

Course conduct and etiquettes

1. Course website for all course related information including lecture notes and recordings:
<https://www.amriksen.com/computational-linear-algebra>
2. Read the course brochure and understand the expectations mentioned in the course syllabus.
3. Attendance is part of your grade, it is the responsibility of every student to register their attendance on the sheet circulated by the TAs **during the class time only**. Registering proxy attendance will be taken up as serious violation of classroom integrity and may be escalated by the instructor to higher authority.
4. Doors of the lecture halls will close **five minutes** past the start time of the lecture. Students may be allowed after that **only on the discretion of the instructor**; however, **such students will not be allowed to register their attendance for that class**. Casual loitering around or leaving the hall during a lecture is severely discouraged and must be avoided.
5. The attendance policy is set by the academic office, no further relaxation will be allowed for casual leaves and absences. There is already a 20% concession provided to all students as part of their leave bank for the course and no points will be deducted if a student chooses to avail this. Please refer to the evaluation rubric for attendance in the course brochure to fully know the precise cut-offs.
6. Students are expected to follow proper email etiquettes while communicating with the instructor and the TAs. We encourage each one of you to discuss your course related questions with us **in-person** during office hours or otherwise. Emails must not be the first mode of communication on any topic and must be used judiciously because this may invoke a significant delay in our response because of the size of the class and the magnitude of emails we have to deal with on a regular basis. Email communication may be used during any emergency or during unavoidable circumstances.
7. Classroom etiquettes require each one of you to be respectful of the presence of other students. You are required to attend the designated examinations and assessments as assigned and mentioned in the course website/brochure and enable a cordial professional atmosphere for us to properly conduct these assessments (including interviews) on time without disruption.
8. Residual/make-up week is designated on the course brochure. Students may choose to opt for this assessment in order to either (i) re-take **ONE** of their course assessments (except the mid-term exam and the end-term exam), in which case the best of the two will be considered, OR (ii) make-up for a missed assessment (except the mid-term exam and the end-term exam). No medical/supporting document is necessary to avail this assessment during the residual week.