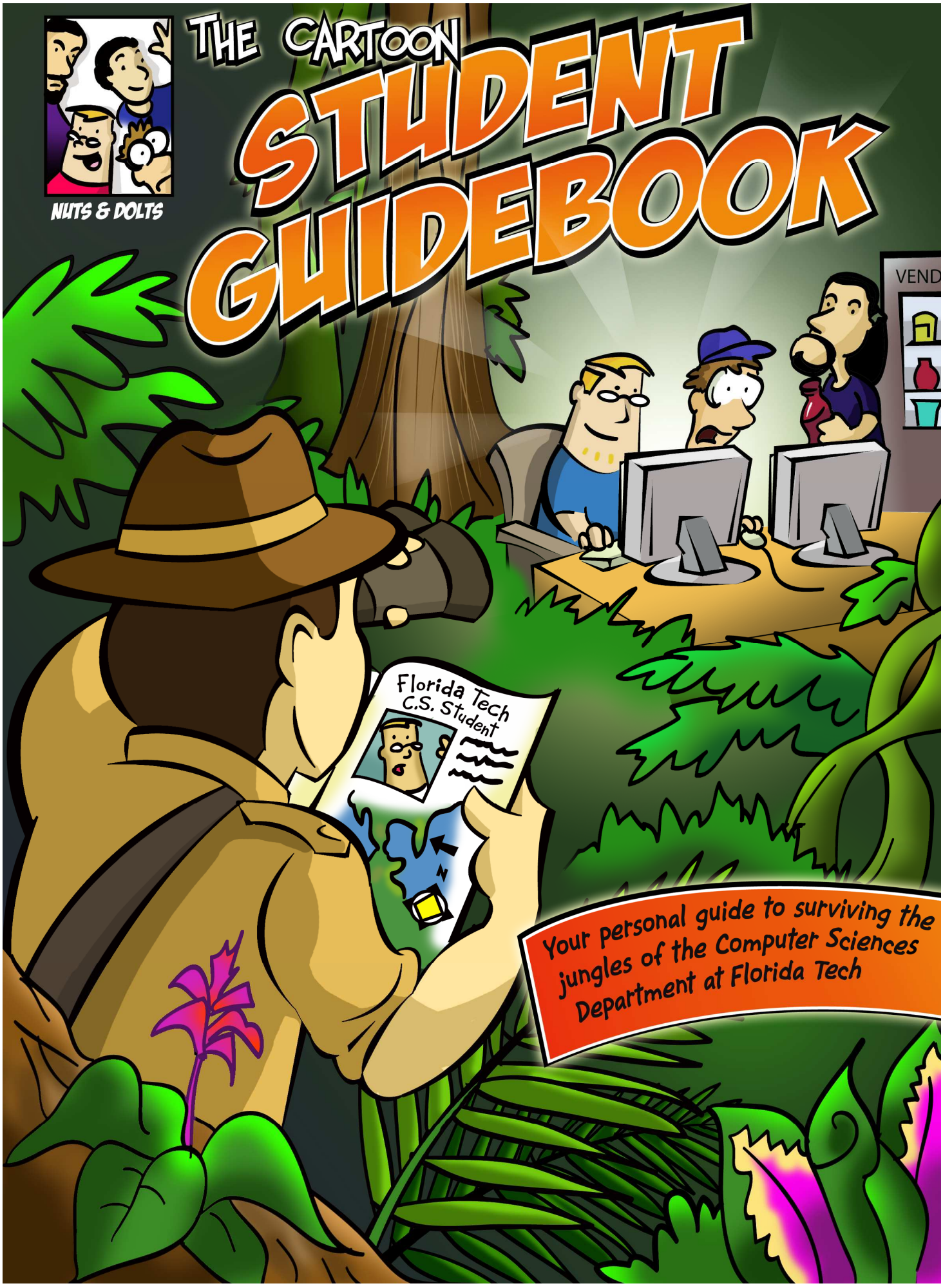

NUTS & DOLTS
THE CARTOON
STUDENT GUIDEBOOK
VEND
Florida Tech C.S. Student
Your personal guide to surviving the jungles of the Computer Sciences Department at Florida Tech

The Cartoon Student Guidebook

Florida Institute of Technology

Designed & Developed by Chris Sonnenberg

CONTENTS

A MESSAGE FROM THE DEPARTMENT OF COMPUTER SCIENCES

Welcome to Florida Tech!

Our mission is to prepare computing professionals for success and leadership in the conception, design, implementation, and operation of complex real-world systems, and to expand knowledge and understanding of computing through research, scholarship, and service.

We intend to continually improve our integrated academic programs, the goals of which are:

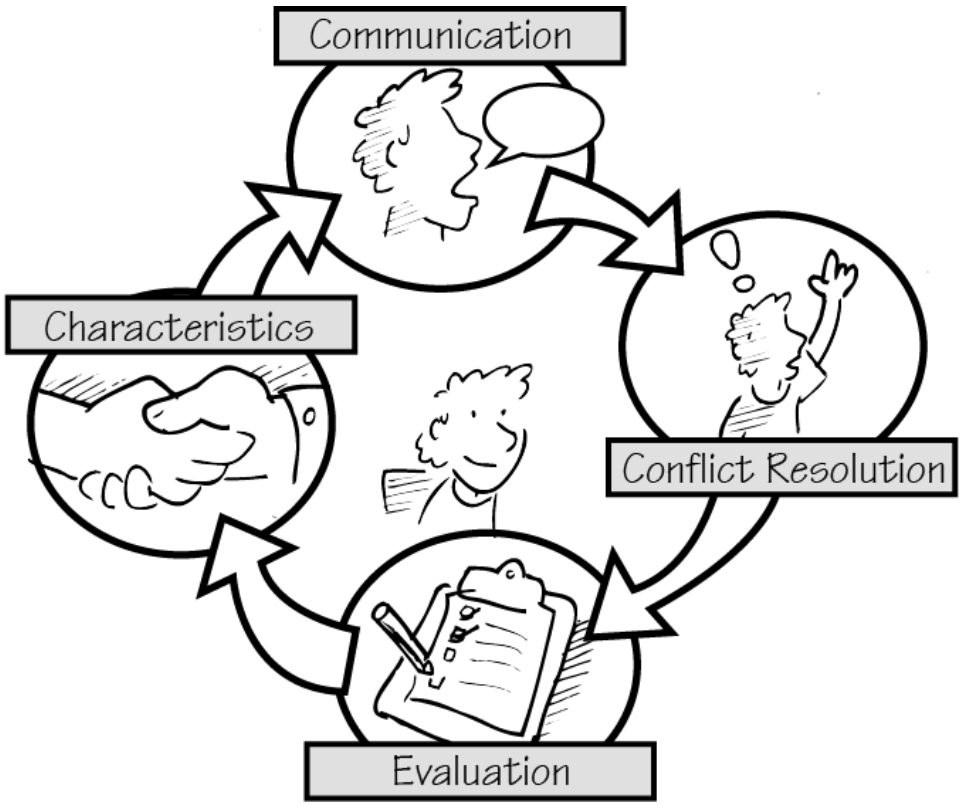
- To educate learners with a deep working knowledge of technical fundamentals.
- To provide scholars with the ability to communicate the importance and strategic value of their work.
- To develop leaders with confident personal and professional skills.

Metaphors can describe learning environments. In a pyramid structure metaphor, teachers are decision makers and students are workers. This “control-over” structure leads to an environment of competition, conflict, fear, and feelings of powerlessness. This may describe your experiences with education and other life situations, but you will not find this type of environment in our department. We, the students, faculty and staff are a team and we all want to win. You, the students, are the players. You've been recruited because you possess fundamental skills and talents. Some of you already have great finesse in playing the game, others need to learn the rules and develop basic skills. We, the faculty, are the coaches. We have a game plan and know the theory of the game, but we always learn from the players, too. The staff members are the trainers. They ensure our needs are met.

This learning environment metaphor is characterized by a circular structure of collaboration that leads to trust, cooperation and learning satisfaction. There are four parts forming the circle's circumference, with you at the center.

"Characteristics" form the foundation and include:

- a willingness and ability to work with one another
- an acceptance of responsibility, accountability and ownership
- mutual respect, tolerance of differences and recognition of alternatives
- shared responsibility for attaining a common goal
- a commitment to succeed



Characteristics lead to "Communication":

- sharing thoughts and ideas
- developing skills and knowledge
- agreeing on priorities and procedures
- resolving problems
- expressing independence

Occasionally, problems will arise and “Conflict Resolution” is the third part of the circle. Some will get stuck, be aggressive, be dominated, not participate, judge others, rush when time is needed, discredit advice, wander on tangents, or want to socialize when goals need to be reached. These behaviors will occur, but we would like to minimize them and maximize desired behaviors:

- initiation to accomplish task
- facilitation of open and honest dialog
- motivation to encourage participation
- analysis of actions to keep focus
- negotiation settlements of issues
- organization ideas
- researching the facts
- checking for agreement

“Evaluation” completes the circle. If we did not score well in the first period, what changes can be made to win the second?

