

STARS Courses:

Basic Policies

The following requirements and expectations are shared among all STARS courses, including:

- ENGR 102 Studying Engineering (STARS Seminar)
- ENGR 120 STARS Mathematics Problem Solving
- ENGR 121 STARS Chemistry Problem Solving
- ENGR 122 STARS Physics Problem Solving
- CSE 190 STARS CSE Problem Solving

Attendance Requirements to Pass:

Regular and punctual attendance is an integral part of the learning process. Part of learning in college includes consistently weighing and reweighing and balancing and rebalancing a number of competing priorities. In general, you are trusted with the responsibility for determining how to use your time and keep up with your work. School is your job. Every professional—from athletes to business executives—needs to make sure they do one thing: Show up. If you don't show up, you can't play. Or get paid. Learning is an investment of time and energy that only YOU can bring to the table.

We always assume that students have an important reason for missing a class, but that an absence is an absence.

1. **Attendance** will typically be monitored by an electronic sign-in (unless otherwise indicated by the instructor). Whatever the requirement for signing into a class, it is the student's responsibility to ensure they are properly signed into each class/each week.
2. Attendance is **mandatory**. Signing in for a student other than yourself is a violation of course policy and will result in a failing grade.
 - a. More than **two absences** may result in a **failing grade** (MATH, CHEM, PHYSICS, COMPUTER SCIENCE Courses)
 - b. More than two absences may result in a grade of **no credit** for the STARS seminar.
 - c. Excused/emergency/sick related and unexcused absences count the same; each is still an absence.
 - d. If a student does not swipe in, it counts as an absence. **No exceptions.**
 - e. If a student is **more than 10 minutes late**, it will count as an absence.
 - f. If a student is **tardy twice for less than 10 minutes**, it will count as an absence.
 - g. **If Absent or Late, Students are Still Responsible for All Material Covered.**
 - h. Math Mentoring, Chem Mentoring, and Physics Mentoring are tied to each of these respective courses and if applicable workshop. The same attendance policies apply to STARS Academic Mentoring Sessions. **(EX: students are allowed two absences for the course, two for the workshop (if there is one) and two for academic mentoring.**
3. **Emergency related absences:** STARS instructors and staff are reasonable and understand that true emergencies happen. In the event of a true emergency a student should contact the instructor promptly via email **and** phone at least 24 hours prior to class or within 72 hours after the missed class. The student must also provide their instructor with documentation by the **beginning** of the following class. Documentation will not be accepted after this time.
 - a. Absences do not excuse the student from completing assignments on time.
No make-up assignments. No extra credit.

4. **Electronics:** Any electronic devices **must be turned-off and stowed** before entering the classroom [even if entering the classroom a few minutes before class begins]. This policy is in place for every class unless otherwise specified by the instructor. Electronics include headphones, earbuds, calculators, cell phones, laptops, tablets, etc. Once you enter the classroom all electronic devices are to be put away, even if there are still a few minutes before class begins. Entering the classroom means *all electronic devices are off*.
 - a. **The only allowed calculator is a Ti-30x IIS, which is only useable if the instructor has explicitly announced it. Calculators are not allowed on exams or quizzes for Math.**
 - b. **STARS Computer Science Course:**
 - ✓ **You will need your laptop for in-class work for Computer Science. As such you are expected to come to class with your computer charged and with your charger available should it lose power. Your computer is NOT to be used for anything other than designated course work during class. Please see the STARS Computer Science course websites for more details on the technology policy for the STARS CSE Course & Companion Course & Workshop.**
5. Students anticipating an absence due to observance of a major **religious holiday** are responsible for notifying the instructor via email by no later than the end of the second week of classes in each quarter. To reference the University of Washington calendar of holidays when classes are not in session, please visit: <https://www.washington.edu/students/reg/religcal.html>
6. **Class Ending Time:** Each class has a designated start and ending time. The end of class counts as much as the beginning of class. Unless otherwise made explicit by the instructor, students should NOT begin to pack-up before class officially ends. It is common classroom professional etiquette and is disruptive to the instructor and other students.
7. Additional Sessions/Classes/Meetings: Note that each STARS class, workshop, or academic mentoring schedule may have additional sessions that students must attend or some sessions may extend longer than specified. On occasion when this does happen it is usually because it is necessary to best ensure student preparation and learning. STARS staff will always do their best to let students know as far in advance as possible but flexibility is required as short notice is sometimes unavoidable.

