

Seminar Syllabus for Computer Science and Engineering

Offered for 1 credit as **CSCE 5900-001 Special Problems for Fall 2024**

University of North Texas

[See seminar calendar for event details](#)

Important note: This course is being offered for 1 graduate credit. For this to count toward graduation you will need to receive two more credits which can be through internships or taking the seminar course regularly - there are currently no other regular courses for credit less than 3 in the CSE department. Plan accordingly.

Instructor Contact

Name: Mark V. Albert

Office Location: Discovery Park F201E (slight preference for online meetings) - note, due to administrative role it's important to make prior arrangements for meetings.

Meetings: Contact outside of class time will be discussed in the seminar.

Email: mark.albert@unt.edu

TA Name: Riyadh Bin Rafiq - attendance

TA Office Location: TBD

TA Meetings: pre-arranged over email

TA Email: RiyadhBinRafiq@my.unt.edu

IA Name: PriyaJha

IA Office Location: TBD

IA Meetings: pre-arranged over email

IA Email: PriyaJha@my.unt.edu

Communication Expectations: You will be expected to regularly check university email and attend class regularly. Participation is critical for seminar courses. You are expected to check the course calendar for any additional assignments. Questions not answered in class are best asked before or after class. For quick questions, email is preferred and you can expect a response within 24 hours during the work week (M-F).

Course Description

The Computer Science and Engineering department seminar is designed to bring together students interested in understanding and potentially engaging in extracurricular applications of CSE, with a focus on ongoing research and preparation for industry.

Speakers will include department faculty, research students, and invited outside speakers. Students will be asked to read relevant literature and participate in discussions. Outcomes: Students will be exposed to a wide range of topics in CSE, participate in discussions, and provide feedback to assess their general understanding of the presented material.

The CSCE 5900 “Special Problems” course title and description are being used to assign credit for participating in the seminar while a more appropriate course title and description are approved for future semesters (CSCE 5931: CSE Seminar in future semesters)

Course Structure

Time: Tuesdays 11:30 am - 12:50pm

Location: Discovery Park K150

Credit hours: 1

Tentative topics

- How to obtain an TA/IA or RA position
- Research Presentations by CSE faculty
- Research Presentations by external faculty
- CSE faculty interviews
- Student Organization presentations
- Organized Tutorials
- Industry Panels
- Career services presentations

Course Prerequisites

All students and faculty are encouraged to attend the CSE seminar regardless of credit or experience. There are no prerequisites.

Materials

All materials (readings, videos, tutorials, quizzes, and assignments) will be accessible online and posted on the course calendar on the respective class day at the latest.

Textbook: No textbook is required.

Course communication: This course is primarily through in-person engagement. Emails to student accounts will be a regular form of contact outside seminar hours.

Course Requirements

Readings, Quizzes, and Exams

Readings/Tutorials: Although readings and tutorials will be available outside of class, participation in the seminar at the allotted time is expected and participation during the seminar time be the primary means of assigning grades.

Exams: There will be no exams for grading purposes, however, participation in any scheduled event during the seminar time is expected and grades will be penalized accordingly.

Assignments

Assignments are designed to engage you in your learning, so you can begin to apply these principles in practice and tailor them to your needs.

Assignments will be minimal in the course but may be utilized prior to or after seminar events to engage outside seminar times. Grading will be pass/fail for any assignments. Assignments are generally due at the end of the day one week after they are assigned, unless otherwise specified. Reports and presentation slides are to be turned in as PDF. Code is to be turned in with both Jupyter notebook and PDF form, along with any files necessary to run your assignment. Results should be presentable, with appropriate comments for someone to follow what you have done. As observed below in class grade points, any assignments will have minimal impact on grades - they are for learning and self-evaluation rather than grading.

Grading

Grades are determined by a simple points system. Students will receive 1 point for every seminar attended along with engagement with any assignment or activity given that day. **The point will not be given if the student does not attend that day and has their attendance properly documented.** Students will be able to earn extra credit for attending approved events outside class hours. These approved events will be listed on the course calendar. **Each extra event will provide 0.25 points extra credit unless otherwise noted.** Note, **it is critical to mark your attendance at each event - both the regular seminar time and the approved external events.** It is not the instructor's responsibility to grant exceptions - it is up to each student to be certain to have their attendance properly indicated each day.