- was knowledge gained?
- was the goal clear and commonly understood?
- were roles clearly defined?
- was communication open and honest?
- did everyone participate?
- were problems faced and immediately solved?
- were final decisions fair?

We can celebrate and feel rewarded when all the answers are ‘yes’.

Ideas for these descriptions of learning environments came from *Team Building Concepts*, Massachusetts Career Development Institute, 1998.

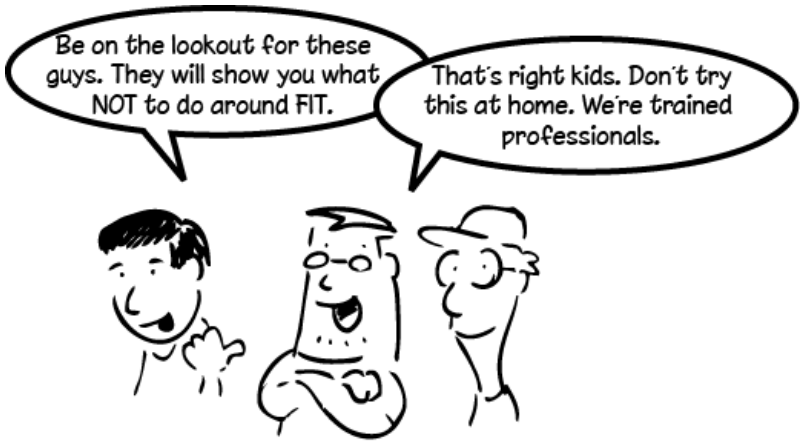
INTRODUCTION

Florida Tech will provide you with a wide variety of career and educational options. It will also provide you with the opportunity to develop and grow both as a student and as a person. College, however, requires discipline, self-motivation and hard work.

Students who are successful in college are not only self-motivated and hard working, they also know how to learn. They know it's important to be organized and they know how to manage their time. They know how to study, how to take good notes and how to read a textbook. They know how to memorize information and they know strategies that help them choose the right answers on tests. They also know how to get help when they need it.

This booklet and our new Student Orientation program are intended to provide you with information about beginning your university experience, to ease your transition from high school to college, and to insure your successful matriculation into the academic community. Our goals are to:

- Introduce you to the physical environment of Florida Tech and the Department of Computer Sciences faculty and staff.
- Assist you in developing an understanding of the demands of college: the academic expectations, social adjustments and community standards of Florida Tech.
- Acquaint you with the skills required to become independent learners and effective students.
- Introduce you to resources and services available at Florida Tech.
- Provide you with opportunities to meet fellow students and establish relationships with members of the Florida Tech community.
- Create an atmosphere that is educational, interactive and fun.



- Assist you in achieving your career goals, dreams and objectives.

We strongly encourage you to take advantage of all we offer during orientation week.

EDUCATIONAL GOALS

CURRICULUM

Graduates from the Computer Sciences Bachelor of Science Programs will have a strong technical background in computer science, software engineering, or information systems.

STUDENT OUTCOMES

Students will be able to:

1. apply knowledge of mathematics, science, engineering, and computing;
2. understand data abstraction and algorithm design, and implement them as computer programs;
3. design and conduct experiments, as well as to analyze and interpret data;
4. design a system, component, or process to meet performance requirements;
5. identify, formulate, and solve computer-based problems.

COMMUNICATION

Graduates from Computer Sciences Bachelor of Science Programs will be good communicators.

STUDENT OUTCOMES

Students will be able to:

1. write well-researched technical articles about topics in the computer sciences;
2. present speeches to lay and professional audiences about topics in the computer sciences;

TEAMWORK

Graduates from Computer Sciences Bachelor of Science Programs will be able to function effectively on teams.

STUDENT OUTCOMES
Students will be able to:

1. contribute on multi-disciplinary teams.

KNOWLEDGE OF SYSTEMS, LANGUAGES, AND APPLICATIONS

Graduates will be able to use a variety of systems and software applications.

STUDENT OUTCOMES
Students will be able to:

1. use several types of computers and associated operating systems;
2. program in several languages;
3. use several applications and have the ability to efficiently learn other applications.

PROFESSIONAL GROWTH

Graduates from Computer Sciences Bachelor of Science Programs will have a positive attitude the computing profession and a desire for life-long learning.

STUDENT OUTCOMES
Students will have:

1. an understanding of professional and ethical responsibility;
2. the broad education necessary to understand the impact of computer technology in a global and societal context;
3. a recognition of the need for, and an ability to engage in life-long learning.

WHAT YOU CAN EXPECT AT FLORIDA TECH

In most instances, people experience greater success when they know what to expect. At Florida Tech expect to find the following.

Varying class sizes

Class sizes can range from 12-60 students. While most classes have less than 30 students, class sizes vary depending on the course (the largest classes are usually the required core courses).

The need for critical thinking

You will be expected to learn and understand what you read. You will also be asked to draw conclusions, form opinions and evaluate the ideas of others.

The need for personal responsibility

In college, you have a tremendous amount of freedom. No one is monitoring your progress. You are expected to be responsible for your own academic progress.

Consequences for low grades

Poor grades are a waste of time and money. Although you can retake courses, this puts you behind in your program plan. Check your catalog for procedures. If your GPA falls below 2.0, you will be placed on academic probation.

Less time in class/more emphasis on independent study

Your instructors will present material in class; however, you are expected to do most of your learning on your own. The general rule is: For every one hour you spend in class, you should spend two hours out of class reading, studying and completing assignments.

WHAT FLORIDA TECH EXPECTS FROM YOU

Just as you have expectations of what a particular course may have to offer, your professors have expectations of what you need to learn and accomplish. Your professors know what it takes to become a professional in your field, and they expect you to be committed to the challenge. To succeed, you must do the following:

RIGHT **WRONG**

Attend class regularly

Some students make the mistake of thinking they do not have to attend class if they don't want to. Their reasoning is that since they are paying tuition to take the class, they can decide whether or not to attend. That's immature and unprofessional thinking, as well as being a tremendous waste of your money and your time. The university policy on attendance is stated in your catalog. All students are required to attend all classes. A professor may consider absences and lateness in determining the grade for a course. If possible, get to class early. Use this time to interact with the professor or your fellow classmates and review your notes. Your attendance and lack of tardiness will help demonstrate your commitment to excellence. Don't be late to class.

Be attentive and take notes

That's how you get the most out of each class. Participate in class discussions and activities. It is inappropriate to converse with your neighbor while the professor is speaking. This is viewed as a

personal insult to the professor, and disturbs the other students. It is reasonable to expect that you will spend twelve or more hours per week attending lectures. Unless you have a magnificent auditory memory, it will be necessary to take notes. One of the instructor's major tasks is to distill the essence of many sources of information for the student––take advantage of their efforts.

Read your textbook

Preview the material to be presented before you attend class. You might choose to read it thoroughly, particularly if you have limited prior knowledge of the subject. Having a familiarity with the subject matter will aid in your understanding of the material.

Maintain a positive attitude toward class

Your attitude can make or break your performance in a class. Students talk about professors and courses, and you're sure to hear conflicting opinions. But remember, that's all they are––opinions. A bad teacher for another may be the best teacher for you. We all learn differently and have personality preferences. Decide for yourself.

Students often wonder why they're required to take classes that seem peripheral or irrelevant to their interests. It's far too early in your development to draw such conclusions. You have no way of knowing how future classes and research opportunities might stimulate you to expand or alter your career goals. A course that seemed "irrelevant" at the time you

took it may very well turn out to have provided you with tools, skills and perspectives that are vital for your developing interests.

Take advantage of office hours

Faculty have designated office hours for interacting with students and advisees. They will be delighted to talk to you about your progress in a course, your program of study, or about your development as a professional. Don't be shy about asking for assistance in understanding course material. Virtually every student can benefit by seeking such assistance. A conference with the professor can be very helpful in understanding difficult subjects. The professor can also make recommendations about how to focus your study efforts in how to get additional tutoring or special assistance.

As a student, you will develop a special relationship with your professors. This does not necessarily mean it will be personal or wonderful. Rather, it means that it will be one that requires good working dynamics at the academic level. Your professors are professionals in their field, and your job is to learn from your professors. They are an integral part of your education, and have a great deal to teach you. Learn from them. Respect their knowledge, even if you don’t like them or their system of delivery. Learning from the negative can be just as valuable as learning from the positive. It is your responsibility to take maximum advantage of educational opportunities.

Learn from your mistakes

The prerequisite for mastery in most disciplines is the willingness to try something new, and to try it over and over. More often than not, you will try, not do as well as you expected, correct your errors, try again and maybe do a bit better. The key is that you keep trying. Success doesn't come easily for most people. To become good at something, to become an expert, takes lots of hard work.

