

CEE262B: Structures in the Urban Environment**SYLLABUS Part I: Policies and Procedures**

This syllabus is:

- 1 – a **contract** between us that establishes the expectations, requirements, and policies
- 2 – a **promise** of the course, and how you can fulfill that promise (e.g. by completing assignments)
- 3 – a **reference** for logistical and administrative information
- 4 – a **map** of the curriculum

In addition to the learning objectives that I will go over with you in the first lecture, ***I want you to enjoy the process of learning, without*** undue stress/anxiety, and ***with*** a growth mindset. Everyone has the capacity to succeed in this course and I will prepare you as best as I can to do so. There are many students enrolled, therefore I must make clear the course policies and procedures for a fair and equitable experience for all. I must also be clear on expectations – hence the length of this document.

1. Teaching Team:

The teaching team consists of the instructor and 8 teaching assistants (TAs). Some of these TAs will assist the instructor with administrative duties. The best way to contact us is via email. We will respond as soon as we are able but please allow up to 24 hours. To help reduce the volume of emails received, ***please don't email us with a question until you have searched for an answer in this document.***

	<i>Name</i>	<i>Lab</i>	<i>email</i>
<i>Instructor:</i>	Maria Garlock	--	mgarlock@princeton.edu
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2. Common Questions:**Inexcusable Absences and Late Submissions:**

One of the most common questions that the teaching team receives is related to requests to miss lab (lab attendance is mandatory, see [Section 9](#)) and/or late submissions on assignments. While of course there are legitimate reasons to grant the request – such as illness – it is important to note circumstances when such a request does not constitute an exception to the policies and procedures.

During the semester, you may come upon deadlines for large projects (e.g., thesis, Jr. papers, studio project, a performance, etc.). You might also have many assignments due the same week for other classes. All of these, however, are invalid reasons for exceptions. We understand that this will be a challenging time for you, but if we make an exception for you (i.e., missing a lab or lab precept, or extension on assignment), we need to make it for everyone for fairness and equity. Given the class size, I hope that you can understand why we cannot make exceptions for such events. Please note that the grade penalty for submitting late assignments is small as discussed in [Section 6](#). If you have a reason that might constitute a valid excuse for missing lab or late submission of assignments, please write Prof Garlock.

<i>Other Common Questions/subjects</i>	<i>Response</i>
Need special accommodations	• See Section 3
Grading Breakdown	• See Section 4
Academic Integrity & Collaboration with Peers	• See Section 5
Extension on an Assignment	• See <i>Inexcusable Absences and Late Submissions</i> above
Exceptions for Missing Lab (or Lab Precept)	• See <i>Inexcusable Absences and Late Submissions</i> above
How to submit a problem set or lab report	• See Section 6
When to submit a problem set or lab report	• See Section 6
Need assistance with assignment	• See Section 7
When/where are office hours?	• See Section 8
Missing a lab (or lab precept) class	• See <i>Inexcusable Absences...</i> above & Section 9
Where do labs meet?	• EQuad, typically E110 or E311. It switches. See Part II : lab syllabus for the location or contact your TA.
May I attend a different lab other than that assigned by registrar?	• Not without permission. Must have a valid reason. See <i>Inexcusable Absences and Late Submissions</i> above
Missing a lecture(s)	• See Section 10
Rescheduling Midterm Exam	• See Section 11
Rescheduling Final Exam	• See Section 11
Exam Preparation Materials	• See Section 11
Where can I find the lecture syllabus?	• See Part II of the Syllabus
Where can I find the lab syllabus?	• See Part II of the Syllabus

3. Academic Accommodations through the Office of Disability Services:

Students must register with the Office of Disability Services (ODS) (ods@princeton.edu; 258-8840) for disability verification and determination of eligibility for reasonable academic accommodations. Requests for academic accommodations for this course need to be made at the beginning of the semester, or as soon as possible for newly approved students, and **at least two weeks in advance of any needed accommodations** in order to make arrangements to implement the accommodations. Please contact Professor Garlock to maintain confidentiality in addressing your needs. **No special accommodations will be given without authorization from ODS, or without advance notice.**

