

# Standard Procedures

## How can you ask a question?

### *Get Support: Faculty- During class*

You can ask a question by speaking up during a class. Or raise your (digital) hand.

### *Get Support: Faculty- After a class*

- Visit/Call me during office hours
- Scheduling an appointment. You can also schedule a meeting with the instructor outside of office hours.
- You can ask a question immediately after a class even if it is not your course/section.
- You can ask a question during any office hour available in the course outline.
  - In case of a deadline, try visiting in person or calling during an office hour.

### *Get Support: Peers, Class Monitors*

- Facebook Group
- Messenger Group
- ChatGPT (Generative AI)?

## What to do

### *Instructor missed a class for more than 20 minutes*

The class will be rescheduled.

### *Midterm Makeup (Missed a midterm)*

You can do makeup for personal health and immediate family emergencies.

1. Email an application explaining the situation.

2. “Show that you are serious” by doing all optional assignments, explain your assignment.
3. Find the makeup [fb](#) post and comment. Find a representative to keep the faculty updated and announce dates in class during attendance.
4. Submit a hardcopy of the application.
5. All students submit applications. All students who missed the midterm agree on a time (during an office or class time) and post on fb group. Also let me know 1 week in advance. (List of students, highlight dropped, non-communication)
6. Students appear for the makeup.
7. Students come on the last day of Grade Submission to review their grades.

### ***Midterm Makeup Scheduling***

1. Find all the students across the course
  - a. From facebook group
  - b. Match with midterm grades posted for accounting all
2. Get a list of 3 time slots from me and get votes on fb to select a slot
3. Announce the slot.

### ***Lab- Makeup***

1. Follow the directions for [screencasting](#).
  - Yourself in the video, narration in english
2. Youtube upload
  - File link in description
3. Email it within 1 week.
4. Visit and get your grade posted in the next office hour.

3% penalization.

### ***Attendance- Makeup***

1. Go through the class-slides.
2. Create a lecture video on the contents (30 mins Minimum).
3. Email & meet during office hours (subject to an acceptable quality).
4. Submit within 1 week.

## ***Demonstrate your commitment (Are you serious?)***

1. Create a [mindmap](#) of a recent chapter and explain the topics in English while creating it. Record videos as well.
2. Upload the video in YouTube
3. Send an email explaining your situation.
4. Talk to the faculty during office hour and upon successful activity
  - ➡ Your video needs to be professional
  - ➡ Deadline: 1 week from the missed assignment

## ***Show your professionalism***

- Help students get higher grades ...
- Do all the optional assignments
- Do future assignments early

## ***Student missed a class***

- 1 Please let me know as soon as possible by sending an email.
- 2 Determine the contents covered and watch relevant videos

MIS 107	<a href="#">Lecture Videos</a>	<a href="#">Mindmaps</a>
MIS207	<a href="#">Lecture Videos</a>	<a href="#">Mindmaps</a>

Determine the contents covered in the class. Get this information from class monitors, fellow high-performing classmates, and group members, the course website, and/or the faculty. Validate this information from the faculty at the earliest possible time.

- 3 Do those covered

Review Lecture (videos, discussion videos. slides, mind maps), any assignment(s) given, and any announcement. Keep updated with the announcements and assignments. Get help as required.

In case you missed an assignment, please follow the makeup policy.

- You can ask a question during any office hour. <https://adevl.com/iteach/calendar.asp>

## Grades

### *Bonuses Policy*

Impact	
Transformer Bonus Midterm 1- Max 2% Midterm 2- Max 2% Final- Max 2%	Draw a diagram(as requested) during midterms <del>Solve Online Quiz/Question Bank</del> <del>Answer 2 Questions @ Exam Day Class time</del>
Group Assignment/TP Max 3%  Why: Skill development, professionalism	How: Present & record the assignment. Upload Youtube, Email Link, Explain @Office hours  Introduce yourself- discussion ~1%
Lab Bonus 1% to 2%	Lab Assignment
Midterm 1- 1% Midterm 2- 1% Final- 1%	Full attendance bonus 3%
Final semester bonus	3% bonus, if it does not result you getting an A/A-
* No bonus can be added if you do not check the final grades as they are posted after the final weeks due to policy.	

### *Final Grade Calculation*

During the final week, all assignment grades will be posted online. It will be posted in a (approximate) sequence like this

- Attendance posted

- Quiz grades posted
- Midterm and bonus grades posted
- Lab and bonus grades posted
- Group Assignments and bonus grades posted

You can review while the grades are getting posted. After all the grades are posted, you will get 1 day for a final review.

Your grades will be weighted as described in the course outline. Curves might be applied in line with the department policy. The total and letter grades will not be posted online as it is against the NSU policy.

If you have a dispute during this time, please review the dispute resolution section.

### ***Special makeup for weak student (C++ group)***

1. Email the Application including
  - Which assignments you want to makeup. Max 2
  - Recording solution to sample exam of the same assignment (YouTube link).
2. Schedule viva @ office
3. Do it

#### **Limitation**

- Max grade C
- Finish process before final exam begins (last week)
- ➡ Your video needs to be professional

## **Incomplete Procedure**

### ***Get approval***

1. “Show that you are serious”
2. Email an application explaining

- Assignments missed (Maximum 50%)
  - Why missed with proof (e.g. Parent Signature)
  - Request that you want an I
3. Get application approval during an office hour

### ***Complete the missing assignments***

1. Follow the “[Class Notes](#)” document for assignment posting (you can also talk to the faculty during an [office hour](#))
2. Email me the assignment. Notify me after you have completed all your missing assignments by email.
3. Received a grade at the end of the semester.

N.B. You should not register for the class (with NSU by paying money) again.