Office Hours: My office is in Alden 105, extension 2883. My hours are Mon. 2:30 - 4:00 p.m., Weds. 2:00 - 4:00 p.m., Thur. 1:30 - 3:00 p.m., and by appointment. The best way to schedule an appointment is to send me an e-mail. For my full schedule, see the link on the course Web page.

Grading: Your grade in CMPSC 600 will be based on some combination of the following:

- **Attendance**: This includes meeting regularly with me and/or your first reader.
- **Weekly reports**: See below.
- **Written proposal**: Must be approved by your senior thesis advisor and formatted according to department thesis proposal style requirements.
- **Proposal defense**: May be scheduled only with first reader’s approval; Pauline in room 110 will schedule the defense for you once you have obtained permission from your first reader.
- **Two chapters**: Two chapters of your final senior thesis must be handed in at the beginning of the last week of classes. They must be formatted according to the department’s thesis style.

**Course Expectations and Deliverables.** We ask that you submit a revised and expanded proposal to both the instructor of CMPSC 600 and your first reader no later than the third week of classes (30 January). If you can get it to us sooner, all the better! You have an obligation to regularly meet with your thesis advisor.

Every week you should submit a written summary of your progress for the week to both your first reader and the instructor of CMPSC 600. You must create these documents electronically (preferably in $\LaTeX$), not simply write them out on a piece of paper. *Please number and date each report.* We will be extremely happy to see code examples, summaries and analyses of papers or other references you have consulted, descriptions of e-mail exchanges with researchers at other locations concerning aspects of your project, and so on. As you write these weekly summaries, think of how they could be incorporated into your final proposal and, ultimately, your final thesis. A “report” can consist primarily of newly written material (a proposal or a part of a proposal; a piece of a chapter), but you should have at least a brief description of what you did during the week in addition to this. Photocopied pages from your research notebook are acceptable as long as they include dates; a brief typed cover sheet with a short summary should accompany them. Include full bibliographic entries for any articles, books, etc. that you have referenced in your progress report. If you have met with anyone — your first reader, someone else in the department, someone from outside the department —
or carried on correspondence with anyone regarding the content of your senior thesis, provide a synopsis or description of what you talked about.

Each report should list a set of concrete goals for the upcoming week.

Have your proposal approved by your first reader no later than March 27 (last Friday in March) so that there will be sufficient time to schedule your proposal defense during the month of April and complete your chapters by the last week of class.

**Schedule.**

- Every week, time to be arranged meeting with me and/or first reader
- Every week Written reports to first reader and me
- Friday, 30 January (or before) proposal to first reader and me
- Friday, 13 February (or before) revised and expanded proposal to first reader and me
- Friday, 28 March Proposal approved
- Month of April Proposal oral defense
- Friday, Apr. 24 Two chapters completed and submitted

**Departmental Late Policy.** The following policy was adopted by the entire computer science department, effective beginning in fall of 2004:

All assignments will have a due date. The products of your work are to be turned in **at the beginning of class or lab** on the due date (or as specified by your instructor). Late assignments will be accepted for up to one week past the assigned due date with a 15% penalty. All late assignments must be submitted within one week after the given due date. No assignments will be accepted for credit after the one week late period. It is the student’s responsibility to keep secure backups of all assignments and labs.

**E-mail.**

“The use of email is a primary method of communication on campus. . . . All students are provided with a campus email account and address while enrolled at Allegheny and are expected to check the account on a regular basis.” [The Compass, 2007–2008, p. 5, online at http://www.allegeny.edu/campus/policies/handbook.php]

I will sometimes need to send out announcements to the class about things such as clarifications to assignments, changes in the class schedule, or other matters. I will use your Allegheny College e-mail account to do this. It is your responsibility to check your e-mail at least once a day, and to make certain that your e-mail is working correctly (able to send and receive messages).

**Special Needs and Disabilities** The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Learning Commons at 332-2898.