THE DEPARTMENT OF COMPUTER SCIENCES ADVISOR SYSTEM

Students are assigned a faculty advisor who is a full-time member of the computer sciences' faculty. Each faculty member takes this responsibility very seriously and represents your primary contact and source of information during your academic career. You will meet your faculty advisor during the initial departmental meeting at Student Orientation.

The faculty advisor monitors your academic progress toward your degree. Each advisor is familiar with the departmental and university degree requirements, and is prepared to counsel you regarding all academic matters, including selection of elective courses appropriate for your program of study and career goals.

Prior to each semester's graduation, you are required to meet with your advisor, thus ensuring that courses are scheduled in the appropriate order, all academic policies are met and that the schedule meets your academic needs and goals.

Your advisor is one of the most important people for you to know. It is also important for them to know you. In addition to serving as your academic program counselor, your advisor can offer advice on any academic matter, including study methods, research opportunities, summer programs (both at Florida Tech and elsewhere) and career opportunities. You will ultimately need letters of recommendation when you apply to graduate school or for a job. By knowing your academic record as well as your motivation, interests and abilities, your advisor represents one of the best sources for such a letter. Your advisor and other faculty members have many personal contacts in academic institutions, government agencies and business. Faculty frequently gets notices from these contacts about job and graduate school openings––if you get to know them well, it will be easy for them to help you search for positions.

Faculty advisors, and all other professors, maintain office hours during the academic year. These hours (usually five hours per week) are set aside to meet with students, and are posted outside their office door. It is best to meet with your advisor during these scheduled times, although it

is generally possible to meet at other times, if necessary. By scheduling an appointment, you can be sure your advisor will have the appropriate materials on hand (such as your student file) and will be prepared to respond to your needs. Scheduling an appointment will also help avoid time conflicts with other students who have appointments. If your appointment involves registration, dropping or adding a course, changing majors, or any administrative matter requiring a form, pick up the appropriate form from the departmental office when you schedule the appointment. The departmental secretaries can assist you in getting the correct forms. Complete as much of the information required on the form as you can before meeting with your advisor.

Communication with your advisor is very important. When you schedule appointments with your advisor, be sure to bring any documentation relative to the matter to be discussed. You should expect your advisor to communicate information to you. Periodically, curricula are reviewed and changes are made with the best interest of the student in mind. When you

visit your advisor for registration counseling, your advisor will inform you of those changes and make the appropriate substitutions on your program flow chart. The flow chart lists all the courses required for your degree. A copy of this flow chart will be given to you when you register at Florida Tech for the first time. The original is maintained in your departmental file, and is updated each semester. When you register, you should either bring your copy of the flow chart so that it can be updated, or you can update it yourself to monitor your progress toward your degree.

The faculty advisor system at Florida Tech is unique. You have constant access to a professional who is directly involved in your area of study. Each advisor can provide you with a wealth of information regarding your academic career and beyond. Get to know your advisor and let your advisor get to know you. Each of the faculty constantly hears from alumni, who were their advisees, and want to continue that through you. We are proud of the success of our students and want to hear about your successes, both at Florida Tech and in your future career.

OPPORTUNITIES AND ORGANIZATIONS

A great number of opportunities exist within computer sciences that will permit undergraduate students to broaden their training and to graduate with a portfolio, not just a degree. These opportunities will provide a competitive advantage when the graduate applies to graduate school or seeks employment in a respective field. These potential opportunities become a reality when you *get involved* with the various organizations, summer programs, volunteer research groups, or the undergraduate research program. A word of caution: Don't join everything just so you can add lines to your resume. Getting deeply involved in a limited number of projects is generally more advantageous than a superficial involvement in too many projects.

THE ASSOCIATION FOR COMPUTING MACHINERY (ACM)

The ACM is an international scientific and educational organization dedicated to advancing the art, science, engineering and application of information technology, serving both professional and public interests by fostering the open interchange of information and by promoting the highest professional and ethical standards. For more information on Florida Tech's chapter of ACM, visit our Web site on the computer science home page, or contact Dr. Ryan Stansifer at ryan@cs.fit.edu.

THE ASSOCIATION FOR WOMEN IN COMPUTING (AWC)

The AWC is a professional organization for individuals with an interest in computing technology. AWC is a diverse group of students with interests that span every aspect of the computer industry. AWC emphasizes student participation in mentoring, skill enhancement, networking, career planning, and representation on the AWC national board. For more information on Florida Tech's chapter of the AWC, visit our Web site on the computer science home page, or contact Dr. Ronaldo Menezes at rmenezes@cs.fit.edu.

UPSILON PI EPSILON (UPE)

Florida Tech's chapter of Upsilon Pi Epsilon (UPE) was established in 1992. Membership signifies outstanding academic achievement and a

commitment to enhance the computer science community. Zeta Chapter at Florida Tech focuses on scholarship services and fellowships. For additional information about UPE, please contact Dr. Philip Chan at pkc@cs.fit.edu.

UNDERGRADUATE RESEARCH PROGRAMS

Undergraduate students are encouraged to participate in ongoing research within the department. Almost every faculty member has projects where voluntary involvement would be helpful to both students and the faculty member. Opportunities for supported research are also plentiful. Over the last few years, on average, about 10 percent of our undergraduate students have been engaged in sponsored research earning a salary and credits toward tuition. But, it is the experience gained working on projects with immediate usefulness that outweighs the value of a stipend and tuition remission. To gain this experience, become involved, network with other students and faculty members. You will be glad you did.

INTERNSHIPS

Working directly for an organization or company is another way to gain experience in the computer field. You may do this on your own or, more formally, by enrolling in cooperative education classes for which you can receive up to six credits toward graduation. Opportunities for students in our department range from large corporations such as Microsoft and IBM through to small start-up companies. Florida Tech's cooperative education program is flexible. See the Office of Career Services and Cooperative Education for

detailed information.

PLACES OF GENERAL INTEREST

Brevard County has a wide variety of natural habitats and nature preserves. You will visit some of these on various field trips in courses, but you may also wish to visit some of these on your own. Ask your professors if you want directions.

Florida Tech Botanical Garden The world's fourth largest collection of palms, plus a wide variety of other native and exotic plants. On campus.

Erna Nixon Hammock Hardwood hammock with ancient trees. Guided tours available (free) or self-guided. West Melbourne, about 10 minutes from campus. Within bicycling distance.

Malabar Scrub Scrub Jay habitat. Five mile southeast of campus.

Corrigan Ranch Hiking, bird watching. Fifteen miles south of campus, near Fellsmere.

Coconut Point Maritime hammock. Watch sea turtles lay eggs in season (by appointment, late evening), or take a fifteen-minute hike through palmetto scrub and ancient oaks to a quiet beach on the lagoon (hiking boots recommended). Fifteen miles from campus.

Sebastian Inlet Beautiful beaches. Inlet connects the Atlantic Ocean and Indian River Lagoon. Great surfing spot, great fishing. Surfers love the big waves at “Monster Hole,” although the name may also refer to the shark population that hangs out there. Thirty miles from campus.

Black Point Wildlife Refuge One of the richest bird observation areas in the U.S. Alligators and other wildlife abound. Best seen in early morning or near dusk. Fifty miles from campus, near Titusville.

Emerald Forest Hiking and wildlife, cypress forest. Trails not well marked, so hikers should be experienced. Forty miles from campus, west of Cocoa, near St. Johns River.

Enchanted Forest Mature hardwood hammock. Fifty miles from campus, near Titusville.

THE FACULTY OF COMPUTER SCIENCES

For information on the faculty and staff of the Computer Sciences Department,
check out this link:

http://www.cs.fit.edu/People/

E-MAIL ADDRESSES, ROOM NUMBERS AND TELEPHONE EXTENSIONS

For contact information, phone numbers, and e-mails check out the individual faculty pages or search for a specific person at:

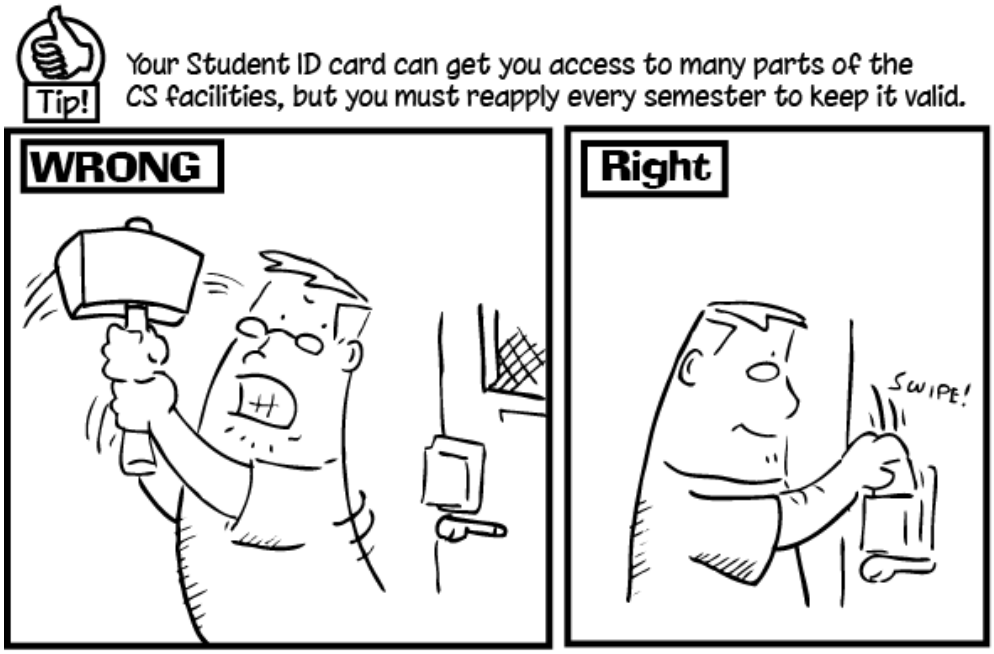
http://www.fit.edu/telecom/faculty_search.html

