

**CMSC 3240 - Computer Architecture
Policies and Procedures
Fall 2023**

INSTRUCTOR:	Dr. Anthony S. Pyzdrowski	CREDITS:	3
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OFFICE HOURS:	MW 1:30PM-3:00PM & TR 7:15AM-7:45AM & 10:45AM-11:30AM		
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I am the instructor of record for this class. Only the instructor of record can properly grade course work and issue midterm and final grades.

The posted time line for this course may need to be adjusted for University changes other unforeseen circumstances.

PREREQUISITES:

Co Requisite CSC 323 / CMSC 3100 or CET/EET 270 / ECET 2570

TEXT:

Clements, Alan. (2006). The Principles of Computer Hardware. Forth Edition, Oxford, New York: Oxford University Press,

ACADEMIC DISHONESTY:

All work will be the individual work of each student/group. Plagiarism or copying of another work, providing the information to another student/group, cheating and dishonest practices in any form will result in zero, 0, points for the work in question. A second occurrence of academic dishonesty will result in a failure, F, for the course..

GROUPS:

The class will form groups of three to four students each. Each group will work together throughout the semester. Some class activities will be performed as a group. In addition to the class activities, the group members will work together outside of class. Group work does not mean one person does the work and everyone claims credit for the work. All members of a group will be accountable for the work. A group will only include the names of members who participated on the assignments, quizzes, or exams. Only members who participated on the work will receive credit for the work.

READINGS:

The class material is to be read before viewing the lecture. Typically, the class activities and lectures are based on the text. A student who does not read the material prior to the lectures may have difficulties following the class activities and lecture. Viewing the class lecture is required before the question/discussion face to face time of the class. Student participation is required during the class and students may be orally questioned.

ASSIGNMENTS:

Assignments will be made throughout the semester. The assignments are due by the specified time and date in D2L. The assignment drop box will automatically turn off and be unavailable after one week from the due time and date. Late work will loose 10 points out of the 100 for each calendar day it is late. Submitted assignment must clearly identify the students who participated in the work. Only one submission per group is made by one member of the group. Do not submit multiple copies of the work.

QUIZZES:

Unannounced quizzes will be given throughout the semester. The quizzes contain material that should have been read from the text for the class and/or information provided during previous class activities and/or recorded lectures. The quizzes may be individual or group efforts and are closed book and closed notebook. There will be no makeup quizzes and zero points will be entered for a missed quiz. The lowest quiz will be dropped for the semester.

EXAMS:

There will be two announced exams during the semester in addition to the final. The exams are individual efforts and are closed book and closed notebook. There will be no makeup exams distributed and zero points will be entered for a missed exam. If there is a conflict with an exam date, notify me before the exam date so that an arrangement can be made. The final exam of the semester is mandatory and can be counted as one or two exam scores. When counted as two exam scores, it will be counted as the final and used to replace the lowest exam score of exam one or exam two. The decision to count the last exam as one or two exams will be chosen by the student before the last exam is collected for grading.

LATE WORK:

Late work will loose 10% per day. No work will be accepted after one week. A week is identified from the day the work is due to the same day of the next week. All work is due at the designated time.

GRADES:

The work originally submitted for grading will be the one used for grading. There are no re-submits of the work in an attempt to increase the grade of the original work for parts missed or left out. The grade received is the grade for the work and it is not a starting point for grade negotiations.

E-MAIL:

All e-mails need to come from your Pennwest account and have a descriptive subject with course identification and senders name included. Without this information the e-mail may be deleted as junk mail. E-mail will not be treated as an "instant message" or "text message", you will not receive an instant reply to your e-mails at all hours during the week.

ATTENDANCE:

Attendance is mandatory. Zero points are entered for all absences, even with excuses. You either attended the class or did not. Attendance will be based on the beginning of the class. To receive attendance points you must be present for the class.

GRADING:

ATTENDANCE (avg)	10%
ASSIGNMENTS (avg)	25%
QUIZZES (avg)	25%
TESTS (avg)	40%
TOTAL	100%

GRADE SCALE:

[90%-100%]	A
[80%-90%)	B
[70%-80%)	C
[60%-70%)	D
[0%-60%)	F

Grades are NOT curved.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:

Pennsylvania Western University of Pennsylvania offers services to meet the accommodation needs of students with many types of disabilities. The Office for Students with Disabilities provides services to students based upon documentation of a disability and a request for accommodations based on this disability. Please refer to PennWest's Reasonable Accommodations for Students with Disabilities Policy for additional information. This policy is in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

Students reserve the right to decide when to self-identify and when to request accommodations. Students requesting approval for reasonable accommodations should contact the Office for Students with Disabilities (OSD). Students are expected to adhere to OSD procedures for self-identifying, providing documentation and requesting accommodations in a timely manner.

For questions about accommodations please contact:
PennWest California- John Massella at Osd-cal@pennwest.edu
PennWest Clarion- Ron Radaker at Osd-clr@pennwest.edu
PennWest Edinboro- Sharon Conklin at Osd-edn@pennwest.edu

Title IX Reporting Requirements and the Faculty Member

Pennsylvania Western University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to comply with the requirements of Title IX of the Education Amendments of 1972 and the university's commitment to offering supportive measures in accordance with the new regulations issued under Title IX, PennWest requires faculty members to report incidents of sexual violence shared by students to the university's Title IX Coordinator, Amy Salsgiver [asalsgiver@pennwest.edu]. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a university-approved research project. Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred to the person designated in the university' Protection and Supervision of Minors on Campus Policy.

Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence are available on the Office of Equity and Title IX website. Reports may be made to the following individuals:

- PennWest Title IX Coordinator: Amy Salsgiver, asalsgiver@pennwest.edu
- Edinboro campus: Andrew Matt, amatt@pennwest.edu
- Clarion campus: Amy Salsgiver, asalsgiver@pennwest.edu
- California campus: Sheleta Camarda-Webb, camardawebb@pennwest.edu
- Global Online: Andrew Matt, amatt@pennwest.edu

TEACHING METHODOLOGY:

This course will be taught using a flipped classroom approach. Recorded lectures will be made available in D2L and the face to face class time will be used for questions and answers of the material along with assessments.