

IT 480 – Computer Network Design

Course Syllabus and Calendar – Fall 2012

Professor Don Colton

Brigham Young University–Hawai‘i

Contents

		5.9 Extra Credit Presentation 6
		5.10 Extra Credit Errors 7
1 Overview	1	6 Calendar 7
1.1 Prerequisites	2	6.1 Day By Day 7
1.2 There May Be Changes	2	6.2 Excused Absences 7
2 Course Details	2	7 Support: Tutoring, etc. 8
2.1 About the Course	2	7.1 Tutoring 8
2.2 Important Website Links	2	7.2 Study Groups 8
2.3 About the Instructor	3	8 BYUH Learning Framework 8
3 Learning Objectives	3	8.1 Prepare for IT 480 8
4 Textbooks	3	8.2 Engage in IT 480 8
4.1 Networking 101 (Free)	3	8.3 Improve at IT 480 8
4.2 Lammle, 7e	3	9 Standard Statements 9
4.3 Network Simulator	3	9.1 Dress and Grooming Standards 9
4.4 CCNA Practice Exam	4	9.2 Accommodating Special Needs 9
4.5 CCNA Exam	4	9.3 Plagiarism 9
5 Grading	4	9.4 Sexual Harassment 10
5.1 My Theory of Effort	4	
5.2 Effort: (32+5) Daily Update	4	
5.3 Effort: (224+56) Study Points	4	
5.4 Effort Summary (256+61)	5	
5.5 Effort: (344+40) Simulator	5	
5.6 Skill: (200) DCQuiz Exams	6	
5.7 Skill: (200) DCNetlabs	6	
5.8 Points Summary	6	

1 Overview

The main objective for this course is to prepare you to function as a network administrator for an organization with many computers, switches, routers, and other network equipment. We will strive to achieve a level of learning that would prepare you to pass the Cisco[®] Certified Network Associate (CCNA[®]) Examination.

(There are probably a lot of registered trademarks in this syllabus. I do not claim them. They belong to whomever owns them. From here on out, I will not worry too much about using the ® symbol.)

There are three certifications that I hear a lot about. CCNA is one of them. The other two are A+ and MCSE. There are other certifications that I don't hear much about. CCNA is one of the major certifications that employers will recognize by name.

I earned my CCNA certification on Sep 8, 2010. My score was 860 out of 1000. The score required to pass was 825. Before taking the exam, I studied extensively for about three weeks including reading about half of the Lammle textbook we are using and taking numerous practice tests. I also prepared over the past years by having an active interest in networking, teaching the introductory networking course here at BYUH, and team-teaching this CCNA course in 2008. (I was the junior instructor. My son Joseph was the senior instructor. I was mostly just along for the ride and to learn what I could. He did the heavy lifting.)

I believe that you too can earn your CCNA by the end of this semester. To do so will require more than three credits worth of work on your part. If you put in the nominal three credits of effort we all know and love, you will not pass the CCNA, but you will still be able to get a good grade in the class. If you want to take the CCNA later, there may be a chance for you to take another IT class like IT 495 where you can earn credits for the time and effort you put into it.

1.1 Prerequisites

The IT 280 course (which I also teach) is to introduce you to the concepts of networking. We cover home networking, Wi-Fi, security, and IPv4. For this course, IT 480, I will mostly assume that you know all of those things.

For IT 480, we will focus on routers and switches. These are the key components of which business networks are constructed. We cover the topics most likely to help you pass the CCNA examination so that you can become a Cisco Certified Networking Associate.

Coming out of IT 280, Computer Networking, you should be familiar with basic networking concepts such as the OSI model, protocol data units like pack-

ets and frames, tools like ping and traceroute, and the IPv4 addressing structure including subnetting. On the assumption that a refresher might be helpful, the first few weeks of class will be devoted to review of that material (at an accelerated pace).

1.2 There May Be Changes

Like all courses I teach, I will be looking for ways this one could be improved. Changes generally take the form of opportunities for extra credit, so nobody gets hurt and some people may be helped. If I make a change to the course and it seems unfair to you, let me know and I will try to correct it. If you are brave enough, you are welcome to suggest specific ways the class could be improved.

