

***Introduction to Programming***  
College of Engineering and Computer Science  
California State University, Fullerton

**INTRODUCTION**

Just what the heck is ***programming***?

According to Merriam-Webster, *programming* is defined as:

- 1** : the planning, scheduling, or performing of a program
- 2a** : the process of instructing or learning by means of an instructional program
- 2b** : the process of preparing an instructional program

<https://www.merriam-webster.com/dictionary/programming>

These definitions are not extremely helpful unless you know the definition of the word *program*. After all, it appears in each of the above definitions. So, let's look at that definition:

- 1** : [Late Latin *programma*, from Greek]: a public notice
- 2a** : a brief usually printed outline of the order to be followed, of the features to be presented, and the persons participating (as in a public performance)
- 2b** : the performance of a program; *especially* : a performance broadcast on radio or television
- 3** : a plan or system under which action may be taken toward a goal
- 4** : curriculum
- 5** : prospectus, syllabus

**6a** : a plan for the programming of a mechanism (such as a computer)

**6b** : a sequence of coded instructions that can be inserted into a mechanism (such as a computer)

**6c** : a sequence of coded instructions (such as genes or behavioral responses) that is part of an organism

<https://www.merriam-webster.com/dictionary/program>

We will focus on the definitions **6a** and **6b**.

**UNIVERSITY CATALOG COURSE DESCRIPTION**

Introduction to the concepts underlying all computer programming: design and execution of programs; sequential nature of programs; use of assignment, control and input/output statements to accomplish desired tasks; design and use of functions. Structured and object-oriented methodologies. (1.5 hours lecture, 3 hours laboratory)

## **CO-REQUISITE**

Math 125 (Pre-calculus): Functions and their use in mathematical models, including linear functions, polynomial and rational functions, exponential and logarithmic functions, and trigonometric functions.

## **COURSE TOPICS**

This is an introductory course into the theory and practice of computer programming. It is the first course in the computer science major (and minor), and it is a prerequisite for *CPSC 121: Object-Oriented Programming*. The course is divided into two components: Lecture and Lab. The lectures will cover terminology, data representation, the roles of hardware and compilers, structured problem solving, and programming language syntax and semantics. The labs and projects provide hands-on experience with programming and related skills such as debugging, reading technical documentation, dealing with ill-specified problems, and work in pairs. The course is taught in the C++ programming language, but the covered concepts apply to virtually any programming environment.

## **LEARNING GOALS AND OBJECTIVES**

The goals and objectives of the course are for you to do successfully do the following:

- 1) Explain, read, and write fundamental programming constructs: arithmetic, logic, variables, assignments, iteration, function calls, input, output, and arrays.
- 2) List and explain the stages in writing, compiling, and running a computer program.
- 3) Distinguish between pseudo code, source code, object code, and input/output.
- 4) Analyze program requirements, develop a top-down de-compositional design, formulate the solution in pseudo code, implement it in C++, and test it for correctness.
- 5) Understand the data representations of bytes, integers, floating point numbers, characters, and arrays. Factor data representation considerations into design decisions.
- 6) Locate, diagnose, and correct programmatic errors (e.g., “bugs”).
- 7) Search, read, and digest technical documentation.
- 8) Work efficiently, cooperatively, and equitably in pairs against hard deadlines.

## **INSTRUCTOR: MICHAEL D. FALKOW, PMP (BIO ATTACHED)**

**Office:** **To Be Determined:** \_\_\_\_\_

**Office Phone:** *Use Cell Phone*

**Cell Phone:** **(714) 875-1875 ← Best Number to Reach Me!**

**E-mail:** [mdfalkow@fullerton.edu](mailto:mdfalkow@fullerton.edu)

**Office Hours:** Tentatively, Mondays (from 2:30 p.m. to 4:00 p.m.), Wednesdays (4:00 p.m. to 5:00 p.m.), Thursday evenings after class, Fridays (4:00 p.m. to 5:00 p.m.), and other times by appointment if necessary. The best way to reach me is through e-mail, as I check it very frequently every day. You can also call me on my cell phone during working hours, but I’m fairly busy during the day. As such, I prefer **text messages**. Of course, be sure to let me know who you are when you send me one!