Math and Science Courses

XTUDs: There will be **three** “**SUBJECT** ‘Till You Drop” sessions throughout the quarter.

NOTE: Computer Science Course, Companion Course and Workshop will typically have only two XTUDS. Dates and times will be indicated by the instructor and every effort is made to inform students within the first two weeks of the class.

- a. You will be required to attend **all** the offered XTUD hours.
- b. Room assignments will be given prior to the start of the session. The room assignments will be announced on Canvas and/or taped on the door. You must meet with the facilitator in the room after **swiping in**.
- c. Attendance will be monitored by the electronic sign-in **and** on paper by your facilitator. If you forget to sign-in or sign-out, you will not receive credit for the XTUD.
- d. Attendance will also be randomly taken during XTUDs. If you are not present during attendance, you will not receive credit for the XTUD.
- e. Let your facilitator know when you arrive and leave.
- f. **No make-up XTUDs** will be allowed under any circumstance in any way, shape, or form.

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EACH QUARTER: SEE EACH SEPARATE MATH, CHEM, PHYSICS SYLLABI FOR ADDITIONAL “TUD” INSTRUCTIONS.

EACH QUARTER: For STARS Math and Science Courses, See Each Separate Syllabus For Policies On Late Work, Email and Class Participation.

Additional Expectations:

1. You must attend lectures, and discussion/quiz sections as scheduled. You are strongly advised to:
 - a. Pre-read each assigned chapter prior to attending lecture, and actively take notes during lecture.
 - b. Make use of ALL available resources! This includes:
 - i. The engineering academic center (EAC),
 - ii. The instructor’s office hours
 - iii. Your classmates!
2. Be respectful to all participants and work to facilitate an atmosphere of mutual learning and academic growth.
3. **Be professional.** Students making offensive remarks, using their phones, sleeping, talking at inappropriate times, or engaging in any other form of distraction in the classroom shall receive a directive to leave class, resulting in an absence. Students who are especially disruptive may also be reported to the Dean of Students for disciplinary action in accordance with university policy.
4. **Respect** the ideas of your peers and instructors. Students will be exposed to a variety of viewpoints, values, and opinions in college that will differ from your own. All students in this class should feel comfortable enough to participate actively and express their viewpoints and concerns. Each and every student is an important part of creating an atmosphere that makes that possible.

The Golden Rule: The goal of the University of Washington is to provide students with the knowledge, skill, and wisdom they need to contribute to society. Our rules are formulated to guarantee each student's freedom to learn and to protect the fundamental rights of others. People must treat each other with dignity and respect for scholarship to thrive. Behaviors that are disruptive to teaching and learning and that create a hostile, offensive, or intimidating environment based on gender, race, ethnicity, color, religion, age, disability, marital status, sexual orientation, or national origin and citizenship status will not be tolerated.

The Golden Rule is that we never focus on who is right or wrong.

Instead, we always focus on what is right or wrong.

Disability Access and Accommodations:

- Your experience in STARS is important to us, and it is the policy and practice of the University of Washington to create inclusive and accessible learning environments consistent with federal and state laws.
- Disability Resources for Students (DRS) offers resources and coordinates reasonable accommodations for students with disabilities. If you have not yet established services through DRS, but have a temporary or permanent disability that requires accommodations, you are welcome to

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- contact DRS at 206-543-8924 or uwdrs@uw.edu or visit <http://depts.washington.edu/uwdrs/>
- Students with accommodations are solely responsible for submitting the Alternative Testing Contract and scheduling the exams with DRS well in advance of the exam dates.

Religious Accommodations

Washington state law requires that UW develop a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The UW's policy, including more information about how to request an accommodation, is available at [Religious Accommodations Policy \(https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/\)](https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/). Accommodations must be requested within the first two weeks of this course using the [Religious Accommodations Request form \(https://registrar.washington.edu/students/religious-accommodations-request/\)](https://registrar.washington.edu/students/religious-accommodations-request/).