2 Course Details

2.1 About the Course

- **Course Number:** IT 480
- **Title:** Computer Network Design
- **Course Description:** Networking of computers and configuration of managed networking equipment including switches and routers, with special emphasis on Cisco equipment and protocols. (Prerequisite: IT 280.)
- **Textbook 1:** Networking 101, by Don Colton.
- **Textbook 2:** CCNA, Todd Lammle, 7e
- **Textbook 3:** CCNA 640-802 Net Simulator.
- **Classroom:** GCB 101
- **Start/End:** Sep 10 to Dec 10, 2012
- **Class Time:** MWF 2:30 to 3:30 PM
- **Final Exam:** Fri, Dec 14, 4:00–6:50 PM

2.2 Important Website Links

- **Don Colton Home Page (General):**
<http://doncolton.com/>
- **Prof Colton Home Page (BYUH):**
<http://byuh.doncolton.com/>
- **IT 480 Course Home Page:**
<http://byuh.doncolton.com/it480/>
- **Networking 101 Textbook:** PDF
<http://n101.doncolton.com/>
- **My Learning Management System:** (Grade Book, Exams, etc.)
<https://dcquiz.byuh.edu/>

- **IT 480 Network Labs:**
<https://dcnetlab.byuh.edu/>

2.3 About the Instructor

- **Instructor (me):** Don Colton
- **My email:** doncolton2@gmail.com
- **My Office:** GCB 128
- **Office Hour:** MWF 10:50–11:20 AM
- **Office Hour:** MWF 1:10–1:40 PM

I may digitally record the audio of my lectures some days. This helps me improve my teaching materials.

3 Learning Objectives

The following is a statement of the high-level learning objectives for this course. Each objective can be further divided into many smaller objectives.

By the conclusion of this course, students will do the following:

- * Correctly identify all subnet characteristics given a few of them.
- * Correctly use CISCO IOS commands to configure routers and switches.

(more to be added)

4 Textbooks

There are three textbooks.

4.1 Networking 101 (Free)

The first is one I wrote for the IT 280 class. We will cover it during the first few weeks of class by way of background material. You should know and understand all the important concepts that it contains.

Fortunately it is free.

4.2 Lammle, 7e

The second textbook I have selected is “**CCNA, Cisco Certified Network Associate Study Guide**” by Todd Lammle (pronounced lamb-lee).

We will use the seventh edition, copyright 2011. The publisher is Sybex. The ISBN-13 number is: **978-0-470-90107-6**. The book is available on Amazon (2011) for right around \$27. A Kindle edition is also available, but I recommend the paperback.

The book was updated in 2011 to keep pace with the changing CCNA exam. As networking develops and improves, some older skills are not needed as much and other newer skills take their place. For example, Wi-Fi has become a much bigger deal in the past five years and it is covered in 7e better than in previous editions.

If you do not have 7e at this time, you should order it. In the mean time, you can survive with an older copy for the first few weeks. Older copies should be available for free or really cheap.

There are two main textbooks in this market. We are using Lammle. The other one is by Wendell Odom who writes for Cisco Press. Odom has a good reputation for highly reliable and carefully written material. Lammle has a good reputation for making things understandable. Pick your poison. I decided on Lammle because I think most of us need understandable at this point, and can fine tune our understanding later. You may find parts of Lammle where he has simplified a concept so much that it is no longer totally accurate. Live with it, I guess.

4.3 Network Simulator

The third textbook I have selected is “**CCNA 640-802 Network Simulator**” by Wendell Odom and Jeffrey S. Beasley. We will use the second edition, copyright 2012. The publisher is Pearson. The ISBN-10 is 1-58720-444-4. The ISBN-13 is **978-1-58720-444-9**. We will do a group purchase after the semester starts, and will sell them to you for about \$80. The List Price is \$149.99.

For that you get a CD-ROM and a single-user license. Do not buy a used copy in case the activation codes have already been used.