**CLASS INFORMATION (BE SURE YOU KNOW YOUR SECTION!)**

**Lecture Section 12565 & Section 12688—Room E-202**

Mondays from 1:00 p.m. until 2:15 p.m.

*(except September 3<sup>rd</sup> [Labor Day] and November 12<sup>th</sup> [observance of Veteran's Day])*

**Lab Section 12707 & Section 12714—Room CS-300**

**Section 12707:** Wednesdays from 1:00 p.m. until 3:45 p.m.

*(except November 21<sup>st</sup> [Fall Recess])*

**Section 12714:** Fridays from 1:00 p.m. until 3:45 p.m.

*(except November 23<sup>rd</sup> [Fall Recess])*

**Lecture Section 12755—Room CS-104**

Mondays from 5:30 p.m. until 6:45 p.m.

*(except September 3<sup>rd</sup> [Labor Day] and November 12<sup>th</sup> [observance of Veteran's Day])*

**Lab Section 12756—Room CS-104**

Wednesdays from 5:30 p.m. until 8:15 p.m.

*(except November 21<sup>st</sup> [Fall Recess])*

**NOTE: Monday, November 19<sup>th</sup> is a class meeting day!**

Note: Given the nature of the activities (e.g., often working in pairs) and the limited number of seats in the labs, you may ***not*** arbitrarily switch lab sections.

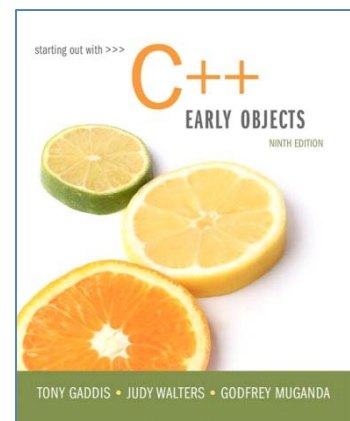
**Holidays:** Reference the CSUF Academic Calendar for Fall 2018 for a complete list of days when the campus will be closed. <http://apps.fullerton.edu/AcademicCalendar/>

**TITANIum:** I will utilize the Titanium course site to post materials, announcements, and grades, so please be sure you can access the site through the student portal. You will submit your homework via TITANIum.

**Textbook:** Starting out with C++: Early Objects (9<sup>th</sup> Edition) by Tony Gaddis, Judy Walters, Godfrey Muganda, ©2017 Pearson; ISBN-13: 9780134379319.

**Course Materials:** I may introduce additional reading assignments or online videos throughout the course. Typically, I will provide them via hyperlink, a PDF file, or a citation you can use in order to find the item electronically in our library. As a student, I believe you should not have to pay for articles.

**Lecture Materials:** PowerPoint slides, handouts, etc., will be provided electronically after class.



## **CLASS PARTICIPATION, ATTENDANCE, AND CONDUCT**

This is an introductory, lower-division, undergraduate-level technology course. As such, attendance and participation are required and will be graded (see *Grading Policy* below).

This is an institution of higher learning, and I assume that you will ask questions when you do not understand something. It is highly likely that a classmate has the same question or concern. I will never reprimand you for asking a question or sharing a thought, and I expect that each of you will extend this same courtesy to your peers.

It is important, however, that you recognize the limited class time we have each week and refrain from dominating the discussions, ‘hogging the floor,’ or veering the direction of a lecture or discussion into unintended territory.

