POLICIES, RESOURCES & RELATED INFORMATION
ENGINEERING & COMPUTER SCIENCE COURSES

Associate in Science Transfer – Track 2 (AST2 Outcomes)
"Engineering & Computer Science Program"

A. Apply fundamental principles and relationships from the Natural Sciences to analyze scientific and technological problems.
B. Acquire and evaluate scientific and technological information from appropriate sources to examine issues, claims or situations.
C. Apply scientific and technological knowledge and methodologies to creatively solve scientific and technological problems.

Assessment

No work will be accepted for assessment from any person who has not completed the necessary enrollment and paid the prescribed fee. Failure to complete the course without prior arrangement with the professor will result in a failing grade. Make-up tests and assignments will not normally be offered.

Final grades and the corresponding aggregate percentage score are:

A	100%	to	93%
A-	< 93%	to	90%
B+	< 90%	to	87%
B	< 87%	to	83%
B-	< 83%	to	80%
C+	< 80%	to	77%
C	< 77%	to	73%
C-	< 73%	to	70%
D+	< 70%	to	67%
D	< 67%	to	63%
D-	< 63%	to	60%
F	< 60%	to	0%

Late Exam/Quiz/Report/Assignment Policy

Points are only awarded for tests, quizzes, labs and projects that are completed and delivered on the assigned due dates and times. In all other instances, zero points will be awarded unless the student has made prior arrangements with the instructor.

Expectations

- Ask any course content-related question anytime (there is no bad question). Be active participant in the class and take advantage of office hours and open lab times.
- Exchange ideas and work with peers. But all homework and lab reports must be completed individually and independently.
- Bring your class notes to every class and own your learning process.
- Come to class on-time! If you need to leave early, inform the instructor, and sit near the door to minimize class disruption.
- Turn-in assignments/reports before start of class or wait until the end of the class.
- Do not walk in/out during lecture unless you have an emergency.
- Read the assignment/lab and complete everything that does not require the lab equipment/tools before coming to lab.
- When you are done with the computer, equipment, tools, and furniture, return everything to the condition and location in which you initially found them.
- Use only your assigned lab box and place unfinished projects in the Active Project Cabinet.
- Do not ask if labs or assignments can be turned in late. Only allowed exception is for a documented emergency.
- Participate in Computing, Electrical and Engineering (CEE) club.
- Place all components on the black foam in the toolbox, and check-in your lab toolbox with the instructor after completing the last lab.
- All instruments and cables must be returned to location found at the end of lab session.

Attendance

Attendance is not mandatory but is expected. In order to gain the full benefit from this course you must attend and participate in classes regularly. If you do not attend and participate, you may also miss essential elements that will affect your grade.

If you are absent from classes for any reason it is your responsibility:
- to ensure all work is submitted by the due dates,
- to obtain details of assignments given in your absence,
- to ensure that you are aware of all matters affecting you, which arose during the class that you missed.

Absence is not a valid excuse for late submissions or any other deficiencies your performance.

Lab Guidelines

The following rules help ensures the lab runs smoothly:

- Only use tool box assigned to your group. Be aware that there are different tool boxes for each course group such as ENGR/CSE 120, ENGR 250/270 and ENGR 204/252/253.
- If you bring food into class, make sure you take it with you when you leave. Also, please clean up any spills or other garbage.
- If you're listening to music, videos, etc., please use headphones, or keep the volume lower than a spoken conversation level.
- Return shared equipment - multimeters, scope probes, banana-plug cables, tools - to the cabinets where you found them, so others may use them as well.
- If you have a multimeter that appears to not be working, don't put it back in the cabinet; give it to the lab instructor and explain the problem, so they can test and repair it.

Lab Kit Clean Up
(Required of All Students after completing the last lab)

- Any items taken from the cabinet such as Programmer, Motor, Solar Cell and Unknown parts (Chips, Inductors or Capacitors) should be return to their original location in the cabinets.
- All resistors, LEDs, Capacitors, Chips should be in the black foam. Only wires should be loose in the box
- All proto boards should be clean and have no parts in them. Maximum of two proto boards per tool kit; return extras to the cabinet closet to the entry door.
- All paper and other garbage should be removed from the tool box.
- All batteries should be placed in the recharger.
- All Multi-meter should have their probs.

Notes:
1) *Instructors reserve the right to assign grade penalty to all members of the team that has not cleaned up the Lab Kit by the last day of class.*
2) *If you have obtained components (chips, resistors, etc.) from the supply cabinet, leave them in the black foam in your box. Do not put them back in the supply cabinet.*

Office Hours

Your professor will nominate certain office hours. These are times when he/she will normally be available for consultation. Other commitments may occasionally prevent your professor from being present at these times.

Safety and Equipment Use

Safe working practices and sensible and responsible behavior are essential in laboratories - both to protect students from injury and to protect expensive equipment from damage. Suitable clothing must be worn in the labs. This means that general clothing should be reasonably close fitting to avoid the risk of snagging equipment, long hair must be suitably restrained, and footwear must be of a type which provides protection to the feet. Students are expected to obey the Equipment and Computer Usage Guidelines. Students who misuse the equipments or computers will be expelled from the class and/or lab. Additional requirements may be imposed for specific situations.