We tried this out last year and it was very successful. It seems to be an excellent tool for helping students really master the hands-on aspects of Cisco network design.

I am betting that this one is a “keeper” that you will benefit from greatly as you prepare to take the CCNA exam.

So, this one is “required.”

4.4 CCNA Practice Exam

Cisco offers a practice exam for about \$80. I bought it and have used it extensively to prepare for the real exam. I recommend it, but I think the lab simulator might be just as valuable.

So, this one is “recommended” but certainly not required.

4.5 CCNA Exam

Okay, this is not really a textbook. But you might as well know what you are up against.

The exam comes in two flavors. The one-sitting version costs \$250 the last I checked, and covers everything all at once. That’s the version that I passed, but none of the students have passed it yet.

The two-sitting version costs \$125 for each half. I recommend students take the first half, and if they pass it, then take the second half. That way you have less money at risk.

5 Grading

Grading is on a standard 60/70/80/90 model using 1000 points. You earn points for effort (400) and skill (600), with some extra credit possible.

Grading is based on 1000 points

930+	A	900-929	A-	870-899	B+
830-869	B	800-829	B-	770-799	C+
730-769	C	700-729	C-	670-699	D+
630-669	D	600-629	D-	0-599	F

<https://dcquiz.byuh.edu/> is where I track your progress online. It is my personal Learning Management System. There I maintain an online grade book. You can see how your points are adding up. You can compare your points with those of other students in the class (without seeing any names).

5.1 My Theory of Effort

A big chunk of your grade is based on how much time you spend studying, whether you learn a lot or

nothing. (Of course, we hope you learn a lot.)

My approach is modeled after the Sabbath. God does not tell us what to do, besides attend church. But he does claim one day a week. You have to decide how best to use it.

I do not tell you what to do. I just say how long you must do it. You are free to read chapter 1 fifty times, either lightly or deeply. You can start at the table of contents and look for things that interest you. Whatever floats your boat. Just put in the time following the rules below. I will be happy and you will be smart. That’s the theory.

I hope you will look at the course calendar and devote your study time to things that will be relevant in the near future. But it is up to you.

5.2 Effort: (32+5) Daily Update

Class each day starts with the “daily update.” It is my way of taking roll, and your way of saying something to the other students and to me. It must be taken during the 15-minute window of time that starts 10 minutes before class and ends 5 minutes into class.

This is worth one point per class period, with 32 points expected (for 32 class periods) and 37 points maximum (for all 37 class periods this semester). It is partly a reward for coming on time, or close enough that you can do the update.

As part of the Daily Update, each day I will ask you how much time you spent studying. I will use your report to update your study points.

5.3 Effort: (224+56) Study Points

By (224+56) we mean there are 224 points of regular credit and 56 points of extra credit in this category.

224 is about 1/4 of your grade, just for studying.

And while you are earning study points, you can be simultaneously earning more points for doing simulations or other things.

We award two points per hour of “study.” By study we mean you are engaging with the materials of this course. We expect you to put in a total of about 100 hours of study on this course, with about 40 of those hours being right in class and about 60 of those

hours being outside of class.

(In addition to the points for studying, you can also get points for things you accomplish while you are studying. So it's not just two points per hour. It can be quite a bit higher.)

During Fall, a typical week works out to 3 hours of study in class and 8 to 10 hours of study total. I expect 8. I give you credit for up to 10.

Using 8 hours per week for 14 weeks, that works out to 224 points in this category. You may earn up to 56 additional points (extra credit) in this category during the semester for a maximum of 280 points.

(224+56) Time Spent Studying

- 16 max 20, in the week before class on Sep 17
- 16 max 20, in the week before class on Sep 24
- 16 max 20, in the week before class on Oct 1
- 16 max 20, in the week before class on Oct 8
- 16 max 20, in the week before class on Oct 15
- 16 max 20, in the week before class on Oct 22
- 16 max 20, in the week before class on Oct 29
- 16 max 20, in the week before class on Nov 5
- 16 max 20, in the week before class on Nov 12
- 16 max 20, in the week before class on Nov 19
- 16 max 20, in the week before class on Nov 26
- 16 max 20, in the week before class on Dec 3
- 16 max 20, in the week before class on Dec 10
- 16 max 20, in the week of the Final on Dec 14

Reporting Your Study Time

If you do not report in some other way, like via the daily update, you can report by sending an email to me.

