

Grade Policy:

The course grades of the students who enter the Final Exam is determined according to the following table where the total score is computed out of 100 according to the weights given in the syllabus.

A total score in the interval	earns a letter grade of	A total score in the interval	earns a letter grade of	A total score in the interval	earns a letter grade of
[0,30)	F	[50,55)	C	[70,75)	B+
[30,40)	D	[55,60)	C+	[75, 80)	A-
[40,45)	D+	[60,65)	B-	[80,100]	A
[45,50)	C-	[65,70)	B		

- There is no rounding up.
- Students whose midterm scores add up to less than 40 points (out of 200) earn an FZ and cannot enter the Final Exam.
- Students who miss the Final Exam earn an FX only if their course total corresponds to an F.

Exam Policy:

This course has a long and detailed list of Exam Rules which can be found on Moodle.

It is crucial that you carefully study these rules as in this course the exam scores are not determined solely by what is on your exam booklet, but also by how you behave during the exam.

Homework Policy:

The homework is assigned and graded via *WebAssign*.

- You need a valid registration code, supplied with your copy of the textbook sold by the Meteksan Bookstore, to access *WebAssign*.
- The class key for this course is [bilkent.tr 7414 4068](http://bilkent.tr/7414/4068).
- You must enter your *Bilkent Student ID Number* as your *Student ID Number* when creating your *WebAssign* account. This is the only way your homework scores can be correctly transferred to STARS.
- Registering in and using *WebAssign* correctly and properly is part of the homework.

Make-up Policy:

- **Students who miss a midterm exam with a valid and documented excuse are entitled to take a make-up exam subject to the approval of the instructor.** A single make-up exam is given for the midterms during the last week of classes and covers the entire syllabus. The make-up exam for the Final Exam takes place on the third day after the Final Exam.

- **There is no make-up for quizzes and homework.** The lowest quiz and homework scores of each student will be dropped at the end of the semester.

Attendance Policy:

In this course your classroom attendance record will not directly affect your course grade. You must note that the other units of the University to which you are answerable might have different attendance requirements for the courses you enroll in.

- **You must decide for yourself if and when you want to attend the lectures depending on how much you think you benefit from it.** However, if you attend the lectures, you will be expected to act according to the *Classroom Policy* below. You must also decide for yourself if you will be able to do so.
- **This notwithstanding, attendance will be taken during the lectures and entered to STARS for statistical purposes.**

Classroom Policy:

Every student is expected to respect the instructor's right to teach and other students' right to learn. Any behavior that distracts or disturbs the other students or the instructor, or disrupts the lecture in any way is unacceptable and will not be tolerated. Any student engaging in inappropriate behavior will be asked to leave. You must come to the class only if you are able to give your entire attention to the lecture.

- **You must be in class before the lecture starts.** The lecture starts at xx:40. Students are expected to do their best to be in class on time. The instructor might not let the latecomers in.
- **You must stay for the entire duration of the lecture.** If you must leave due to an emergency, first raise your hand and let the instructor know.
- **You must turn off all your electronic equipment before the lecture starts.** In particular, phones, tablets, and laptops must be turned off and put away or should not be brought to class at all. It is scientifically proven that *laptop multitasking hinders learning for both users and nearby peers* [Computers & Education 62 (2013) 24-31], *non-academic internet use in the classroom is negatively related to classroom learning regardless of intellectual ability* [Computers & Education 78 (2014) 109-114], *the mere presence of one's own smartphone reduces available cognitive capacity* [Journal of the Association for Consumer Research 2/2 (2017) 140-154], and *you can lead a horse to water but you cannot make it learn* [British Journal of Educational Technology 46/4 (2015) 713-724].
- **You must avoid all activities that are better performed elsewhere, including talking to your classmates, during the lecture.** If you have a question or comment related to what is being discussed at that moment in class, raise your hand and address the entire class; otherwise, wait until the end of the lecture.