I. Class Information

Course: INST 630 – Introduction to Programming for the Information Professional
Term: Fall 2017
Class Time & Location: Monday 2:00-4:45PM / HBK 0105

Instructor: Dr. Timothy M. Richards
Office/Office Hours: By appointment (send email to schedule)
E-Mail: (To be announced)

Textbook/Materials:
Required:

Optional:
You can buy this book pretty inexpensively from Amazon as a pair with it’s companion, *HTML and CSS: Design and Build Websites*. If you don’t already know HTML & CSS, I recommend it – you will find this very helpful during the semester.

Complementary:
We will also use this online, freely available book:

Other readings and videos will be made available through ELMS.

Required Technology
We will do live programming exercises during most classes, so bring your laptop and be prepared to write code. Any operating system will do, but I recommend you use the Chrome web browser because that is what we will be using for most activities. If you don’t have access to a laptop, contact me before the first class.

II. Course Details

Course Description:
This course is an introduction to computer programming intended for students with no previous programming experience. Topics include fundamentals of programming, such as variables, data types, assignments, selection, nesting, loops, arrays, functions, objects and storage. The course
will also touch on current trends in user interface implementation that are relevant to information professionals, such as graphics, multi-touch and gestural interaction, and mobile devices.

This course also provides opportunities to develop an understanding of how programming is situated in and reflects broader social structures, constructs and issues, e.g. race, class or gender. Programming is often viewed as a value-neutral technical skill. However, the social and cultural impacts of information and technology are central concepts in our field, and any informed professional needs to understand how these issues manifest in a variety of circumstances. Through readings, discussion and writing, we will critically examine issues of racism, sexism and other forms of bias, inequity and oppression that are pervasive in programming and related technical activities.

**Student Learning Outcomes:**
After finishing this course, students will be able to:

1. Explain basic programming concepts and techniques, and important concepts for the development of interactive web applications.
2. Apply concepts and techniques of computer programming, including variables, data types, assignments, loops, arrays, functions, objects, storage, event programming, and toolkits, to create and debug interactive web applications.
3. Explain how programming is situated in and reflects broader social structures, constructs and issues, e.g. race, class or gender.
4. Articulate strategies and identify resources for ongoing professional development and learning about web programming.

### III. Evaluation, Assignments, and Grades

Final grades for the course are computed as the sum of your scores on the individual elements below (100 possible points total), converted to a letter grade:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
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<tbody>
<tr>
<td>A+</td>
<td>97-100*</td>
</tr>
<tr>
<td>A</td>
<td>93-96.99</td>
</tr>
<tr>
<td>A-</td>
<td>90-92.99</td>
</tr>
<tr>
<td>B+</td>
<td>87-89.99</td>
</tr>
<tr>
<td>B</td>
<td>83-86.99</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.99</td>
</tr>
<tr>
<td>C+</td>
<td>77-79.99</td>
</tr>
<tr>
<td>C</td>
<td>73-76.99</td>
</tr>
<tr>
<td>C-</td>
<td>70-72.99</td>
</tr>
<tr>
<td>D+</td>
<td>67-69.99</td>
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<tr>
<td>D</td>
<td>63-66.99</td>
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<tr>
<td>D-</td>
<td>60-62.99</td>
</tr>
<tr>
<td>F</td>
<td>0-59.99</td>
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</table>

* Note: To receive an A+ you must have demonstrated significant contributions to the class in addition to achieving this numeric grade.

**Participation Policy**
Participation grades involve engaging effectively with in-class exercises, participating in group work, interacting with your instructor and peers, and attending class regularly.

**Late Work**
Late work is not accepted in this course. In the event of an unforeseeable, documentable emergency an exception may be made at the sole discretion of the instructor.
## Course Grade Criteria

<table>
<thead>
<tr>
<th>Graded item</th>
<th>Percent of final grade</th>
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<tbody>
<tr>
<td>Preparation – Assignment or low stakes quiz that you submit before each class.</td>
<td>5%</td>
</tr>
<tr>
<td>In class – Reflects your active and visible engagement with the in-class activities.</td>
<td>20%</td>
</tr>
<tr>
<td>Homework – Will be assigned weekly, with some exceptions. Includes coding problems (of course), but will also include analysis questions, brief reflective writing, and other activities.</td>
<td>30%</td>
</tr>
<tr>
<td>Midterm – This is a diagnostic for you to assess your understanding of the programming basics that are necessary as you move into the project. You will want to address any weaknesses this diagnostic identifies to ensure you are well prepared for the project.</td>
<td>20%</td>
</tr>
<tr>
<td>Project – The project will give you an opportunity to apply and extend what you learn in class. Starting early in the semester, you will work with me to develop projects that match your interests and needs. You may choose to work individually or as part of a team. Working with a larger group allows you to undertake a more ambitious and rewarding project. Project deliverables are the proposal, 3 prototypes, your class presentation, and the final project report.</td>
<td>25%</td>
</tr>
</tbody>
</table>

## IV. Course Policies and Expectations

### A Note on Policies
The essential purpose of the university’s policies ([www.president.umd.edu/policies/](http://www.president.umd.edu/policies/)) is to enable all of us to fully participate in an equitable, accessible and safe academic environment so that we each can be challenged to learn and contribute most effectively. Policies are, by necessity, often written in impersonal, legalistic language. Nevertheless, we are all responsible for following them. The following sections summarize selected policies as implemented for this course, and provide links to additional information. We are all responsible for knowing and following all university policies.