Normally each Wednesday you should report having studied about three hours in the previous two days. Each Friday you should report having studied about six hours in the previous four days. Each Monday you should report having studied about nine hours in the previous seven days.

I will take the hours you report. I will multiply that by 2.

To get the study points, you must keep a written, contemporaneous (up to date), daily record of the time you studied for this course.

You must earn the points in the week for which they are awarded.

Study time is measured from the scheduled start of the first class each week.

Carry-overs are not allowed unless I give you special permission. This can happen if you have a special circumstance like illness or university-approved travel. Check with me.

We only count time you gave your mostly undivided attention to this course. (Minor interruptions are okay. Big ones stop the clock.)

1. You can count time you attended class (and paid attention; sleeping does not count).
2. You can count time you read / studied any part of any of the text books listed in this syllabus.
3. You can count time you read / studied any part of the readings I provide, including this syllabus, the study guide, and the course web page. This includes following the links in the study guide, which typically lead to Wikipedia pages, and reading what you find there. It also includes following links on the course web page and reading what you find there.
4. You can count time you spent for this class reviewing and practicing exams.
5. You can count time you studied for this class with other students or tutors.

If you think of another category that you think should count, ask me.

5.4 Effort Summary (256+61)

- Effort:
 - Daily Update: 32+5
 - Study Points: 224+56
- Total: 256+61

If you have earned enough points that full credit on all future Daily Updates and Study Points would get your overall grade up to an A, and you bring it to my attention, then I will grant those remaining Daily Update and Study Points and you will have your A.

5.5 Effort: (344+40) Simulator

This category is partly effort and partly skill, but I am listing it under effort for now.

CCNA 640-802 Network Simulator, Second Edition helps you develop and improve hands-on configuration and troubleshooting skills without the investment in expensive lab hardware. This state-of-the-art, interactive simulation software enables you to

practice your networking skills with more than 300 structured labs designed to help you learn by doing, the most effective method of learning. The labs are divided into four different types: 183 skill builder labs which help you practice short, focused configuration tasks, 47 complex configuration scenarios, which present realistic multi-layered configuration tasks, 20 challenging troubleshooting scenarios, which provide you with an opportunity to test your problem identification and resolution skills, and 50 subnetting exercises, which help you improve the speed and accuracy of your subnetting calculations.

The first edition is apparently identical except it does not have the 50 new subnetting exercises.

Each activity is worth points itself, and also counts as study time.

(183) Each of the 183 skill builder labs is estimated to take about 5 minutes, and is worth 1 point.

(141) Each of the 47 complex configuration scenarios is estimated to take about 10 minutes, and is worth 3 points.

(60) Each of the 20 troubleshooting scenarios is estimated to take about 10 minutes, and is worth 3 points.

(50) Each of the 50 subnetting exercises is estimated to take about 5 minutes. They are not worth any credit at this time, but maybe they will be in the future.

We expect you to earn 344 of the 384 points possible. The rest is extra credit.

Total points: $183 + 141 + 60 = 384 = (344+40)$.

5.6 Skill: (200) DCQuiz Exams

- 40p SN: Skill with Numbers quiz.
- 40p SS: Skill with Subnets quiz.
- 40p SV: Skill with VLSM quiz.
- 80p E2: OSI Memorization.

Total points: 200.

The SN exam will consist of 40 questions worth 1 point each. You will have three chances to take the exam, and your final score will be your highest score from your attempts. The last chance will be on the day of the final exam.

The SS exam will consist of 40 questions worth 1 point each. You will have three chances to take the

exam, and your final score will be your highest score from your attempts. The last chance will be on the day of the final exam.

Each SV exam will consist of one scenario broken into between 10 and 15 questions. To solve the scenario you must get the entire scenario correct. You will have three chances to take the exam. The last chance will be on the day of the final exam. If you get it totally right, you earn all 40 points. (We keep your highest score.)