Places

Department Office	F.W. Olin Engineering Complex Ext. 8763 – 2nd Floor; Room 266EC
Department Head's Office	F.W. Olin Engineering Complex Ext. 8066 – 2nd Floor; Room 252EC
Student Coordinator's Office	F.W. Olin Engineering Complex Ext. 7777 – 2nd Floor; Room 267EC
Dean's Office	F.W. Olin Engineering Complex Ext. 8020 – 2nd Floor; Room 338EC
Bookstore	Denius Student Center Ext. 8042 – 1st floor
Auxiliary Services (ID cards, debit card)	Evans Hall Ext. 8076 - Ground floor
Security Department (vehicle registration, escort service) Enter through rear of Shaw	Shaw Hall Ext. 8111 (*911)
Academic Support Center (tutoring)	Evans Library Ext. 8009
Holzer Health Center	Country Club Rd., Ext. 8078 Across from Skurla Hall
Campus Ministry:	Babcock Street, Ext. 8045 Adjacent to Psychology Building on south campus
Counseling and Psych. Services (CAPS)	Corner of Country Club and University Ext: 8050
Office of Graduate Programs	Crawford Science Tower Ext. 8137 – 3rd Floor; Room 302
Graduate Student Assistant Office	F.W. Olin Engineering Complex Ext. 8904 – 2nd Floor; Room 271EC

LABS - QUICK REFERENCE GUIDE

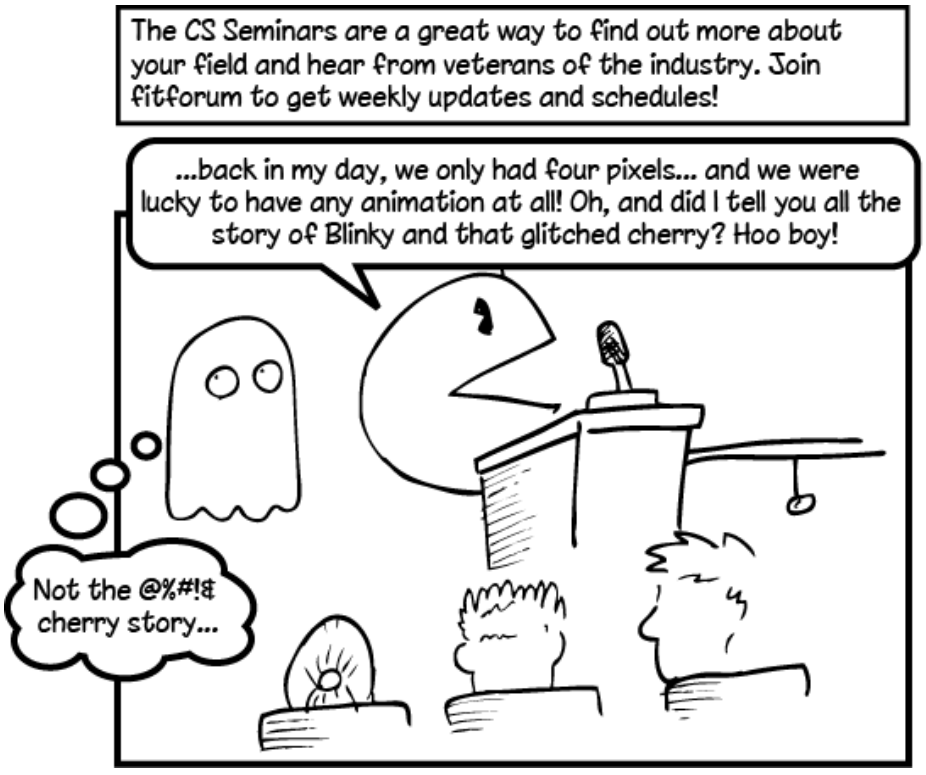
LABORATORY	LOCATION
Computer Sciences PC Lab	272EC
Computer Sciences System Operations	276EC
Computer Sciences Ph.D. Lab	273EC
RESEARCH LABS	**LOCATION**
Applied Systems Computing Lab	264EC
Computer Sciences Graduate Research	265EC
Center for Software Eng. Research Lab	356EC
Info. Assurance Research Lab	315EC



KEEPING YOU INFORMED

There are several ways in which we try to keep the students informed:

- Computer sciences has a Web-based list server. Point your web browser to http://panther.fit.edu:81/cgi-bin/lyris.pl. There are many mail list servers that you may want to subscribe to, in particular, the FIT Forum for general campus information and the Computer Sciences Forum for information specifically for our students, faculty and staff.
- The computer sciences World Wide Web home page at http://www.cs.fit.edu is a good source of information. You can also visit the Florida Tech home page at http://www.fit.edu.
- Signs and posters announcing general events, seminars, course offerings, course changes, training classes, pre-exam meetings, etc. are posted on the second floor of the F.W. Olin Engineering Complex. In addition, graduate program announcements are posted on several boards around the building.
- A job board on the second floor of the F.W. Olin Engineering Complex lists job opportunities for graduates as well as part-time opportunities for students.
- Faculty will occasionally make announcements during classes concerning a variety of information, such as upcoming test dates, class changes, or at the request of the



department heads and/or student coordinators. Another good reason for *regular* class attendance.

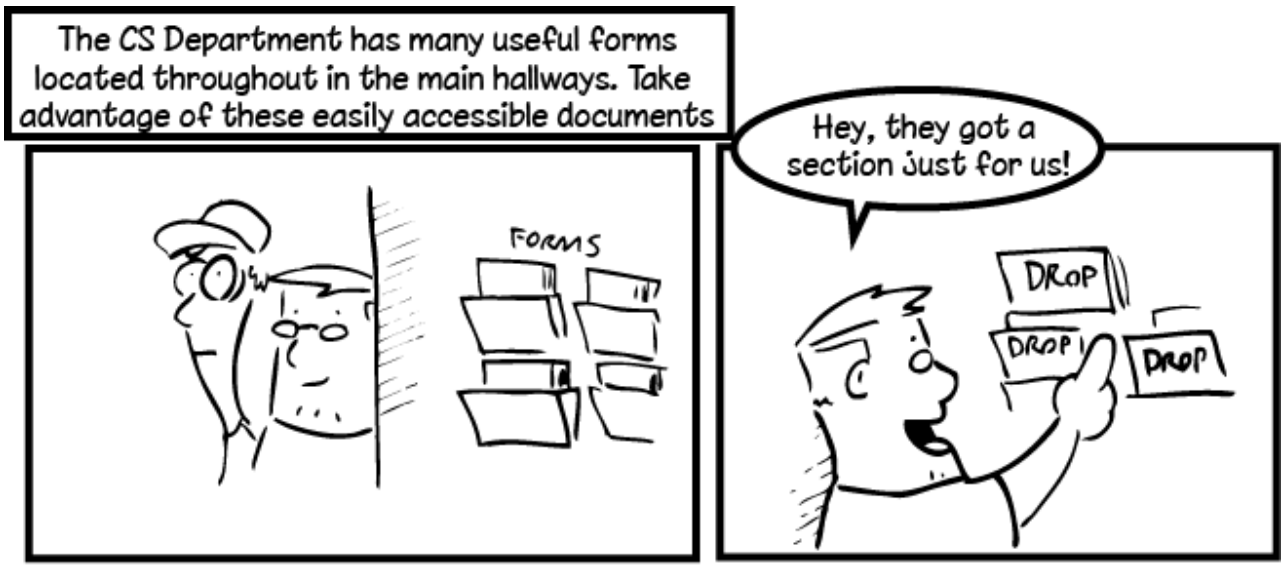
KEEPING US INFORMED

There are several ways in which computer sciences students may keep us informed:

All students may obtain course/instructor evaluation forms from the student coordinator. These continuous evaluation forms may be sent directly to Dean J. Ronald Bailey, in room 338EC, F.W. Olin Engineering Complex, or left with the computer sciences student coordinator, Rosalyn Bursey.