Academic Ethics Statement:

Your instructors and fellow students expect you to choose to act with integrity. Academic misconduct or violation of engineering ethics is unacceptable in the practice of engineering.

- You are held to the College of Engineering's standards for Academic Integrity, Cheating, and Plagiarism and thus you are **STRONGLY** encouraged to review the College of Engineering Academic Misconduct Policy: <https://www.engr.washington.edu/mycoe/am/ampolicy>
- When you graduate and practice as an engineer, you will be subject to the Codes of Ethics of Engineers (<https://www.nspe.org/resources/ethics/code-ethics>)
- Cheating in any form will not be tolerated. This includes plagiarism. A first offense will result in no credit for the work in question. A second offense will result in a no credit for the seminar and thus **removal** from the STARS program or a failing grade in the case of a STARS math or science course and thus **removal** from program. In either case there will not be opportunity for appeal.
- The UW Student Conduct Code (<http://www.washington.edu/students/handbook/conduct.html>) outlines the following forms of academic misconduct:
 - Intentional misrepresentation of credentials
 - Falsification of data
 - Plagiarism
- Failure to adhere to this code of ethics will result in referral for possible disciplinary action as described in the Student Conduct Code. In short, if you have not done something yourself, do not attempt to pass it off as original work. If you have questions about what might cross the line, **please do not hesitate to ask.**

Health and wellness resources:

- If you're concerned for yourself or a friend, please call SafeCampus: **206-685-7233**
- Husky NightWalk is safe and easy to use. Uniformed security guards operate 6:30 pm to 2 a.m., seven days week, excluding holidays, available at: **206-685-9255**
- NightRide provides a fare-free, safe and easy way for U-PASS members to get home at night. The shuttle has 8 pick-up locations around campus. More information at <https://facilities.uw.edu/catalog/nr>.
- If you are ever feeling uncomfortable and need to talk or are worried about someone close to you, it is highly recommended to visit <http://depts.washington.edu/livewell/programs/>. They offer resources to students that can help.
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On Campus Mental Health and Counseling Resources:

- **Your mental health is as important as your physical health.** Maintaining a healthy mind is important for satisfactory performance in your courses. It is the policy and practice of the University of Washington to provide support and make aware of availability of support for mental health concerns. Your anonymity and privacy are protected.
- Please reach out to the UW Counseling center for any help and mental health related concerns, available to all UW students at no cost. More information at <http://www.washington.edu/counseling/>.
- Hall Health also provides support for mental health related concerns. More information at <http://depts.washington.edu/hhpccweb/project/mental-health-clinic/>.

For Hunger and Housing Concerns:

Any student who faces challenges securing food or housing and believes this may affect their academic performance and/or ability to participate in the STARS program is urged to contact the STARS counselor or any STARS staff member. This will enable us to provide any resources that we may know of.

STARS Seminar ONLY

No late work will be accepted. **NO EXCEPTIONS.** Assignments, unless otherwise specified, must be submitted on Canvas by 2pm on Thursdays. If you know of an absence it is *your* responsibility to notify the instructor ahead of time and arrange to submit your assignment on time. Last minute printing and/or computer issues are NOT valid reasons for submitting an assignment late. You must complete assignments in a timeframe that allows you to work with such last minute issues.

Email is the primary form of communication for this course. As both your instructor and Academic Advisor, I will *only* use your official University of Washington email address. When emailing, you must always include: (1) your first and last name, (2) your student ID number, and (3) your phone number if you are requesting a call. Your emails must include a greeting, signature, and proper grammar.

Class Participation:

Active class participation is expected. **Period.** This is a seminar class, thus each student's contribution to discussions is crucial. **Participate actively!** To succeed in this class, you must choose to stay focused and involved in every class, offering your best comments, questions and answers. **All students can expect to be called on and asked questions in reference to the reading.**

Class engagement and participation means a student:

- Comes to class prepared, has all necessary material
- Pays attention to what happens in class, participates actively
- Earnestly responds when asked for a reaction
- Tries to contribute to all in-class activities
- Tries to join the class with a positive and active attitude, initiates contact

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