The E2 exam consists of about 72 questions that can be found in Unit 2 of the Networking 101 text book. Questions vary in their difficulty and the points assigned, for a total of about 166 points. Your score will be scaled such that 100% correct is worth 80 points.

5.7 Skill: (200) DCNetlabs

- 20p N1: Change Router Hostname
- 20p N2: IP Address Modification
- 40p N3: Lost Password Recovery
- 30p N4: Router and One Switch
- 30p N5: Router and Two Switches
- 30p N6: Two Routers and RIPv2
- 30p N7: Two Routers and EIGRP

Total points: 200.

5.8 Points Summary

- Effort:
 - Daily Update: 32+5
 - Study Points: 224+56
 - DU/SP Subtotal: 256+61
 - Simulator: 344+40
 - Effort Total: 600+101
- Skill:
 - Skills Tests: 200
 - DC Netlabs: 200
 - Skill Total: 400
- Total: 1000+101

5.9 Extra Credit Presentation

Extra Credit Presentation. Worth 50 points. Propose a topic. Get it approved. Research it. Write up your research. Submit your write-up (PDF). Then do a 10-minute presentation in class where you teach us all about your research.

Sample topics: Wireshark, Spanning Tree, VLANs, the Latest Thinking on Passwords, Certificates, Torrents, Being anonymous, Firewalls, Wi-Fi Mesh, Packet Radio, IPv6, Ad hoc networking.

Must be ready for presentation by December 1, but I will schedule the actual date of presentation.

5.10 Extra Credit Errors

Report an error in the materials I provide. I always provide a syllabus and a course website. I may provide other materials, such as a textbook, a study guide, and sample tests. Each error reported can earn you extra credit.

6 Calendar

Here is what you can learn from the calendar: (a) when the exams are happening, and (b) what to study.

This calendar shows my plan for when things will happen. It will be updated as we go through the semester.

Each class starts with a quick daily update (five minutes) and an opening prayer. After that, we spend time looking at your comments and discussing them. Then we launch into the material I have prepared for the day. Hopefully the material is an in-class activity, but it might be a lecture. The calendar lists my plans as they currently stand, but I know I will have to make changes and improvements as we go along.

6.1 Day By Day

This calendar is intended to tell you what to study, and when to expect exams.

This class is only taught once a year, and each time I teach it, I am always trying something different.

Things will be adjusted as we go through the semester. I reflect my plans in the Daily Update calendar section. The “next few days” should always be a pretty good guide for what you should study.

Mon Sep 10 37 discuss grading, study time
Wed Sep 12 36 SN group practice in class

Fri Sep 14 35 SN individual practice
Mon Sep 17 34 SN exam for credit
Wed Sep 19 33 Discuss Lammle chapter 1
Fri Sep 21 32 CCNA Practice Test
Mon Sep 24 31 SS group practice in class
Wed Sep 26 30 SS individual practice
Fri Sep 28 29 SS exam for credit
Mon Oct 1 28 N1 Change Hostname demo
Wed Oct 3 27 Discuss Lammle chapter 2
Fri Oct 5 26 SV group practice in class
Mon Oct 8 25 N2 IP Address Modification
Wed Oct 10 24 SV individual practice
Fri Oct 12 23 SV exam for credit
Mon Oct 15 22 N3 Lost Password Recovery
Wed Oct 17 21 Discuss Lammle chapter 3
Fri Oct 19 20 E2 OSI exam for credit
Mon Oct 22 19 N4 Router and One Switch
Wed Oct 24 18 SN second attempt
Fri Oct 26 17 Discuss Lammle chapter 4
Mon Oct 29 16 CCNA Practice Test
Wed Oct 31 ISECON, No Class
Fri Nov 2 ISECON, No Class
Mon Nov 5 15 SS second attempt
Wed Nov 7 14
Fri Nov 9 13
Mon Nov 12 12 N5 Router and Two Switches
Wed Nov 14 11 Discuss Lammle chapter 5
Fri Nov 16 10 CCNA Practice Test
Mon Nov 19 9 N6 Two Routers and RIPv2
Wed Nov 21 8 SV second attempt
Fri Nov 23 Thanksgiving Holiday, No Class
Mon Nov 26 7 Discuss Lammle chapter 6
Wed Nov 28 6
Fri Nov 30 5
Mon Dec 3 4 N7 Two Routers and EIGRP
Wed Dec 5 3
Fri Dec 7 2 CCNA Practice Test
Mon Dec 10 1 review
Fri Dec 14 0 Final Exam (3h) 4:00–6:50 PM