If any student is persistently or excessively disruptive, consequences include losing the attendance point or being asked to leave that day. While the TAs/IAs and/or instructor will attempt to provide a warning, this is not required for these consequences, particularly in extreme cases (e.g. persistent conversations, loud talking, intentional disruption). If this occurs on more than one day, the potential consequence is to be removed from the course and receive an "F" grade.

Attendance will be recorded using either a signature on an approved document managed by the TA or instructor, or by a similar card swipe mechanism. Attendance will be documented on CANVAS within 2 weeks of the event (usually within 1 week), and **students have up to one month from the date of the event to dispute the grade**. After one month no evidence will be permitted to change the attendance record, so be sure to check your indicated attendance on canvas regularly and follow up with the TA as needed.

Clarification on what attendance means: For documenting attendance, any presence after the first 5 minutes or leaving before the end of the event is a potential loss of credit. In particular, having attendance documented on entry, but not remaining after attendance is noted is equivalent to falsifying the attendance record. To address this, if you leave prior you need to inform the TA/IA taking attendance and provide a reason.

Any manipulation of the attendance record (e.g. falsely adding someone) will result in a loss of points up to and including an F in the course. This includes adding someone's name who will be arriving or shortly. Please do not sign anyone else's name. It is only 1 point and not worth an F grade.

Grading Scale: A=90, B=80-89.9, C=70-79.9, D=60-69.9, F=0-59.9%. **No exceptions.**

There will be at least 11 seminar events each semester and at least 2 points worth of extra credit opportunities outside of class time - and likely much more. This would allow students to earn an "A" grade while missing one seminar unexcused.

Example scenarios:

- A student who misses 2 unexcused days out of 12 total seminar days, and does not attend any external events for extra credit, would receive a grade of "B" ($10/12 = 83.3\%$)
- A student who misses 3 unexcused days out of 11 total seminar days, but attends four external events worth 0.25 pts each would earn an "A" [$(8+4*0.25)/11 = 10/11 = 91\%$]
- A student has 1 unexcused absence but 2 excused absences for medical reasons would earn an "A" with at least 11 seminar events ($10/11 = 90.9\%$)

Course Late Policy

Although this class emphasizes attendance more than assignments outside of class time, late assignments will not be accepted. Any assignments will be straightforward to complete within one week of assignment, and the next seminar time can be used as a reminder to complete before the end of the day.

Attendance Policy

Attendance is expected and critical for engagement in this course. Grading policy depends heavily on attendance and participation.

If a student is unable to attend on a particular day, the request for an exception must be received and approved by the instructor at least one day prior.

Covid-specific: Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community. If you are experiencing any [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

Syllabus Change Policy

Any substantial changes to the syllabus after the first week will be highlighted in red on the online platform. Approximate point values on future assignments may change, but after being assigned they will be fixed.

UNT Policies

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for

every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website](https://disability.unt.edu/) (<https://disability.unt.edu/>).

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to learn more.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>).

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (<http://spot.unt.edu/>) or email spot@unt.edu.

Getting Help

Student Support Services

- [Registrar](https://registrar.unt.edu/registration) (<https://registrar.unt.edu/registration>)
- [Financial Aid](https://financialaid.unt.edu/) (<https://financialaid.unt.edu/>)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (<https://studentaffairs.unt.edu/student-legal-services>)
- [Career Center](https://studentaffairs.unt.edu/career-center) (<https://studentaffairs.unt.edu/career-center>)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (<https://edo.unt.edu/multicultural-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [Student Affairs Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (<https://edo.unt.edu/pridealliance>)

Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (<https://clear.unt.edu/canvas/student-resources>)
- [Academic Success Center](https://success.unt.edu/asc) (<https://success.unt.edu/asc>)
- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)
- [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)
- [MathLab](https://math.unt.edu/mathlab) (<https://math.unt.edu/mathlab>)

Potential changes to be made in later semesters:

- Total points, not %, for grading
- Consequences for persistent disruption
- Checking attendance
- Mandatory days or higher priority days