4. Grading Breakdown:

assessment	weight
Midterm Exam	25%
2nd (Final) Exam	35%
Lab Reports	20%
Lab Participation	5%
Problem Sets	15%

Grade mapping			
A+ = 98 - 100	B+ = 87 - 89	C+ = 77 - 79	D = 69 - 60
A = 93 - 97	B = 83 - 86	C = 73 - 76	F = 59 - 0
A- = 90 - 92	B- = 80 - 82	C- = 70 - 72	

5. Academic Integrity and Collaboration with Peers:

Intellectual honesty is vital to an academic community and for my fair evaluation of your work. All work submitted in this course must be your own, completed in accordance with the [University's academic regulations](#). You may not make use of ChatGPT or other AI composition software.

You may collaborate with other students on the lab reports and problem sets, but the answers you submit must represent your own understanding of the solutions. Direct copying is not permitted and will be treated as cheating. With each lab and problem set submission, **name the students with whom you collaborated**.

Note that it is not in your own interest to rely heavily on others in doing the problems. As with mathematical or analytical subjects, the material in this course can be understood only by working through the problems. If you do not do most of the problems yourself, your understanding of the course will suffer, and as a result so will your grade (as reflected in the exams).

If there is any question related to this subject, please contact Professor Garlock.

6. Assignments (Problem Sets and Labs):

How to Submit

- Submit all assignments as a pdf electronic file on the course Canvas portal
- Although the lab will be performed in a group, each individual submits their own lab report.

General Grading Process

- Problem sets will be graded for accuracy, however partial credit will be awarded for showing correct work/process. Therefore, to receive full (or partial) credit, your submission must:
 - (a) Show all work (i.e. no credit for a list of answers without calculations);
 - (b) Be neat/ legible;
 - (c) Use the correct units.
- You may check with your TA if you're unsure about how much detail is sufficient.
- We do not drop the lowest grade. Historically, assignment grades are high, so there is no need to drop the lowest one; instead, all assignment grades will count toward your assignment average.

When to Submit and Penalties for Late Submission

- Due dates for labs and problem sets are posted on the lab syllabus (see **Syllabus Part II**) and are due by **5pm Fridays**, for everyone. It is noted that those who have lab on Thursday will have 3 less days to complete a lab than someone who has lab on Mondays. But labs are typically due two weeks after the lab is complete, thus it is the difference between 15 days and 18 days to complete the lab, a relatively minimal difference.
- Absolutely no assignment will be accepted past 5pm Deans Date.
- 3% will be deducted for each day that assignment is late (weekends count as 2 days) BUT no assignment will be accepted more than one week past the due date without an approved exception (see [Section 6](#)).

Extension on an assignment (problem set or lab report):

- See [Section 2](#), *Inexcusable Absences and Late Submissions*. Contact Prof. Garlock if your situation is outside of the invalid reasons listed in Section 2.
- Note that it is only a small reduction in points for every day that the assignment is late (see above); thus, a couple days late in submitting an assignment will not significantly affect your grade and we only waive the reduction in extreme circumstances. Note, again, that we do not accept assignments more than one week late unless the request comes from your College Office (Asst.) Dean.

7. Assistance with Assignments:

There are many resources available to students to assist with the problem sets and lab reports such as an online gathering place (e.g Piazza), office hours (see [Section 8](#)), and emailing your TA (see [Section 1](#)).

More information on the online gathering place will be posted on Canvas. This place is an online platform that you can use to ask questions about specific content in the course (Problem Sets, lecture concepts, etc.) and to get rapid responses from the TAs. Additionally, you can use this platform to view questions from your classmates that have already been answered. TAs will be checking the platform to answer your questions as they come up, but you're also welcome to try and answer each other's questions on the platform.