6.2 Excused Absences

My policy on absences is to build enough slack into the schedule that you can miss a day whenever you need to. Take a friend to the airport? Take your spouse or child to the doctor? Take a field trip for another class? No problem.

Time away from class can be made up by other forms of studying. You do not need to be in class to collect those points.

Daily Update points assume that you will be on time for class about 3/4 of the time. If you are on time more than that, you get extra credit. If less, you can make up for it in some other way.

Every exam is given at least twice and I keep your highest score, so if you have to miss an exam, my advice is to study harder for when I offer it again. If you miss all the times I give a certain exam, you can make it up during the final exam time.

The scheduled final exam consists of an opportunity to retake **any** exam that was offered during the semester. If you are happy enough with your previous scores, **you can skip the final.**

Because the final is just a retake, if you want to take the final but you have to miss it, **normally** I just say no, or I require you to take an Incomplete in the class and make it up the next time I teach the class.

Rare: There is always an exception. It might be you. If you have a situation that does not fit inside these guidelines, come and see me as soon as you know about it. If we plan ahead, it reduces the difficulties.

7 Support: Tutoring, etc.

7.1 Tutoring

For the most part, there is no tutoring available for this class. It is a 400-level course that is taught once a year, and the students who could tutor have probably already graduated and are gone.

My advice? Form a study group.

You **may** be able to get some assistance from the lab guys that hang out in GCB 103, who work for Micah Ueyehara.

7.2 Study Groups

You are encouraged to form a study group. If you are smart, being in a study group will give you the opportunity to assist others. By assisting others you will be exposed to ideas and approaches (and errors) that you might never have considered on your own. You will benefit.

If you are struggling, being in a study group will give you the opportunity to ask questions from someone

that remembers what it is like to be totally new at this subject. They are more likely to understand your questions because they sat through the same classes you did, took the same tests as you did, and probably thought about the same questions that you did.

8 BYUH Learning Framework

I believe in the BYUH Framework for Learning. If we follow it, class will be better for everyone.

8.1 Prepare for IT 480

Prepare: Before class, study the course material and develop a solid understanding of it. Try to construct an understanding of the big picture and how each of the ideas and concepts relate to each other. Where appropriate use study groups to improve your and others' understanding of the material.

In IT 480: Make reading part of your study. There is more than we could cover in class because we all learn at different rates. Our in-class time is better spent doing activities and answering your questions than listening to me lecture.

8.2 Engage in IT 480

Engage: When attending class actively participate in discussions and ask questions. Test your ideas out with others and be open to their ideas and insights as well. As you leave class ask yourself, "Was class better because I was there today?"

In IT 480: to be added

8.3 Improve at IT 480

Improve: Reflect on learning experiences and allow them to shape you into a more complete person: be willing to change your position or perspective on a certain subject. Take new risks and seek further opportunities to learn.

In IT 480: After each exam, review your answers and those of other students. See how your answers could be improved. If you feel lost, read the readings again.

9 Standard Statements

All syllabi are encouraged or required to address certain topics. These are generally considered to be common sense, but we find that it is useful to mention them explicitly anyway.