1. Regular punctual attendance is expected of all students. Students are expected to remain for the entire class period. Students are responsible for all announcements, material covered, and assignments due when absent from class. The instructor recommends exchanging contact information with other students to share lecture notes. Tardiness and repeated class interruptions may reduce the student’s participation grade.
2. Students are expected to read the all chapter assignments before coming to class and be prepared to discuss the topics and participate in class/group activities and exercises in class.

3. Late project submissions are not accepted. Projects not submitted by the deadline will receive an automatic grade of zero.

4. Each assignment must be submitted via the method requested in the instructions. *Assignments submitted via email will not be graded.* Assignments not submitted as required by the instructions will not be graded.

5. Students are expected to put away all electronic devices during lectures. The use of mobile devices (i.e. phones, tablets, etc) during the lecture is disruptive and disrespectful. Texting, using email, playing games, chatting and browsing the web is not permitted during the lecture session unless doing so is a part of the class session’s planned activities and students are instructed to do so by the instructor. Failing to follow this expectation may result in a reduced participation grade.

6. This class frequently requires group work, in-class exercises, and in-class research so DO bring a mobile device, tablet, or laptop to class for use during designated times.

7. Exams must be taken as scheduled. If you are unable to take your exam at the scheduled time due to an emergency (hospitalization, car accident, etc.) contact the instructor prior to the exam time to make arrangements to take the exam. Documentation will be required. Make-up exams will only be given in the event of an extreme emergency and at the sole discretion of the instructor.

8. The instructor will reply to student emails within 72 hours Monday through Friday. Emails received on university holidays or during the weekend will receive a response when the university reopens.

9. Students shall use APA formatting for the all written assignments in this course. In the event of university closure due to inclement weather or other unanticipated events, due dates as posted on the course schedule will remain in effect unless a change is made by the instructor. Such a change will be posted in the course management system as an announcement and sent via email.

**Attendance Policy**

University policy excuses the absences of students for illness, religious observances, participation in University activities at the request of university authorities and compelling circumstances beyond the student's control. Students who miss a single class for a medical reason are not required to provide medical documentation, but students who are absent more than once are responsible for providing various forms of documentation, depending on the nature of the absence. For additional information on attendance policies, see [president.umd.edu/policies/iii510a.html](http://president.umd.edu/policies/iii510a.html) (religious observance) and [president.umd.edu/policies/v100g.html](http://president.umd.edu/policies/v100g.html) (medical absence).
Course Evaluation
Course evaluations are a part of the process by which the University of Maryland seeks to improve teaching and learning. The University Senate approved the implementation of a standard, online, University-wide course evaluation instrument. Each course evaluation contains a set of universal questions, and some are supplemented by questions from specific colleges. Students who leave no "Pending" evaluations in their Evaluation Dashboard each semester can view the aggregate results of a sub-set of universal items online. Across the University, course evaluations are being administered through a web-based system dubbed CourseEvalUM. All information submitted to the Evaluation System is confidential. Instructors and academic administrators can only view summarized evaluation results after final grades have been submitted. Instructors and academic administrators cannot identify which submissions belong to which students. This standardized set of evaluation results provides the University with useful information on teaching and student learning across the campus. For additional info see Student Fast Facts at www.irpa.umd.edu/Assessment/CourseEval/stdt_faq.shtml

Syllabus Change Policy
This syllabus is a guide for the course and is subject to change with advance notice. Changes will be posted in ELMS. The ELMS course site is the definitive location for all course work, and communication, including class schedules, assignments and deadlines.

V. Academic Integrity
Academic dishonesty is a corrosive force in the academic life of a university. It jeopardizes the quality of education and depreciates the genuine achievements of others. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act. All members of the University Community - students, faculty, and staff - share the responsibility to challenge and make known acts of apparent academic dishonesty. As a student, you have a responsibility to avoid violations of the Code of Academic Integrity. This includes:

- Cheating: "Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise."
- Fabrication: "Intentional and unauthorized falsification or invention of any information or citation in an academic exercise."
- Facilitating Academic Dishonesty: "Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty."
- Plagiarism: "Intentionally or knowingly representing the words or ideas of another as one's own in an academic exercise."

For additional information on the Code of Academic Integrity see shc.umd.edu/SHC/StudentAcademicDishonesty.aspx.

VI. Students with Disabilities
The University is legally obligated to provide appropriate accommodations for students with disabilities. The campus' Disability Support Services Office (DSS) works with students and faculty to address a variety of issues ranging from test anxiety to physical and psychological disabilities. If a student or instructor believes that the student may have a disability, they should
consult with DSS (301-314-7682, dissup@umd.edu, www.counseling.umd.edu/DSS/). To receive accommodations, students must first have their disabilities documented by DSS. The office then prepares an Accommodation Letter for course instructors regarding needed accommodations. Students are responsible for presenting this letter to their instructors.

VII. Course Schedule*

Please see the schedule file posted in ELMS.

*The course schedule is tentative and subject to change based on the needs of the class and by the sole discretion of the instructor.