Expectations

Ben K Steele, bks@cs.rit.edu, office: Gol-3535

1 Communications

I know it is frustrating when you email a faculty member, and the response comes slowly. Other than on weekends, I promise that I will make every effort to respond within 10 hours. Email messages that you send between approximately 8 PM and 8 AM will have the greatest delay in answering because I am home/asleep.

If you want to talk to me outside my office hours, you are welcome to ask me in the hallway or knock on my door and ask. If I can spare the time, I will be happy to discuss things with you; if I cannot, I will respectfully decline.

After receiving a grade, if you believe you should have a different grade, I will need time to examine the situation. Do not expect me to assess a situation during or after a class. For assignments, email a written explanation and request for me to consider within 1 week of getting the grade. For exams, please return your paper to me with a note such as “check number 4 grading”.

2 Instructor Responsibilities

I will:
1. Be prepared to teach the class in an organized fashion.
2. Conduct the course so you can accomplish the learning objectives.
3. Consider that it is not always your fault if you do not understand the material.
4. Create a mutually respectful class environment.
5. Recognize that there sometimes may be an incorrect grade and consider a revision in response to an emailed, written request.
6. Encourage you to continuously improve your skills and performance.

3 Student Responsibilities

You should:
1. Come prepared to class by studying provided materials and doing assignments.
2. Complete assigned work on time and according to directions.
3. Consider that it is not always my fault if you do not understand the material.
4. Treat your classmates and me with respect. I encourage you to help your fellow classmates while still following the institute’s honor code regarding cheating (see the syllabus).
5. Ask questions when you do not understand something. Asking questions is a sign of maturity. Understand that there are no “dumb questions”.
6. Understand that I am not “nit-picking” when I grade. This discipline requires attention to detail, and I am trying to raise your skill to a professional level.