9.1 Dress and Grooming Standards

The dress and grooming of both men and women should always be modest, neat and clean, consistent with the dignity adherent to representing The Church of Jesus Christ of Latter-day Saints and any of its institutions of higher learning. Modesty and cleanliness are important values that reflect personal dignity and integrity, through which students, staff, and faculty represent the principles and standards of the Church. Members of the BYUH community commit themselves to observe these standards, which reflect the direction given by the Board of Trustees and the Church publication, "For the Strength of Youth." The Dress and Grooming Standards are as follows:

Men. A clean and neat appearance should be maintained. Shorts must cover the knee. Hair should be clean and neat, avoiding extreme styles or colors, and trimmed above the collar leaving the ear uncovered. Sideburns should not extend below the earlobe. If worn, moustaches should be neatly trimmed and may not extend beyond or below the corners of mouth. Men are expected to be clean shaven and beards are not acceptable. (If you have an exception, notify the instructor.) Earrings and other body piercing are not acceptable. For safety, footwear must be worn in all public places.

Women. A modest, clean and neat appearance should be maintained. Clothing is inappropriate when it is sleeveless, strapless, backless, or revealing, has slits above the knee, or is form fitting. Dresses, skirts, and shorts must cover the knee. Hairstyles should be clean and neat, avoiding extremes in styles and color. Excessive ear piercing and all other body piercing are not appropriate. For safety, footwear must be worn in all public places.

9.2 Accommodating Special Needs

Brigham Young University–Hawai'i is committed to providing a working and learning atmosphere which

reasonably accommodates qualified persons with disabilities. If you have any disability that may impair your ability to complete this course successfully, you are invited to contact the Students With Special Needs Coordinator at 808-675-3518. Reasonable academic accommodations are made for all students who have qualified documented disabilities.

9.3 Plagiarism

<http://en.wikipedia.org/wiki/Plagiarism> has a wonderful article on plagiarism. Read it if you are not familiar with the term. Essentially, plagiarism is when you present the intellectual work of other people as though it were your own. This may happen by cut-and-paste from a website, or by group work on homework. In some cases, plagiarism may also create a violation of copyright law. If you borrow wording from someone else, identify the source.

Intentional plagiarism is a form of intellectual theft that violates widely recognized principles of academic integrity as well as the Honor Code. Such plagiarism may subject the student to appropriate disciplinary action administered through the university Honor Code Office, in addition to academic sanctions that may be applied by an instructor.

Inadvertent plagiarism, whereas not in violation of the Honor Code, is nevertheless a form of intellectual carelessness that is unacceptable in the academic community. Plagiarism of any kind is completely contrary to the established practices of higher education, where all members of the university are expected to acknowledge the original intellectual work of others that is included in one's own work.

In this course group work is permitted and encouraged but you are not allowed to turn in work that is beyond your understanding, whether you give proper attribution or not. Make sure you understand what you are submitting and why each line is there.

On exams you are required to work from personal memory, using only the resources that are normally present on your computer. This means the exams are closed book and closed notes. However, you are nearly always allowed (and encouraged!) to test your program by actually running it on the computer where you are sitting. Students caught cheating on the final exam may receive a grade of F

for the semester, no matter how many points they may have earned, and they will be reported to the Honor Code office.

Faculty are responsible to establish and communicate to students their expectations of behavior with respect to academic honesty and student conduct in the course. Observations and reports of academic dishonesty shall be investigated by the instructor, who will determine and take appropriate action, and report to the Honor Code Office the final disposition of any incident of academic dishonesty by completing an Academic Dishonesty Student Violation Report. If the incident of academic dishonesty involves the violation of a public law, e.g., breaking and entering into an office or stealing an examination, the act should also be reported to University Police. If an affected student disagrees with the determination or action and is unable to resolve the matter to the mutual satisfaction of the student and the instructor, the student may have the matter reviewed through the university's grievance process.

9.4 Sexual Harassment

BYUH's policy against sexual harassment complies with federal Title IX of the Education Amendments of 1972 to protect university students from student-to-student sexual harassment both in and out of the classroom setting. Any incidents of such student-to-student harassment should be reported to either the Director of Human Resources (808-675-3713) or the Honor Code Office (808-675-3531). Allegations of sexual harassment are taken seriously. Upon receiving a report of sexual harassment, the Director of Human Resources will take appropriate action to resolve and correct conditions resulting from individual perceptions or from inappropriate behavior.