Academic Honesty and Plagiarism
You are required to read and follow the Student Responsibilities and Code of Student Conduct available on the Clark College web site http://www.clark.edu/about_clark/policies/student_code.php. You are encouraged to work together in a sensible and constructive manner, but note students are expected to do their own work. All assignments and reports are individual work unless specified otherwise. Copying or rewriting someone else's online or offline work, having someone else do your work, or cheating in any fashion will result in zero point for that test or assignment in addition to penalties prescribed by college policies. A second offense will result in an automatic 'F' for the class. Other penalties such as failure in the subject may also apply.

Support Services

ADA Accommodations: Reasonable accommodations are available for students who have a disability. Disability Support Services (DSS) coordinates reasonable accommodations for students with disabilities and/or temporary health conditions (could include a temporary injury or pregnancy). Students with disabilities who believe that they may need accommodations in this class are encouraged to contact Disability Support Services as soon as possible to better ensure that accommodations are implemented in a timely manner. All accommodations must first be approved through Disability Support Services. Please visit www.clark.edu/dss for the most current information; including their Zoom hours, their off-campus phone number, and steps to get started. Their main email is dss@clark.edu. Once you have established accommodations with Disability Support Services, please contact me as soon as possible to discuss your needs in this course.

Help with Food, Housing and Financial Challenges: We know students sometimes need additional support. Any student who has difficulty affording food, or who lacks a safe and stable place to live and believes this may affect their performance in the course, is urged to contact the Dean of Student Engagement, Cath Busha (cbusha@clark.edu) for potential resources and support. Any current Clark College student can sign up for box of food from the Penguin Pantry at https://www.clark.edu/current-students/ (right menu after login). Additionally, you can schedule a conversation with a Financial Wellness Coach (Financialwellness@clark.edu) who will provide information, tools, and resources students can use to reach your goals and manage your current finances.

Student Success Coaching: Success Coaches help you navigate college life and develop the tools to be successful at Clark and beyond. One-on-one coaching sessions can provide you with: study and organizational skills, emotional and personal support, connections to college resources, and much more. Coaches are available in person at the Diversity Center (Gaiser Hall 220) or virtually via Zoom. You can get more info at https://www.clark.edu/campus-life/student-support/diversity-and-equity/success-coaches and make an appointment by clicking on the "schedule your session" button.

College-Wide Policies:

Non-discrimination Policy: Clark College affirms a commitment to freedom from discrimination for all members of the college community. The responsibility for, and the protection of, this commitment extends to students, faculty, administration, staff, contractors, and those who develop or participate in college programs. It encompasses every aspect of employment and every student and community activity. The college expressly prohibits discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal.

Title IX and Sexual Misconduct: Clark College strictly prohibits sexual harassment, intimidation, and violence, including domestic and dating violence, and stalking. To this end, Clark College enacted WAC 132N-125-300, Title IX Grievance Procedure, for receiving and investigating Sexual Harassment allegations arising during education programs and activities. Any employee, student, applicant, or visitor who believes they have been the subject of Sexual Harassment should report the incident or incidents to the Clark College **Title IX Coordinator, Yaju Dharmarajah, Baird (BRD) 012, (360) 992-2057,** ydharmarajah@clark.edu . Clark College will seek to protect the privacy of the Complainant to the fullest extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as Clark College policies and procedures. Although the college will attempt to honor Complainants' requests for confidentiality, it cannot guarantee complete confidentiality. Determinations regarding how to handle requests for confidentiality will be made by the Title IX Coordinator. The Title IX Coordinator will engage in an interactive process with both parties to identify and provide supportive measures that ensure during the investigation and disciplinary processes that the parties have equitable access to education programs and activities and are protected from further discrimination or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or Respondent regardless of whether the Complainant or the Title IX Coordinator filed a

Formal Complaint. Supportive measures may include, but are not limited to: (i) counseling and other medical assistance, (ii) extensions of deadlines or other course-related adjustments, (iii) modifications of work or class schedules, (iv) leaves of absence, (v) increased security or monitoring of certain areas of campus, and (vi) imposition of orders prohibiting the parties from contacting one another in housing or work situations.

Anyone experiencing sexual harassment is encouraged to talk to someone about what happened so they can get the support needed, and Clark College can respond appropriately. If you wish to speak confidentially about an incident of sexual misconduct, please contact a counselor at the **Counseling and Health Center**. Visit the Counseling and Health Center website at http://www.clark.edu?counseling&health

Additional Information

Important College-Wide Student Information: Visit www.clark.edu/cc/syllabi for important college-wide student information.

Reasonable Accommodations for Religion/Conscience: Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made within the first two weeks of the quarter and should follow the procedures listed in the Student Rights & Responsibilities website: http://www.clark.edu?StudentsRights&Responsibilities

Clark College during Covid-19: Refer to
https://www.clark.edu/about/emergencies/coronavirus/index.php
for the latest updates on Covid-19 and associated processes.

No eating or drinking in classrooms and laboratories.

Directory of Available Student Services

https://www.clark.edu/campus-life/student-support/student-support-directory.php