I ask that you respect my role as the instructor and graciously accept any request to 1) save a question until after class or my office hours, 2) hold a thought for the future, as I may intend to cover that point or issue in a subsequent discussion, or 3) allow me to get us back on track because of time constraints. While I do my best to create a fun and exciting atmosphere, please do not let professional decorum disappear completely. ***Any obnoxious or offensive behavior will result in your immediate dismissal from the class, and you will need to meet with me outside of class before I will allow you to return. Thank you in advance!***

A few more “rules” to keep in mind:

1. Newspapers, magazines, and non-course-related books should be closed and put aside when class begins.
2. If you need to leave early, please sit near the door so you do not disturb the class upon exiting.
3. Having multiple conversations makes it difficult for people to pay attention. Please save these for after class.
4. Please put your phones on silent mode before class begins. If you forget, I reserve the right to answer the call on your behalf! Multiple violations may result in me taking temporary custody of your phone. If you have an urgent need to text someone or take a call during class, please gracefully step out and conduct your business.
5. I realize that some of you may be commuting to/from campus, and traffic and parking can be very unpredictable. I will attempt to contact the department if I am likely to be more than 15 minutes late to class. Unless you get an e-mail from me indicating that class has been cancelled or there is a computer science department-issued sign posted on the door, I expect you to be here. Please make every effort to be on time, but if you must come in late, please do so quietly.
6. Please do not ask, “Will we get out early?” Sometimes we will, and sometimes we won’t. Let it be a surprise! ☺ You may leave the lab section when you are finished your assignment and I have graded it or checked off your completion.
7. Please do not ask, “Is there extra credit?” There is no extra credit in my classes. Also, please do not ask me for extra points because you are borderline, facing academic probation, etc. You have ample opportunity to earn as many points in the course as possible. I follow general rounding policies as far as grades are concerned (see *Grading Policy* below).

8. You may use a laptop as long as it is used appropriately (e.g., taking notes, etc.). If you are caught once on YouTube, Facebook, doing your homework, etc., you will be barred from bringing the laptop back to class. In addition, you may be expected to serve as a “Classroom Googler,” which means that, on occasion, I may ask you to look up some fact, name, date, etc., for the benefit of the class.

**CLASS SCHEDULE, REQUIREMENTS, AND GRADING POLICY**

As mentioned, this is an introductory, lower-division, undergraduate-level technology course. For some of you, it may be your first university-level course (if so, welcome to college!). The following is the tentative lecture and activity schedule.

I will make every effort to stick to this schedule, but I reserve the right to make modifications during the semester. **Under no circumstances will I change a due date in such a fashion as to make it earlier than what is listed.**

Lecture Date		Tentative Lecture and Activity Schedule
Week 1	August 27, 2018	Course Introduction, Overview, Housekeeping; Chapter 1: Introduction to Computers and Programming
Week 2	September 3, 2018	<i>No Lecture—Labor Day (Campus Closed)</i> —Lab Sections will meet this week
Week 3	September 10, 2018	
Week 4	September 17, 2018	Chapter 2: Introduction to C++
Week 5	September 24, 2018	
Week 6	October 1, 2018	
Week 7	October 8, 2018	Chapter 3: Expressions and Interactivity
Week 8	October 15, 2018	
Week 9	October 22, 2018	Chapter 4: Making Decisions
Week 10	October 29, 2018	Midterm Exam Covering Chapters 1-4 (Lab Sections will meet this week)
Week 11	November 5, 2018	Chapter 5: Looping
Week 12	November 12, 2018	Chapter 6: Functions <i>No Lecture—Observance of Veteran’s Day (Campus Closed)</i> (Lab Sections will meet this week)
Week 13	November 19, 2018	<i>Lecture will Meet. No Lab Sections—Fall Recess (Campus Closed Tue – Sun)</i>
Week 14	November 26, 2018	Chapter 8: Arrays (Part 1)
Week 15	December 3, 2018	Chapter 8: Arrays (Part 2) and Review for Final Exam
Week 16	December 10, 2018	
Week 17	December 17, 2018	Final Exam: ** 2:30 p.m. to 4:20 p.m. ** for Sections 12565 & 12688 ** 5:00 p.m. to 6:50 p.m. ** for Section 12755

Please note that depending upon your background and level of experience, **this can be a very time-consuming course**. I will give general guidelines and specific suggestions for keeping programming time within reasonable limits, but the nature of programming will make the amount of time spent somewhat unpredictable

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**Please make certain that you make the necessary time commitment every week.**