“Change/Update Information” forms are used to notify us of a change of name, ID number, address and/or telephone number. This form is available in the computer science student coordinator’s office or the department office in the F.W. Olin Engineering Complex.

“Request for Change of Major, Change of Site, or Dual Degree” forms are also available in the computer science student coordinator’s office in the F.W. Olin Engineering Complex.



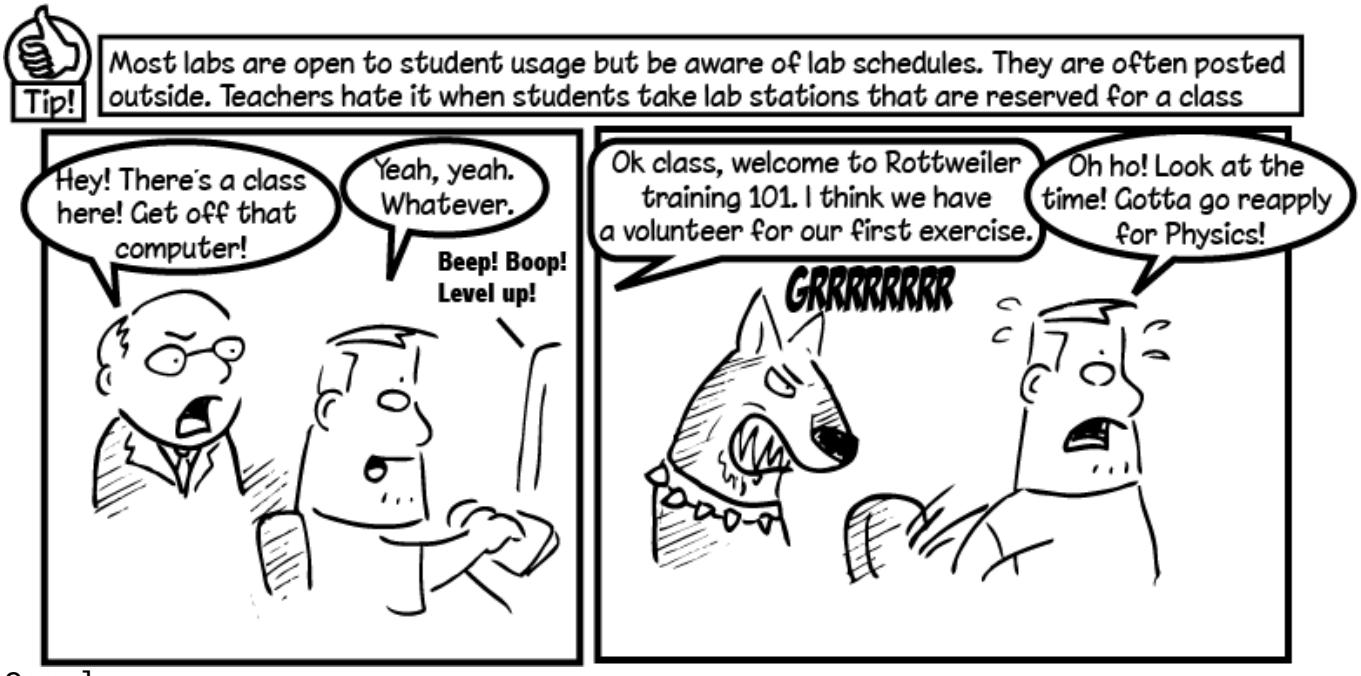
The computer sciences student coordinator, Rosalyn Bursey, is available in room 267EC of the F.W. Olin Engineering Complex for any issues concerning students. She can be reached at extension 7777, or via E-mail at rbursey@fit.edu. Her office hours are Monday through Friday, 8 a.m. to 5 p.m.

Computer sciences faculty post office hours each semester. These hours will be posted outside faculty offices and can also be found on the Department of Computer Sciences Web page. Faculty members can also be reached via their E-mail address. See the section titled “E-Mail, Address, Room Numbers and Telephone Extensions” for a list of faculty addresses.

COMPUTER ACCOUNTS

Students in the Department of Computer Sciences will be given computer account login names and passwords during the registration period at orientation. Your account will allow you to log into the college's personal computers and Unix workstations under the Florida Tech domain.

If for some reason, you did not pick up your account at orientation, please see the systems administrators in room 129 of the Olin Engineering Complex.

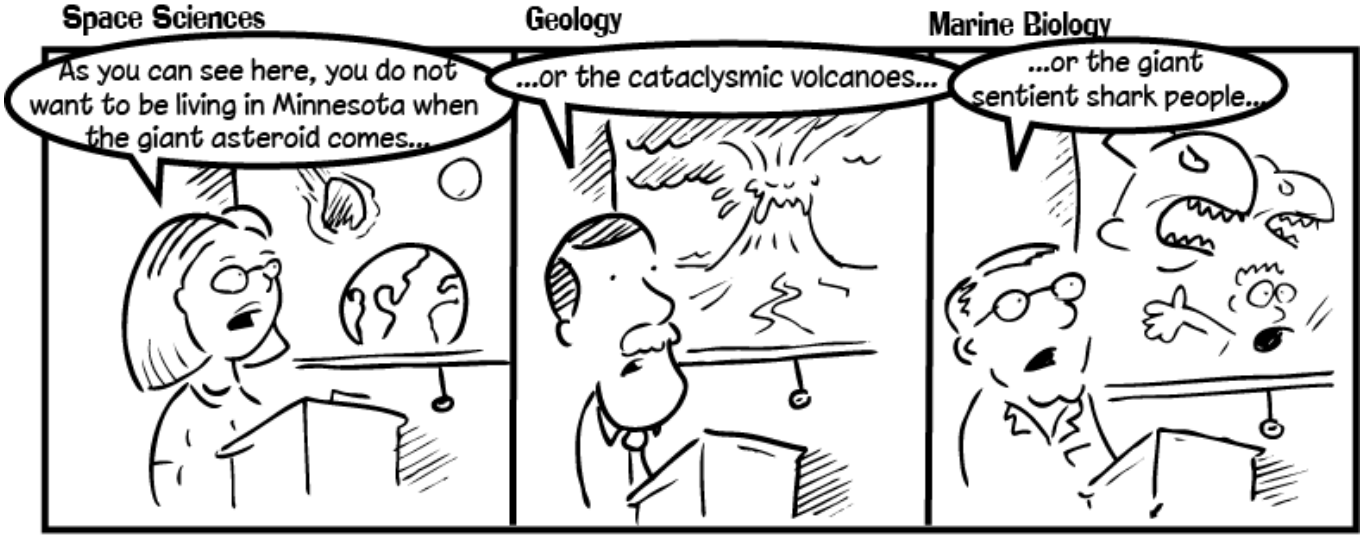


FLOW CHART:

Following the program flow chart minimizes problems. Courses are offered, and should be taken, according to the flow chart. The flow chart also clearly identifies prerequisites and corequisites for each course. A copy of the flow chart for each program is included in this handbook and freshman should receive a copy during orientation or registration. In addition, the student coordinator keeps a copy of each student's flow chart in their academic file. Copies are available through the student office. Although the student coordinator and faculty advisors are always available for assistance and guidance, *it is the student's responsibility to keep track of their program.* Students should closely monitor the courses they have taken and which courses remain.

(NOTE: The flow chart is an unofficial program and personal document. Only the Registrar/Records Office holds official transcripts.)

While many students choose Biology and Chemistry as their science electives, you do not have to restrict yourself to these. There's a great selection of other science courses that can expand your horizon and provide insight into how the world might end.



GENERAL INFORMATION

Registration: This is the process of selecting and organizing your academic courses and personal requirements for each semester's attendance. You *must* be properly registered for any course you are attending at Florida Tech. When registering, you should be *absolutely* sure that all prerequisites have been met. This is not only good sense, but is required by the accreditation organization. In addition, the computers are programmed to catch any missing prerequisites and block registration of that class.

The registration process begins with a visit to the student coordinator in room 267EC in the F.W. Olin Engineering Complex. The coordinator keeps a file on each student, which includes a copy of the appropriate program flow chart, registration forms, add/drop forms, and any other forms or documentation that pertains to the student's academic career. In addition, the coordinator monitors each student's academic progress towards their degree and is therefore a clearinghouse of information for any and all of your academic program needs. The coordinator is a valuable resource and students are encouraged to bring their questions, comments or suggestions to her anytime for confidential assistance.

