

# **Undergraduate Student Guide and Codes of conduct**

**Dr. Henry Hexmoor  
Southern Illinois University**

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## **Classroom conduct**

- Make every effort to attend every scheduled class session.
- Participate in classroom discussions with relevant questions and comments.
- Be as polite as you expect to be treated.
- Conform to classroom formality or lack thereof established by the instructor.

## **Reading assignments**

- Read assigned reading material ahead of class sessions.
- Read technical content multiple times and slowly
- Use online sources for clarifications and guide; not as reliable authority.

## **Teamwork**

- Spend adequate initial time to discover strengths and weaknesses in your team before dividing roles and work
- Learn skills from your team members

## **Electronic Communications**

- Never include personal or emotionally-charged content in your communications unless you are comfortable having it appear on headline news.
- Assume that all your emails and computer interactions are logged and stored on servers.
- Do not argue about assignments and grades

## **Presentations**

- Use power point slides
- Do not read your slides. Use index cards as memory aids
- Speak clearly, enunciate, and be audible

## **Keys for Securing Best Grades**

- Attend and participate in class discussions
- Follow through all instructions carefully for homework, readings, projects, and exams.
- Make every effort to fully understand educational goals and assumptions for the course
- Meet all deadlines
- Respectfully, when possible teach your teacher.
- Make sure your project code runs

## **Coding**

- Select your programming language carefully for availability, portability.
- Internally and externally document your code.
- Make sure your code runs
- Use `snagit` software for your demonstrations

## **Internships**

- Intern with a firm that will provide you real-world experience.

## **Selecting References**

- Ask instructors who gave you “A” in classes and your employers.