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Evaluation Categories	Weighted Value
Attendance (I will pass around a sign-in sheet during each class session.)	5%
Homework (approximately three throughout the semester)	20%
Lab Work	25%
Midterm Exam (Chapters 1 – 4)	25%
Final Exam (Chapters 5, 6, and 8)	25%
Total	100%

### **ATTENDANCE (5% OF COURSE GRADE)**

I fully expect the instructor’s lecture material coupled with the course readings and any outside research will easily stimulate active class discussions. Since we only meet once per week, your consistent class attendance is highly important to the success of the class. As such, there will be a sign-in sheet passed around at the beginning and/or middle of each class. I will track your attendance throughout the course, and missing classes in whole or in part will negatively affect your grade for this evaluation category. This evaluation category accounts for 5% of the course grade. Everyone is entitled to two (2) absences before missing a class session negatively impacts your grade in this category.

### **HOMEWORK (20% OF COURSE GRADE)**

There will be approximately three (3) homework assignments, not of equal weight. Each homework will involve designing, implementing, and testing a substantial program from start to finish. Your submission will be a written report and your C++ source code, submitted electronically to TITANIUM. You have the option to work in pairs. If you work with a partner, you will turn in one report and source code file with both names listed. **Please note that you may not work with the same partner twice.** Late homework submitted within 24 hours from the deadline shall be penalized 15%. No homework will be accepted after 24 hours past the deadline.

The following submissions cannot be evaluated and would be assigned a score of zero:

- Submissions more than 24 hours late.
- E-mailed submissions.
- Source code that cannot be compiled successfully.
- Input/output that is falsified or does not match the submitted source code.
- Submissions that are plagiarized or violate the *Collaboration Guidelines* discussed below.
- Projects that are not implemented in C++.

### **LAB WORK (25% OF COURSE GRADE)**

Lab work will involve programming assignments. Programming assignments involve combining elements discussed in class and in the course text to create a program from scratch that meets a stated set of requirements. Developing and implementing a solid algorithm (e.g., the recipe for your solution, so to speak) is often as much science as it is art. As such, comprehending these requirements and breaking them down into program steps will require some creative problem solving and ingenuity, the depth of which will increase throughout the semester.

Each week's lab activities are intended to be completed within the lab period, but you will have until the start of the next lab to complete them. You will have the opportunity to resubmit assignments without penalty before their deadlines in an effort to earn a higher score if desired.

Assignments will be evaluated based upon a brief demonstration where you will show me your source code and the operation of your program. I will grade your program on the spot using the following rubric:

- Program works correctly with only superficial flaws: 100% (full credit)
- Program demonstrated to be partially correct: 80%
- Program does not run or has significant problems: 60%
- Assignment not attempted, or no demonstration: 0%

Labs are intended to be done individually but providing high-level or general assistance to another classmate is often acceptable. Unless I specify otherwise, any copying or sharing of lab work, however, will be considered academic dishonesty and dealt with according to the guidelines described below in the section on *Academic Dishonesty*. Also, refer to the section on *Collaboration Guidelines* discussed below.

### **MIDTERM EXAM (25% OF COURSE GRADE)**

I will administer a midterm exam covering chapters 1 through 4, which may consist of multiple choice, true/false, and a few short answer/problem-solving questions. This evaluation category accounts for 25% of the course grade. The multiple choice and true/false questions will be standard where there is only one correct answer. The short answer questions may require answers of a few sentences or a small paragraph, or they may involve a problem where you may debug some sample code, write an algorithm, or possibly even write code. The midterm exam is closed-book and shall be completed individually.

### **FINAL EXAM (25% OF COURSE GRADE)**

I will administer a final exam covering chapters 5, 6, and 8, which (like the midterm) may consist of multiple choice, true/false, and a few short answer/problem-solving questions. This evaluation category accounts for 25% of the course grade. The multiple choice and true/false questions will be standard where there is only one correct answer. The short answer questions may require answers of a few sentences or a small paragraph, or they may involve a problem where you may debug some sample code, write an algorithm, or possibly even write code. The final exam is closed-book and shall be completed individually.