Faculty Advisor: Each student will be assigned a faculty advisor who can advise them on the more technical academic questions. After the registration form is signed by the student coordinator, you *must* meet with your faculty advisor and have him or her sign it as well. Advisors will post their office hours on their office door. We strongly recommend that you meet with your advisor

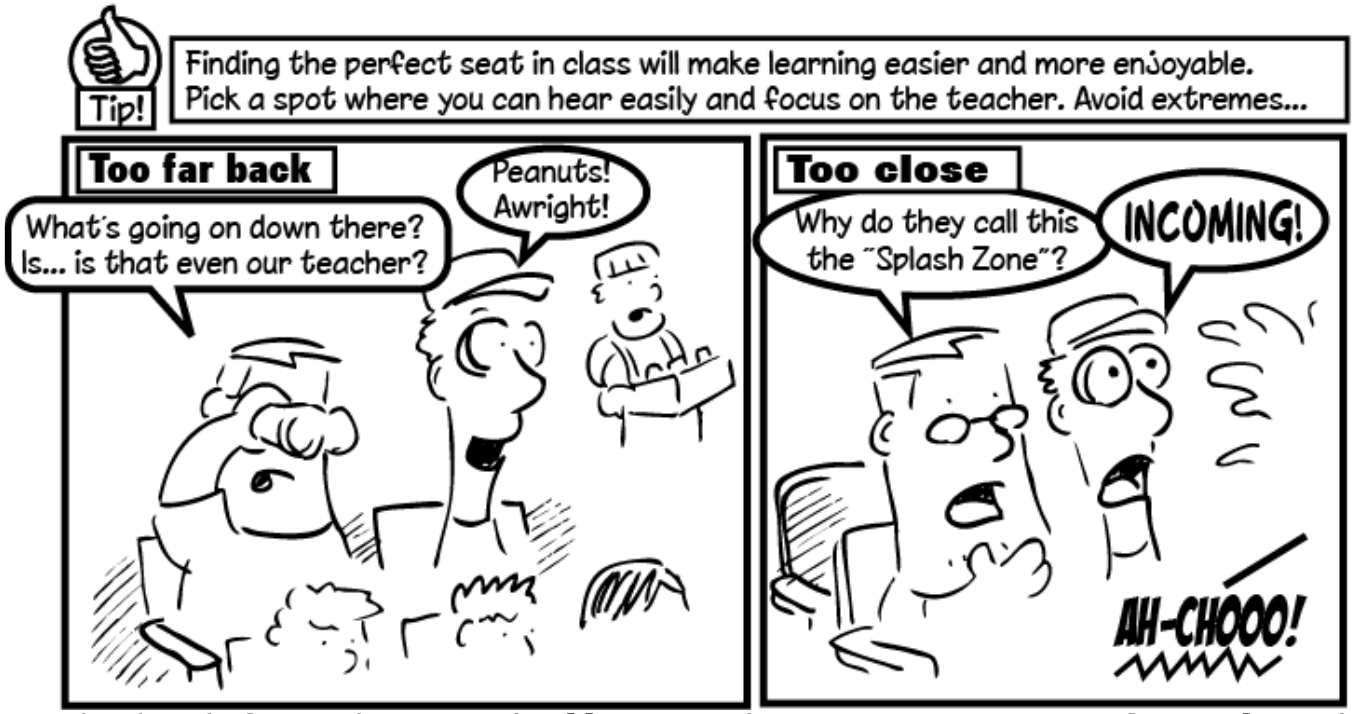
regularly. He or she can be a big help to you.

The Privacy Act of 1974: This is a Federal Law which states that information contained in a student's files **cannot** be given out to anyone other than the student and authorized university staff and/or faculty, without the written consent of the student. The Division Policy prohibits the release of grades or transcripts to the student or to any other person or institution. *Transcripts and grade reports originates from the Office of the Registrar ONLY.*

Transfer Students: All course work you wish to have transferred from other institutions must first be forwarded to the Office of the Registrar to have the Florida Tech equivalence determined. The coordinator will then assign appropriate credit on your program flow chart. *All transfer credit must be finalized within 45 days of arrival on campus. Not all* of your transferred credits may be applicable to our programs. For certainty regarding transfer of courses as electives, you may request an official substitution form so that you have, in writing, what may and may not be used. Since courses marked on a flow chart are *not* official, their inclusion on a flow chart does *not* signify approval for transfer.

Request to Study at Another Institution: It is not possible to study at Florida Tech and another institution at the same time. However, under certain circumstances it is possible to take a *limited* number of credits elsewhere with the permission of both the program chair and the dean. See the student coordinator for the appropriate form. Permission to study at a local institution will *not* be granted to active students except in special cases.

Attendance: Students are expected to attend *all* lectures and *all* laboratories, and complete *all* quizzes and practical exercises for *each* course in which they are registered. Students who do not follow this policy are subject to penalties as specified by the catalog and the instructor for that course. If the withdrawal occurs after the posted deadline for withdrawals, the student will receive a grade of "F" for that course.

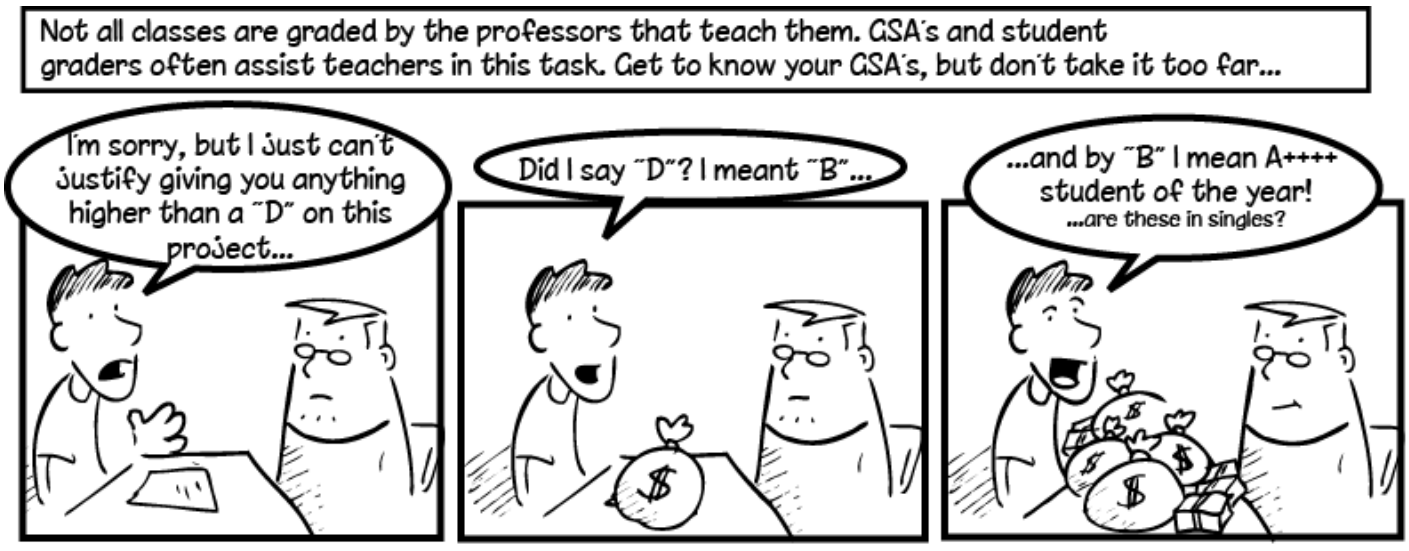


Textbook information typically requires some sort of explanation, especially for new material. Failure to attend two or three classes can result in missing 10 percent or more of the course content. Regular attendance to class is, therefore, imperative for comprehension of the course material. If you are having difficulty with a class, please speak to the professor or the GSA as soon as possible. The professors and GSA's are there to help you and want you to succeed, so take advantage of their office hours.

Grades: Students who have earned up to 59 credit hours *must* maintain a GPA of at least 1.50; with 60 to 89 hours, at least 1.70; and with 90 credit hours or more, a GPA of at least 1.90 to be considered in good standing. *Failure to maintain these standards may result in academic dismissal*. The accumulation of 10 or more "F" grades, regardless of whether or not the courses were retaken, will result in *academic dismissal*. If you are academically dismissed, you can appeal if you feel you have a sound, educational basis for remaining here at Florida Tech.

If a student earns a grade lower than “C” in any basis course such as calculus or physics, that course should be retaken. If a student receives a grade of “D” or “F” in CSE 1001, CSE 1002 or CSE 2010, the course must be retaken. Without a proper understanding of the contents of these initial (foundation) courses, the courses that follow will be more difficult, and could result in poor grades or even failure. As long as a student did not fail one of these courses, it may be retaken at the same time as the next course in the sequence, *providing* the student and his/her advisor feel the student has enough understanding of the basic material.

All courses in which a student receives a grade of “F” *must* be retaken. If you receive an “F” in one or more courses, you may no longer have the necessary prerequisites for the following semester. Under these conditions, you *must* see the student coordinator and your faculty advisor *immediately* to determine your schedule of courses for the next term.



Honors: Students who have enrolled in six or more credit hours, and have attained a GPA of 3.00 or higher, are eligible for the dean’s list for that semester. At graduation, students achieving academic distinction are publicly recognized according to their GPA as follows:

With Highest Honor	3.800 to 4.00
With High Honor	3.500 to 3.79
With Honor	3.000 to 3.49

Minimum Graduation GPA Requirements: In order to receive the Bachelor's Degree at Florida Tech, a cumulative GPA of 2.00 or higher is necessary with no grades of "F" in any required course. Of course, a higher GPA is required for acceptance to graduate school and some companies have higher GPA requirements for employing new graduates.

