

Hybrid Grading Policy

Grade Point Values

3 required meetings need to be full filled before a grade will be issue.

Assignments	6 points each x 9	54%
Quizzes	16 points	16% Combine total of your quizzes’ points
Midterm+Final Project	20 points	30%

Grade Point Conversion to BAC Letter Grades

100-94 points	A
93-88 points	A-
87-83 points	B+
82-79 points	B
78-75 points	B-
74-71 points	C+
70-64 points	C
63-60 points	C-
59-50 points	D
49-0 points	RETAKE/FAIL

Penalties for Late Work

Late Assignment	Late assignment will NOT be accepted, and it will count as ZERO automatically. Even late you still have to complete your assignment. 20 points penalty will apply to the last day submission.
Failure to Submit a Final Project on the schedule day	FAIL
Failure to Submit a Final Project	FAIL
All online components have to be completed on time, if NOT	FAIL
Fail to submit any of your Assignments	FAIL

YOU ARE NOT REQUIRED TO BE PRESENTED IN A CLASSROOM, BUT YOU STILL HAVE TO COMPLETE ALL REQUIRED COMPONENTS IN A TIMELY MANNER IN ORDER TO RECEIVE A GRADE.

- 1. All online components need to be completed.
- 2. All assignments have to be completed.
- 3. Final project has to be completed in order to receive a grade.

QUIZ:

In order to encourage you to thoroughly read the online course content. Your first four attempts will be recorded, but diminish 25% after each attempt.

Q: I read the grading policy, and underneath the Quiz section, you said the fourth attempt will be recorded. So does that mean that I will need to attempt the quiz 4 times? I already took one of the quiz four times and got 100 on all. I was just confused about the attempts needed and you said "minus every attempt you try before the fourth attempts."

A: No! You will have 4 attempts to PASS the quiz, and your quiz score will be recorded- diminish every attempt you try (like 25% less of the total score). After fourth attempt, your score will NOT be recorded. You will receive ZERO score after the fourth attempt. This system is encouraged you to NOT guess the quiz, but rather than thoroughly read through your materials. You should always try your best and pass the quiz in the first time to obtain the highest score. You will get about 10% of overall grade from your quizzes.

Example:
First Attempt: 80 (you PASS, and your 80 will be recorded 100%)
Second Attempt: 100 (you PASS, and 75 will be recorded)
Third Attempt:90 (you PASS, and 45 will be recorded)
Fourth Attempt:100 (you PASS, and 25 will be recorded)
Fifth Attempt:90 (you PASS, and 0 will be recorded)

ACCOUNT WILL BE SUSPENDED, IF IDLE MORE THAN 15 DAYS IN REGULAR SEMESTER, 10 DAYS IN SUMMER, AND 5 DAYS IN WINTER. THIS SUSPENSION IS A SYSTEM SUSPENSION TO PROTECT USER ACCOUNT, AND SUSPENSION REQUIRES APPROVAL TO BE UNSUSPENDED!!!

You need to go online every week to do class or (every day for winter session) assignments, online reading and quizzes. This course is NOT designed for you to complete in few days. The LMS system will lock your user account, if you have idle more than 15 days in regular semester, 10 days in summer, and 5 days in winter. You won’t allow to get back to your course work without approval, if you are idle for too many days.

REQUIRED ACCESS TO SOFTWARE & HARDWARE: You will need access to a Windows PC with a current version of software to complete the course requirements. You must have, before taking this course, a good understanding of how to use Microsoft Windows computers and basic Windows software such as internet browsers, email clients, and image viewers. You must have access to the Internet to complete this course, as well. If you are not comfortable with typical Windows hardware and software or Internet usage, you should take a remedial course in basic PC use before undertaking this one.

It is entirely students' responsibility to schedule sufficient time with hardware and software tools to complete the assigned work. Since you are taking this course online, and you are responsible of your own equipment, no due-date extensions or special considerations will be made for claims that hardware or software was unavailable.

Students are responsible for making back-up copies of their work on cloud and keeping track of them. Work that is not submitted on time because of hard drive or flash drive failure or any mechanical failure will be penalized as late.IT IS REQUIRED FOR YOU TO ACQUIRE A GMAIL ACCOUNT. YOU NEED TO SUBMIT YOUR ASSIGNMENTS AND FINAL PROJECT SHARE THEM WITH ME AND MY TA. My class’ Gmail account is: ssaonlinecourse@gmail.com., and CCNY email mtchang@ccny.cuny.edu.

HOMEWORK REQUIREMENTS, INCOMPLETE WORK, & EXTRA CREDIT: To be considered complete, a homework assignment must demonstrate understanding of the Object Types, Tools, and Concepts listed on each assignment's webpage. On each homework page there is a category labeled Deliverables. All items specified as Deliverables must be submitted; points will be deducted for incomplete submissions. For this reason, any student with homework difficulties should contact the instructor for help as soon as possible, and make certain ahead of time that they understand submission requirements. Requests for extra credit or make-up assignments will be dealt with on a case-by-case basis.

SOFTWARE RESTRICTIONS FOR CLASS ASSIGNMENTS & PROJECTS: An example with the exception of minor entourage or CAD plans in architectural projects, digital models that are made using other applications may not be imported into Rhino models that are part of class assignments or projects. Assignments or projects that demonstrate evidence of having been substantially completed with other digital 3D modeling programs will receive a failing grade. Please consult with your instructor before submitting models that include components generated in other software, if you have any doubts as to whether or not they will be acceptable. However, students are permitted to use image or video editing programs (Photoshop, After Effects, or the like) in assembling and enhancing renderings or animations produced from Revit models. Use of plugins is also acceptable for assignments and projects, but the installation and use of plugins will not be explicitly covered in this class.

To avoid a late penalty (zero credit, if submit late), completed assignments MUST be submitted on Google Drive as soon as possible; late assignment will be graded ZERO. Late Final Project will not be accepted!

FINAL PROJECT AND MIDTERM PROJECT ASSESSMENT

Clear Purpose for Project	0-6 points
Appropriate Level of Detail	0-6 points
Clear Indication of Important Design Issues or Uses	0-6 points
Clarity of Illustrations and Sequencing of Presentation	0-6 points
Elegance and Grace	0-6 points

The complexity of the chosen final project or final assignment will be taken into account in its grading, but students should be aware that a completed project is required and should gage their efforts accordingly. Students must submit a written proposal for their final project by the DEADLINE. No final project will be accepted after the deadline barring medical emergencies.