The final exam will be administered in accordance with the University's published final exam schedule ([http://records.fullerton.edu/registration/guides/Fall2018\\_FinalExams.pdf](http://records.fullerton.edu/registration/guides/Fall2018_FinalExams.pdf)). Be sure you know when your final exam will be administered.

### **MAKE-UP POLICY FOR THE MIDTERM EXAM OR THE FINAL EXAM**

If you are absent from class the day of the midterm **and have a valid excuse such as a serious illness, death in the family, or other equally compelling reason (you should notify me prior to class if possible)**, the weight of the final exam will be increased by the weight of the midterm making the final exam worth 50% of your course grade. **All excuses are subject to verification and validation, and my decision whether or not to accept your excuse is final.**

Without a valid excuse, you will receive a score of zero for the midterm examination, and the weighted value of the final exam will remain unchanged. If you are absent from the final exam, it will be treated as an Unauthorized Withdrawal (WU), which becomes an F unless you take action to request an Incomplete.

### **Grading Policy**

The following illustrates how letter grades equate to percentage-based scores where  $\geq$  indicates the range minimum:

A+	$\geq$ 98%
A	$\geq$ 93%
A-	$\geq$ 90%

B+	$\geq$ 87%
B	$\geq$ 83%
B-	$\geq$ 80%

C+	$\geq$ 77%
C	$\geq$ 73%
C-	$\geq$ 70%

D+	$\geq$ 67%
D	$\geq$ 63%
D-	$\geq$ 60%

F	$<$ 59.5%
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When calculating your letter grade, I will **round** fractional grade calculations at the tenths position (e.g., an 86.5% will become an 87.0 or B+).

### **Grading Exceptions (PLEASE READ!)**

Too often I am approached at the end of the term by students telling me how desperate they are to get a passing grade because their scholarship is in jeopardy, they are on academic probation, or perhaps they are trying to graduate. In these cases, there is nothing that can be done. If this class is important to you and there is a lot riding on your grade, the burden is on you to work hard, come get help when necessary, attend class, complete all the projects, and do well on the exams. **Your obligation begins on day one.** Please note that there is one syllabus for the course; all students are graded based upon the requirements outlined in the syllabus, and nothing more. There are no special deals, relaxed standards, or extra credit opportunities based upon class standing or other factors. Your grade is a function of your effort and ability to synthesize the material and apply it. That is an essential part of a fair grading system, and it provides the ability to maintain academic integrity.

If you are surprised by your grade at the end of the semester, you have the right to ask if the grade was given in error. I am more than happy to check your scores to verify that no clerical error was made; these errors are extremely rare, but possible. In the exceptional circumstance of a clerical error, it will be corrected promptly. Note that final course grades are non-negotiable, and University policy establishes that grades are given at the sole discretion of the faculty. If your grade was not given in error, that is your final, non-negotiable grade.

**Please do not ask me to give you a higher grade at the end of the semester!**  
**Plan early and score as many points as possible.**



### Curve

If necessary, grades may be assigned by considering your performance relative to the class's overall performance (e.g., a curve), especially if the class average is substantially low. **There is no guarantee of a curve; however, I will not curve downward.**

### Extra Credit

As mentioned, there is no extra credit available in this class.

### COLLABORATION

Collaboration or assistance of any time is not allowed on any exam. You may work on homework in a collaborative environment, optionally, with at most one partner. Partners may work together freely. I expect that each person will contribute equally to the final deliverable, with only limited help from other individuals or sources. The following guidelines apply to collaboration with any person or resource other than your partner:

- You may help each other understand the assignment and brainstorm general solutions, but each pair must develop and submit their own distinct work.
- You may give each other technical support (e.g., troubleshooting installing Visual Studio or logging into TITANium).
- You can share documented facts, such as the return value of a particular library function.
- Your pair must separate to develop your own detailed solution to the problem, and type in your own source code and project report.
- **Both partners should be able to explain any part of your submission, and why you wrote what you did, including the code written by your partner.**
- You may never give your code or use another pair's code: detailed algorithm and coding must be the student's own work. This also holds true for debugging; another student may identify the error but should not dictate, rewrite, or show the code to correct it.