Forgiveness Policy: Students are eligible to retake up to five courses and have the old grade points exchanged for the new grade points, which are then added to the transcript. The original grade remains on the transcript but is no longer included in the cumulative GPA. However, once a student becomes a senior, they cannot retake 1000 or 2000 level courses under the forgiveness policy. Honors GPAs are calculated using *all* grades received.

Withdrawing From a Course: A grade of "Z" will be awarded if a student withdraws from a course during the first week of class or because the course is canceled. The "Z" deletes the course from all permanent records. If a student withdraws after the first week, but before the end of the eighth week, a grade of "W" is awarded. These courses *do* appear on the transcript, but do not have any points associated with them. If a student withdraws after the eighth week, an earned grade will be assigned. (Which may be an "F").

In every term there is a *last day for withdrawal* in order to obtain a final grade of "W". To receive a "W", you *must* see the Student Coordinator or your Advisor *by that date* and fill out a "Drop/Add" form. The form is then taken to the Registration Center to be processed. There is usually a $10 charge for this process. Failure to attend class or verbal notification to

the instructor of your intent to drop the course *does not* constitute an official withdrawal and will result in a failing grade!

Incomplete Grades: A grade of "I" can be given for any incomplete course work that has occurred because of extraordinary circumstances beyond the student's control. However, the student's work in the course must be quantitatively satisfactory and there must be a reasonable expectation that completion of the remaining work will result in a passing grade. If so, the instructor will furnish the program chair with a statement of the work needed to complete the course. The work must be completed by the sixth week of the following term (Summer term excluded). Otherwise, the "I" will automatically become an "F"!

Equivalency Exam: If a student feels they have sufficient knowledge of a subject to pass a comprehensive exam of the course material, they may request to take an equivalency exam. There is a fee for this examination. No grade is awarded for a course passed by an Equivalency Exam, however, the applicable number of credit hours is awarded. *Equivalency exams may not be given for a course that is a prerequisite for a course already*

completed by the student.(i.e., an exam in MTH 1002 would not be given if the student already had credit for MTH 2001. *Also, equivalency exams will not be allowed if the student has attended more than one week of the course or are in their graduating term.*

Directed Study: If a required course is not available for a particular term, the student may request permission from the instructor and program chair to receive the course by directed study. The directed study course covers the same material and receives the same credit as the regular course. This practice, however, is *not* recommended and typically will not be approved except in unusual circumstances. There is a fee, in addition to the regular tuition, for this option.

Graduate Courses: A student may, under certain circumstances and with the permission of the program chair, take a *limited* number of graduate courses that apply to the undergraduate degree. A student's GPA should be 2.75 or better to take graduate courses.

Petition to Graduate: A Petition to Graduate form should be filled out *two* semesters prior to the expected graduation date. The petition form is available in the office of the student coordinator and must be approved by the faculty advisor. After the form is approved and signed, it should be taken to the registration office with a copy of the student's program flow chart. The Office of the Registrar's staff will review the student's records and inform them of any remaining course requirements and/or necessary course substitutions.

Course Substitutions: Forms are available in the student office and are used to identify all courses taken for the various electives and to indicate any deviations (i.e., substitutions) from the normal flow chart. This form is *mandatory* before graduation eligibility can be determined. Course substitutions will *not* be allowed without the *written* consent of the faculty advisor and the program chair.

Student Services: There are a variety of services available to students free of charge. These services are described in more detail in the Florida Tech catalog. These services include:

Individualized Learning Center (ILC)
Counseling and Psychological Services (CAPS)
Health Center

Cooperative Education and Job Placement
Financial Aid

Concerns and Complaints: The staff and faculty strongly promote and encourage students to communicate their concerns, complaints and other feedback (including occasional praise) to those with the authority to act on them. We encourage communication of any and all concerns students may have, especially early in the term. The sooner we know about a problem, the more effectively we can deal with the situation. Often, the problem a student is experiencing is being felt by other students as well, so the student would be benefiting themselves, their classmates and our programs by bringing the situation to light. In addition, each semester our department hosts a student/faculty night in which the department head facilitates an open discussion of student-generated concerns. Plan to attend these sessions, as your feedback is important to us.

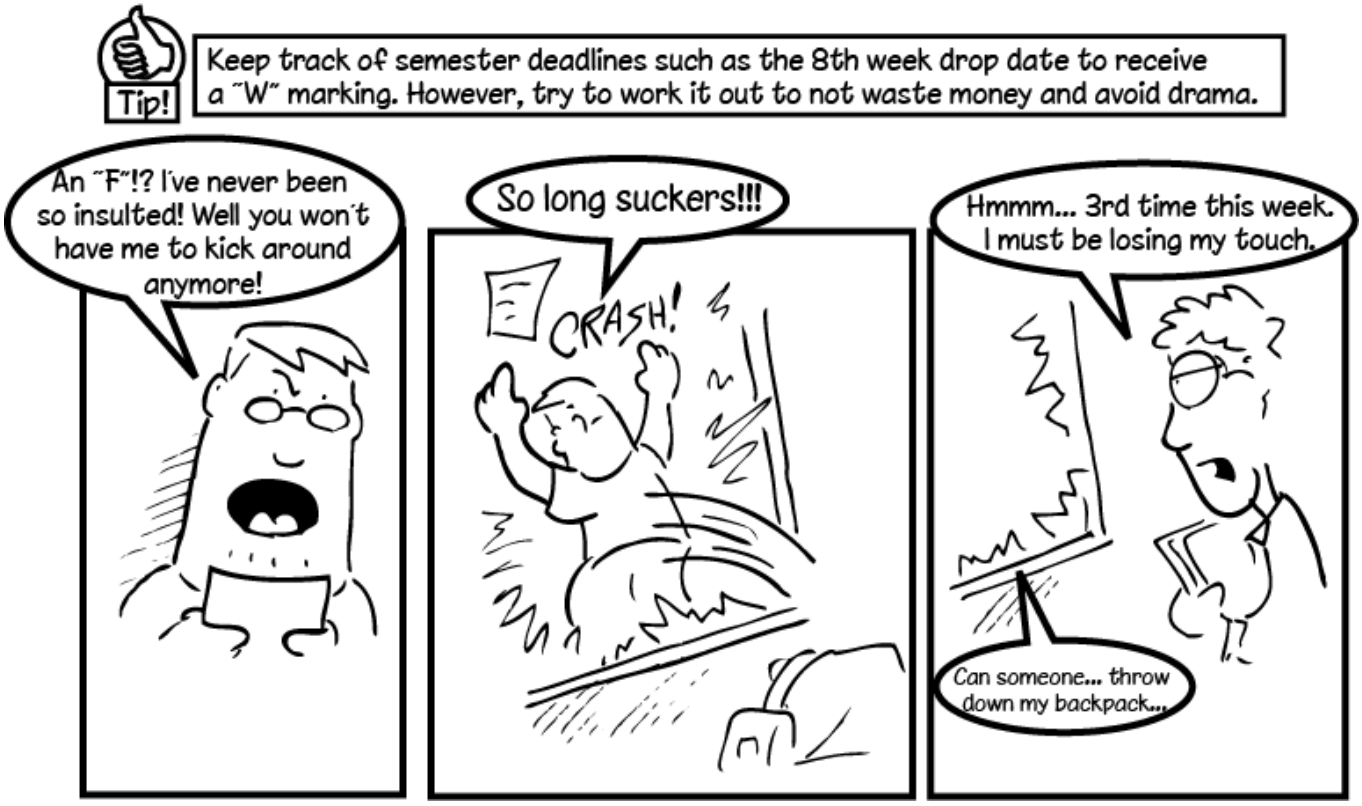
There are actually many ways in which student concerns can be made known:

1. Talk with your instructor and/or faculty advisor.
2. The course coordinator can be helpful, if the problem is with the material taught in the course or with the instructor.
3. The student coordinator can work to solve most types of problems.
4. Talk directly to the department head.
5. Through CSC^2, a student organization devoted to problem solving within the programs.
6. Comments during the course evaluations.
7. Student/faculty meetings.

The people/organizations listed above are available through:

- Personal contact
- E-mail
- Letter or note via their mailbox
- Telephone (See the E-Mail, Addresses, Room Numbers and Telephone Extensions page in this handbook)

You are a very important person on this campus. Our school exists because of you. We must be aware of your concerns before we can act on them. We welcome and encourage your involvement!



FLORIDA INSTITUTE OF TECHNOLOGY
POLICY ON RESPONSIBLE USE OF INFORMATION TECHNOLOGY

Preamble

Computer and information technologies have greatly expanded our ability to access and exchange information, and represent an enormously rich resource for innovation in furtherance of Florida Tech's mission. However, the wise use of these technologies requires more vigilant efforts and perhaps more secure safeguards to protect individuals' rights of privacy.