8. Office Hours:

- Our office hours will be posted on Canvas (link on bottom of Home Page). Office hours are an opportunity for us to assist you with assignments and answer any other questions that you may have about the course and/or course content.
- Everyone participates in Office Hours at the same time, so it is not private. If you wish to have a private meeting with any of us, please write us an email or see us after lecture or lab so we can arrange it.

9. Lab Attendance and Participation grade:

- A “lab precept” is considered a “lab”. Attendance is mandatory in labs and lab precepts.
- ***Three unexcused lab absences (including lab precept) results in an automatic F in the course.***
- If you have an unexcused absence from a lab, you may obtain the lab data from your lab partners, but you will receive a 75% deduction in the lab report. Note that lab reports are 20% of the total grade (see [Section 4](#)). See [Section 2](#) for a partial list of *Inexcusable Absences*.
- If you believe that you have a valid reason to miss a lab please contact Prof. Garlock. In case of an excused absence, we will coordinate a time to make up the lab. Note that once all sections have completed the lab, it is dismantled to make space for a new lab. It is thus very important that you notify the teaching team right away when you know that you will miss a lab.
- You must attend the lab in which you are enrolled, you cannot attend another lab section without permission.
- Lab participation counts for 5% of the total grade (2% for timely attendance and 3% for active participation).

10. Lecture Attendance:

The slides will be posted before lecture so you can annotate. This is not a hybrid-teaching class, but the lectures will be recorded via zoom and posted on Canvas. Students have found re-watching the lectures helpful to clarify/expand their notes and for studying. Regardless, ***it is highly recommended that you attend lectures since most of the material covered in exams comes from the lectures.*** There will often be some interactive activities and demonstrations during lectures that enhance your learning of the subject. ***Note that there has been strong correlation in this course between grades and lecture attendance.***

11. Exams:

Midterm exam: There will be a midterm exam during midterm week; it is already scheduled in the syllabus (See Part II). Acceptable rescheduling requests include illness (with note from the Dean), three or more exams on same day, or back-to-back exams. The university does not have a policy for rescheduling midterm exams if multiple exams are scheduled on one day. However, if you have three or more exams on one day, or back-to-back exams, and the other instructors cannot accommodate a rescheduling, please contact Prof Garlock. In the case of back-to-back, the exam will be given on the same day but at a different hour (time determined by the teaching team).

Final exam: The final exam is non-cumulative and will be held during final exam period (scheduled by the Registrar). Final exam (re)scheduling and rules can be found [here](#). Rescheduling is only permitted with Registrar approval.

Exam Preparation/Assistance/Grading:

- A significant amount of assistance is provided prior to exams such as study resources and a review session. Further, previous years’ exams will be given to students to illustrate expectations and to assist with studying.
- There will be no make-up exams or extra credit assignments given to boost the grades.
- If the class average is too low (e.g. 70s), a curve will be given to increase the grades for all. If the class average is acceptable, or higher than expected, grades stay as is (i.e. we will not curve down).
- The exams will be closed book/closed note, but you’ll be allowed to use a calculator and you’ll be provided with any relevant equations that you’ll need.
- The teaching team will work collectively to grade each exam consistently (e.g. ideally the same person grades one specific question for all students).

12. Student Well-being & Resources:

I want to contribute to a campus community that supports the well-being of all students in learning spaces such as this class. I welcome your feedback on how I can create a class environment that nurtures your engagement and confidence, promotes a growth mindset, and encourages the *joy* of learning.

There are many well-being resources at the University as listed on the [TigerWell](#) and [TigerLife](#) websites. In addition, some information about direct services for urgent needs and support is given on the Canvas Well-Being Page (accessible at the bottom of the Home Page). Please consider reaching out if you need assistance.

SYLLABUS Part II: Lecture, Lab, and Assignment Syllabus

[See other document](#)