may be intentional or unintentional. Regardless, the penalties are the same. Penalties for plagiarism:

- one-eighth of the total possible points will be deducted for each occurrence of material that is obviously from another source but not properly cited
 examples: verbatim quotations enclosed in quotation marks, graphics
 - a score of zero will be given (for the entire assignment) for other forms of plagiarism; grading stops with the discovery of plagiarism
 example: verbatim text without quotation marks (with or without a citation)
-

CS 308 - Technical Communication

Syllabus

Technical writing and presentation to technical audiences; professional communication including résumés and job interviews.

After completing this course, the student should be able to

1. Write for a technical audience
2. Present to a technical audience
3. Critique peer performance in written and oral communication
4. Demonstrate effective interviewing and résumé writing skills
5. Communicate effectively in a professional environment

Prerequisites

- CS 165 (Object-oriented Software Development) or CS 241 (Survey Object-oriented Programming/Data Structures) or CIT 260 (Object-oriented Programming I) or CIT 336 (Web Backend Development)

Required Text

- none

Grading

- 90% Homework assignments
- 10% Attendance

[Disabilities](#)

[Gender-based Discrimination and Sexual Harassment](#)

[Brother Twitchell Attendance Policies](#)

[BYU-Idaho Academic Policies: Attendance and Absence from Class, Electronic Devices in the Classroom](#)

Policies

Learning

- *"We are prepared for some things, and we receive just as fast as we prepare ourselves."* --Brigham Young
- **Learn how to learn!** Learn to develop alternative solutions and implement the most appropriate one. Computer Science means life-long learning. Learn to enjoy it now.
- Please control compulsions to answer every question posed in class. Allow your classmates to participate in class discussions. Elder Neal A. Maxwell taught, "On occasion, the biting of the tongue can be as important as the gift of tongues."

Grading

- My grading philosophy: If you cause me extra work, you pay for it.
- Do not ask me to pre-grade your assignment. I will answer specific questions about your work before you submit it. However, I have enough difficulty grading your work once and I certainly am not going to do it twice.
- Your grade is based on your product, not the amount of time you expended developing the product.
- My approach to grading is based on the competent programmer hypothesis, which is that competent programmers write programs that are close to being correct. When I grade, I concentrate on finding the little errors. The big errors are easy to find, for both you and me.
- The final grade for homework assignments is the ratio of total earned points and total possible points.
- The following grading scale is used:
 - A - nineties and one hundred
 - B - eighties
 - C - seventies
 - D - sixties
 - F - 59 and belowIf the final digit is 7-9, a "+" (e.g., 88 is a B+).
If the final digit is 0-2, a "-" (e.g., 61 is a D-).
There is no A+, F+, or F-. The letter grade is obtained using rounding (e.g., 89.6 is an A-).
- Homework assignments are to be completed as scheduled. Late work is generally not accepted. However, assignments may be rescheduled for a *limited* number of *emergency* situations *if you discuss your situation with me before (not on and especially not after) the scheduled due date*. There will be no routine extensions of due dates - be prepared to justify any requests for extensions.

Miscellaneous

- Please don't embarrass me by putting me into a position where I will embarrass you with regard to the Honor Code (including dress and grooming standards).
 - For me, assisting students has first priority. Grading has a lower priority than assisting students. I apologize for when I do not grade and return your work quickly.
 - If you feel a need to stand during class, you may do so. If it will help you stay awake, please do so.
 - Employment and internship information is available on the bulletin board by the Linux computer lab (213 AUS).
 - My office hours start when I arrive and terminate when I leave.
 - I am willing to write a letter of recommendation for you if you have taken at least three credits of coursework from me in the current or previous semester.
 - Henry David Thoreau wrote, "As if you could kill time without injuring eternity." When you feel an urge to kill time, please control the extent of the damage. You don't have a right to injure anyone's eternity but your own.
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Disabilities

Brigham Young University-Idaho is committed to providing a working and learning atmosphere that reasonably accommodates qualified persons with disabilities. If you have a disability and require reasonable accommodations, please contact the Disability Services Office at (208) 496-9210. Reasonable academic accommodations are reviewed for all students who have qualified documented disabilities. Services are coordinated with the students and instructor by the Disability Services Office.

More information is available at <http://www.byui.edu/disabilities/disability-services>.

Gender-based Discrimination and Sexual Harassment

Sexual harassment refers to unwelcome conduct of a sexual nature. Sexual harassment may include 1) unwelcome sexual advances, 2) requests for sexual favors, and 3) other verbal, non-verbal, or physical conduct of a sexual nature. Sexual harassment may also include denying or limiting, on the basis of sex, the student's ability to participate in or receive benefits, services, or opportunities in university programs. BYU-Idaho's policy against sexual harassment extends not only to employment situations but to academic situations as well. If a student feels he or she has encountered sexual harassment or gender-based discrimination, or if the student needs assistance or information related to allegations of sexual harassment, he or she should contact the Student Honor Office at 208-496-9300 or sho@byui.edu. Feel free to visit their web site at <http://www.byui.edu/studenthonor>.

Brother Twitchell's Attendance Policy

I reserve the right to require the completion of unannounced assignments during class time.

I do not have set lectures and I do not keep lecture notes. If you miss a lecture, obtain lecture notes from a classmate.

Class attendance is required and is part of the grade. The attendance portion of your grade is the ratio of the number of days you attend class and the number of days of class. The following adjust the attendance portion of your grade:

- Late is defined as arriving after the prayer is offered or leaving before class is scheduled to finish. A 50% penalty is applied for being late.
- Very late is defined as missing at least one-half the class. A 75% penalty is applied for being very late.

Additional penalties for habitual and chronic offenders (see [Matthew 13:12](#)):

- If you are late/very late/absent for one-eighth of the classes, the penalty is doubled for all occurrences.
 - If you are late/very late/absent for one-fourth of the classes, the penalty is quadrupled for all occurrences.
 - If you attend only one-half or fewer of the classes, you have failed the class (regardless of other grades).
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