Property as well as privacy rights may be infringed whenever files or data belonging to others, however gained, are used without authorization. Moreover, while freedom of inquiry and expression are fundamental principles of academia, assaults upon the personal integrity of individual members of the academic community may undermine its foundations.

When individuals using a computer misrepresent either themselves or the University, or when they act in a manner unacceptable within the University or in the larger community, the mission of the University itself is endangered. Other actions taken by individuals may, under some circumstances, jeopardize the integrity of the computer network and the ability of others to communicate using this system. These harmful acts, whether deliberate or not, may also be violations of the law.

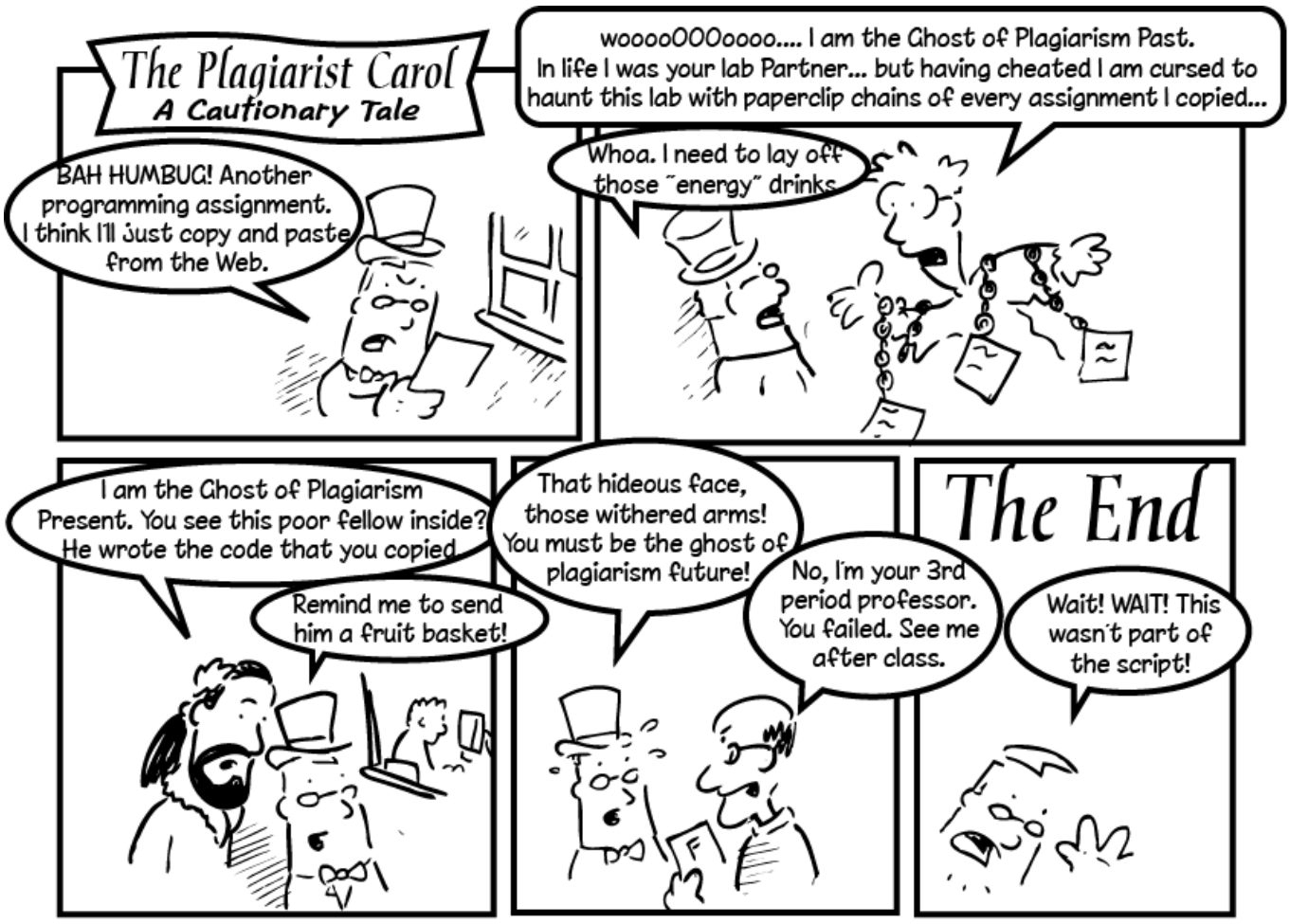
To find out more about the Florida Tech Policy Responsible Use of Information Technology guidelines, visit the following site:
http://it.fit.edu/policies/nm/acceptableuse.cfm

Florida Tech Computer Sciences Honor Code

We believe that everyone has a right to work in an environment where people treat one another honestly and fairly. Because academic dishonesty can threaten this environment we will pursue abuses of the policies outlined below aggressively.

Code Plagiarism. Computer Science is a discipline where it is difficult to draw a precise line between acceptable and unacceptable collaboration. On the one hand we want to encourage you to try out other peoples' code; code reuse is an area of active research within computer science. On the other hand you will learn to write code only if you do it yourself. You are not learning and have crossed the line of acceptable behavior if you do not understand the solution you have submitted. We have the right to ask students to explain the code they submit. If you have "reused'' someone else's code to an extent that you feel a need to change variable names or slightly rearrange the order of statements, then you have also violated the honor code. We also reserve the right to use electronic tools to check code for plagiarism. By submitting code for grading in any computer science course, you grant the instructor a license to send a copy of that code for plagiarism analysis to a research service, such as MOSS. The instructor, or their service, may compare your code against other students' code, or compare their code to yours. Give credit to someone else's ideas with a citation rather than turning in their work as your own.

Text Plagiarism. When you hand in an essay or other writing assignment, you must give credit to your sources. You must provide a reference for any idea, conclusion, information or data that you got from another source (such as a book, an article on the Net, or a person). If you use someone's words, you must show that you are quoting them (use quotation marks or indent long quotes) and your reference should show your exact source (such as the page number of the article or book). If you quote someone, you must quote them accurately, word for word. To avoid plagiarizing, you might find the following article useful: How Not to Plagiarize at http://www.utoronto.ca/writing/plagsep.html. By submitting a writing assignment for grading in any computer science course, you grant the instructor a license to send a copy of that assignment for plagiarism analysis to a research service. The instructor, or their service, may compare your paper against other students' papers, or compare their papers to yours.



Social Responsibility. Many people use our machines: students, faculty, staff, and outside visitors. Our machines affect other machines on and off campus and they affect the users of these machines. It is not hard to abuse others by mailing ``spam,'' ``flaming'' to newsgroups, being a ``cracker,'' displaying digital pornography, bogging down the CPU with processes, or hogging the printer. We expect your use of computer resources will be based on the Golden Rule: do unto others as you would have them do unto you. Poor social responsibility because you are new is one thing, but malicious practices are another matter and will not be tolerated.

Right to Privacy. You are encouraged to store *electronic property* on computers provided for your use by Computer Sciences, and you have a privacy right to this information. Others also have a right of privacy to the property they store on our computers. You should not search other's file systems, read their mail, scan or remove their files, try to crack their password, login as someone else, intercept other's network traffic, install viruses, or otherwise violate the right to privacy of others. We will not intentionally abuse your right to privacy. However, to administer our machines we may need to do things you should not, for example, we may need to try to crack your password to verify that it is secure, or kill your processes, or remove your files, or read your email, or otherwise invade your privacy when we suspect you are an abuser of our systems.

Discrimination: It is the policy of the university that all students, faculty, staff, and guests enjoy an environment free from all forms of discrimination, including ethnic, racial, religious, and sexual harassment.

Disclaimers. The Florida Tech Policy on Responsible Use of Information Technology, The Florida Tech Catalog, and the Student Handbook have additional guidelines on campus standards, behavior, discipline, complaint resolution, etc. The Computer Science Honor Code does not replace or supersede these polices. Faculty teaching computer science courses may establish other *honor* criteria for their classes.

As our machines are part of a larger international network, we assume certain responsibilities as a member of a growing electronic community. Exercising this responsibility may require us to search for suspected abusers of our or others computers. If you suspect that someone has violated your rights as a user of our machines, inform the systems administrator; do not attempt to track them down yourself.

Ideas for this code of honor have been collected from other universities, most notably, Stanford University and the University of Florida.

Memorandum of Agreement

Computer Sciences Honor Code

I have read and understood the Computer Sciences Honor Code and will bide by its intent

Print Name	Signature
Class and Section #	Instructor

Useful Forms

If you have Adobe Acrobat Reader on your computer, your browser will automatically use Adobe Acrobat Reader to display the form (to review, print or save). Alternatively, if you do not have Adobe Acrobat Reader, click on the **Get Acrobat** button to download the Reader from Adobe. You also may save the requested form on your computer and download the Reader at a later date. To save a form, click on the form's link. In the dialog box that appears, click **Save to Disk** or **Save File**.

Flow charts,

Other university and department forms are available online at http://cs.fit.edu/Academics