

Attendance	
14 weeks × 2 hour lectures	28
Independent work	
Preparatory work – e.g., set reading, checking LMS announcements, preparation for lectures. 15 weeks × 4 hours a week	60
Group project	36
Homework 6 hours	9
Assessment	
Exams	2
TOTAL	135

- Class policies
- Topics to be discussed in each class will be posted on Moodle, along with relevant readings for each topic. You are expected to keep up with the readings as we go, as they will help provide the foundation for the homework, quizzes, and exam. Impromptu quizzes will be based on these assigned readings.
 - All students are expected to actively participate in class and Moodle activities. Poor participation and/or poor performance in assigned course work can be grounds for failure in the course.
 - University rule of 80% attendance will be strictly enforced.
 - Discussing and exchanging ideas through study groups are encouraged, as this usually leads to a better depth of understanding. As part of the discussions, you may share ideas and thoughts, discuss the meaning of homework questions, or possible ways of approaching a solution. However, you must write homework solutions strictly. If one of your solutions is based on a key idea of someone else, you must acknowledge this in your homework, to avoid the perception of cheating. This form of collaboration is not an opportunity to copy answers from others.
 - Group assignments are given to encourage teamwork and discussion/toleration of alternative ideas/views; hence, they need to be done as a group. A penalty will be enforced for doing group assignments individually.
 - Plagiarism, copying another person's work, letting another person copy your work, giving or receiving aid during any test or examination is all strictly not allowed. Any student caught in any of these will receive a failing grade regardless of marks earned on other assessed work.
 - Proper netiquette should be observed in using the Moodle.
 - Each assigned work will have either a deadline for submission or a specific date for performance. For each day delayed beyond a deadline, 10% of marks will be deducted. Not performing (e.g., not doing a presentation) on an assigned date will result in 0 marks unless there is a valid reason and another student/group is arranged as a replacement. Details of submission will be given with each assignment. All assignments must be submitted via the Moodle.
 - The dictionary meaning of deadline is “the latest time or date by which something should be completed”. Thus, as you may already experience during internship, deadlines are supposed to be met.
 - All quizzes and final exam are closed book and closed note exams. The final exam will be comprehensive, covering material from the entire course including in class and Moodle discussions.
 - You may not use cell phones, mp3 players, etc., during the class. All laptops, smart phones, and tablets must be closed, unless you use it to take notes or search for additional contents relevant to the ongoing class discussion. The reason is to prevent distractions to other students, and to prevent the temptation to check email, Facebook, etc.

