

# STARS Courses:

## Basic Policies

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

- ENGR 102 Studying Engineering (STARS Seminar)
- ENGR 197E Career Success Certificate (CSC) Seminar
- CSE 190 STARS CSE Problem Solving
- ENGR 120 STARS Mathematics Problem Solving
- ENGR 122 STARS Physics 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 manually (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**.
  - a. More than **two absences without notifying the instructor** may result in a **failing grade** (MATH, 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 is **more than 10 minutes late**, it will count as an absence.
  - e. If a student is **tardy twice for less than 10 minutes**, it will count as an absence.
  - f. **If Absent or Late, Students are Still Responsible for All Material Covered.**
  - g. Math 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 **or** phone at least 24 hours prior to class or within 72 hours after the missed class.
  - a. Absences do not excuse the student from completing assignments on time.  
**No make-up assignments. No extra credit.**
  - b. **Technological emergency:** In the event of a technological malfunction, follow the *emergency absence* policy to notify your instructor.

4. **Electronics:** Any electronic devices not used for in-class work **must be silenced and stowed** before entering class. This policy is in place for every class unless otherwise specified by the instructor. Electronics include headphones, earbuds, cell phones, tablets, etc. Once you enter the class all unnecessary electronic devices are to be put away to avoid distraction, even if there are still a few minutes before class begins.

**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.**

5. **Zoom Etiquette:** For any STARS-related activities online (e.g., office hours),
  - a. Profile pictures of any kind are not permitted in any STARS related courses or activities. If you have a current picture, you must remove it for the purposes of STARS-related activities.
  - b. You must use a UW Zoom background picture for all STARS-related activities. If you are having technical difficulties with a Zoom background, please reach out to the academic counselor for help.
  - c. When you are on the Zoom call, it is expected you are fully engaged and not multitasking.
6. 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/>).
7. **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.
8. **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**

\*\*\*\*This syllabus is subject to change according to the needs of the course, the instructor, and/or the STARS Program.

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

**NOTE:** Computer Science Winter and Spring Workshops (not the PRE-CSE) will typically have only two TUDS.

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.

**EACH QUARTER:** SEE EACH SEPARATE MATH, 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

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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 contact DRS at 206-543-8924 or [uwdrs@uw.edu](mailto: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.

### **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

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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.

### **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/>.