Given these requirements, any submissions with identical excerpts, or excerpts that are identical up to superficial rearrangements, will be considered highly suspect of plagiarism. Please review the next section on *Academic Dishonesty*.

### ACADEMIC DISHONESTY

With the exception of any collaborative-based research, it should go without saying that I expect you to turn in work that represents your efforts and not those of anyone else without proper citations.

Academic dishonesty intended to gain an unfair academic advantage, such as plagiarism, cheating, and falsifying academic records will result in an automatic grade of **F** for this course. Repeat offenses may have more severe consequences, up to and including expulsion from the University.

The following comes from the University Rules (UPS 300.021):

<http://www.fullerton.edu/senate/documents/PDF/300/UPS300-021.pdf>

Academic dishonesty includes but is not limited to cheating on examinations or assignments, unauthorized collaboration, plagiarism, falsification/fabrication of university documents, any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor), assisting or allowing any of these acts, or the attempt to commit such acts.

Cheating is defined as the act of obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive, fraudulent, or unauthorized means. Examples of cheating include, but are not limited to, the following: using notes or aides (including electronic devices) or the help of other students on tests and examinations in ways other than those expressly permitted by the instructor, or any acts which defeat the intent of an examination, plagiarism as defined below, and collaborating with others on any assignment where such collaboration is expressly forbidden by an instructor. Violation of this prohibition of collaboration shall be deemed an offense for the person or persons collaborating on the work, in addition to the person submitting the work. Documentary falsification includes forgery, altering of campus documents or records, tampering with grading procedures (including submitting altered work for re-grading), fabricating lab assignments, or altering or falsifying medical excuses or letters of recommendation.

Plagiarism is defined as the act of taking the work (words, ideas, concepts, data, graphs, artistic creation) of another whether that work is paraphrased or copied in verbatim or near verbatim form and offering it as one's own without giving credit to that source. When sources are used in a paper, acknowledgment of the original author or source must be made through appropriate citation/attribution and, if directly quoted, quotation marks or indentations must be used. Improper acknowledgment of sources in essays, papers, or presentations is prohibited.

Keep in mind that academic dishonesty could also involve the following (when in doubt, ask me!):

- Having a tutor or friend complete a portion of your assignments
- Having a reviewer make extensive revisions to an assignment
- Copying work submitted by another student who may have taken this course before
- Purchasing or using material from a 'paper mill' or test bank
- Using information from online information services without proper citation

See also California State University Regulation – Section 41301: Standards for Student Conduct.

### **PROGRAMMING FACILITIES**

You will need access to a computer with a C++ compiler outside of class. We will be using Microsoft Visual C++ 2010 or higher in the lab.

As a student in a computer science class, you can participate in the Imagine Microsoft Developer Network Academic Alliance program (MSDN) (<https://www.dreamspark.com/>), which gives you access to free copies of Microsoft software including Visual Studio. Several software distributors available via this website require you to have a DreamSpark account. You may request an account by visiting <http://dsreqform.ecs.fullerton.edu/>.

Visual Studio is also available on computers on campus:

- The computer science open lab, CS-200/202. Check the following page for availability: <http://cs.fullerton.edu/LabSoftware.aspx>
- The Titan Lab, PLN-30 in the library, has over 200 machines: [http://www.fullerton.edu/IT/services/computer\\_labs/TitanLab.asp](http://www.fullerton.edu/IT/services/computer_labs/TitanLab.asp)

- The Virtual Computing Lab, <http://vcl.fullerton.edu>, lets you connect to a cloud computer remotely.
- Many other labs have Visual Studio installed: <http://www.fullerton.edu/campuscomputerlabs/>

We will use standard C++, which is supported by all major operating systems. There are free compilers available for operating systems besides Windows:

- MacOS X: Xcode compiler (<http://developer.apple.com/xcode/>)
- Linux: clang or g++, installable through package managers

The Computer Science Department maintains a Tutoring Center, which provides support for lower division CS courses including this one (<http://cs.fullerton.edu/tutoringCenter.aspx>).

## **OTHER IMPORTANT INFORMATION**

### **Administrative Drops**

According to department policy, any student who misses the first class meeting and does not contact the Computer Science Department office to hold their seat, may be dropped from the class.

### **E-mail**

You have a CSUF-issued e-mail account, and this is the only way I will contact you outside of class. Please make a habit to check your e-mail frequently for important class announcements and individual messages.

### **Emergencies**

For information on actions you should take in an emergency, please visit this website:

<http://prepare.fullerton.edu/>

In the event I am unable to get to campus for a personal or work-related emergency, I will send an e-mail to all of you. Should that occur, you will not be expected to attend class but rather work independently or in groups on the week's lecture topic or on an essay. If I become aware enough in advance to let the campus staff know of my impending absence, I will try to arrange for a substitute.

If I am unable to get to campus due to a local, regional, or university-based emergency, I will first try to e-mail all of you. In the event I cannot do that, you are dismissed from class after waiting not longer than 30 minutes (e.g., after 7:30 p.m.). We will do our best to catch up.

If the event preventing us from meeting is long-term (e.g., an earthquake that closes the campus for several weeks), we will do our best to work via e-mail, but in all cases we will adhere to the direction of the University.

### **ADA Accommodations/Documented Special Needs**

Any student who, because of a disability, may require special arrangements in order to meet course requirements must register with the Office of Disability Support Services within the first week of classes. The Office of Disability Support Services' website is <http://www.fullerton.edu/DSS/>.

They can be reached by phone at (657) 278-3117 or TDD at (657) 278-2786. Their e-mail address is [dsservices@fullerton.edu](mailto:dsservices@fullerton.edu).

Their office is located in University Hall, Room 101. The instructor may request verification of need from the Dean of Students Office. Students requesting accommodations shall inform their instructors during the first week of classes about any disability or special needs that may require specific arrangements/accommodations related to attending class sessions, completing course assignments, writing papers or quizzes, tests, or examinations.

### **Writing Help**

If you require help with writing assignments in this or any other course, please contact either The University Learning Center at (657) 278-2738 (MH-33) or The Writing Center at (657) 278-3650 (Pollack Library, 1<sup>st</sup> floor, NW corner) <http://hss.fullerton.edu/english/wc>

### **Counseling & Psychological Services (CAPS)**

There are a lot of stresses for busy college students! If you feel overwhelmed by your school, home, work, and/or other commitments, you are encouraged to contact campus Counseling & Psychological Services (CAPS) as soon as possible at (657) 278-3040. CAPS offers an array of services that are free to all enrolled students!

### **Library**

If you need help accessing databases and information at the library, contact them for a Research Consultation at <http://www.library.fullerton.edu/ipresearch.htm> or call (657) 278-4619.

### **Recording & Transcription of Class Content**

Recording class content is governed by UPS 330.230:  
[http://www.fullerton.edu/senate/publications\\_policies\\_resolutions/ups/UPS%20300/UPS%20330.230.pdf](http://www.fullerton.edu/senate/publications_policies_resolutions/ups/UPS%20300/UPS%20330.230.pdf).

Each instructor must permit class content to be recorded or transcribed by students when mandated to do so by the Americans with Disabilities Act or by other federal or state laws. Any recording of class content is for private use and study and shall not be made publicly accessible without the written consent of the instructor and students in the class.

### **Student Resources**

Any student who wishes to discuss any concern, may contact the assistant deans of the college. Assistant deans are student advocates who will help you navigate the university's policies and procedures and assist with resolving any conflicts.

Mr. Carlos Santana  
Assistant Dean for Student Affairs—CS-206A  
(657) 278-4407  
[csantana@fullerton.edu](mailto:csantana@fullerton.edu)

Ms. Lillybeth Sasis  
Assistant Dean International Programs and  
Global Engagement--CS-206A  
(657) 278-4881  
[Lsasis@fullerton.edu](mailto:Lsasis@fullerton.edu)