SYLLABUS
CS 1313 010 — Programming for Non-majors in C — Spring 2024
Course website: `http://cs1313.oucreate.com/`

LECTURES: Monday/Wednesday/Friday 9:30-10:20am Central Time, Felgar Hall (FH) 300 [1]

FINAL EXAM: Monday May 6 8:00-10:00am Central Time, Felgar Hall (FH) 300

INSTRUCTOR: Dr. Henry Neeman (`hneeman@ou.edu`, 405-325-5386, Engineering Lab 212[2])

HELP SESSIONS WITH INSTRUCTOR: Mondays, 12:00noon-3:00pm CT, via Zoom, starting Mon Jan 22

ZOOM OR IN-PERSON ONE-ON-ONE VISITS (off schedule):

BY APPOINTMENT ONLY, MADE AT LEAST 24 HOURS IN ADVANCE

CONTACTING INSTRUCTOR & TAs: Please contact Dr. Neeman and **ALL** the TAs by **email** unless it's an emergency; when contacting one, unless it's a personal matter, please contact **ALL** (instructor and all TAs/graders). Please **DON'T** call the main offices of the School of Computer Science, nor the Gallogly College of Engineering, nor OU Information Technology **UNDER ANY CIRCUMSTANCES.**

TEACHING ASSISTANTS/GRADERS:
Mohammad   Basiri   (`ma.basiri@ou.edu`)
Brady   Carden   (`brady.a.carden-1@ou.edu`)
Sanjay   Dodda   (`sanjay.reddy.dodda-1@ou.edu`)

LAB SECTIONS: (held Fridays in Carson Engineering Center 205+206, starting Fri Jan 19) [3]

Section 011:	Fridays	Carson 205+206	12:00noon	–	12:50pm CT	Mohammad Basiri
Section 012:	Fridays	Carson 205+206	1:00pm	–	1:50pm CT	Mohammad Basiri
Section 013:	Fridays	Carson 205+206	2:00pm	–	2:50pm CT	Mohammad Basiri
Section 014:	Fridays	Carson 205+206	3:00pm	–	3:50pm CT	Mohammad Basiri

TA HELP SESSIONS

Tuesdays	9:30am CT	–	11:00am CT	via Zoom	starting Tue Jan 23	Mohammad Basiri
Tuesdays	1:30pm CT	–	3:00pm CT	via Zoom	starting Tue Jan 23	Brady Carden
Wednesdays	8:00am CT	–	9:15am CT	via Zoom	**on Programming Project due dates only**	

CS 1313 CONTACT OPPORTUNITIES					
	MON	**TUE**	**WED**	**THU**	**FRI**
8:00 am			Help		
8:30 am			Session		
9:00 am			PP due only		
9:30 am	Lecture	Help	Lecture		Lecture
10:00 am	FH 300	Session	FH 300		FH 300
10:30 am		Zoom			
11:00 am					
11:30 am					
12:00 noon	Help				Lab 011
12:30 pm	Session				CEC 205+206
1:00 pm	Henry				Lab 012
1:30 pm	Neeman	Help			CEC 205+206
2:00 pm	via Zoom	Session			Lab 013
2:30 pm	noon-3:00pm CT	Zoom			CEC 205+206
3:00 pm					Lab 014
3:30 pm					CEC 205+206
4:00 pm					
4:30 pm					

NOTE: CS1313 provides over 11 hours of scheduled time (lectures, lab sessions, help sessions) per week, except when otherwise announced.

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[1]Felgar Hall is on the NE corner of Asp Ave & Felgar St, the brick building with the little pyramid near the front stairs.

[2]Engineering Lab is on the southeast corner of Asp Ave & Felgar St, a block south of Carson Engineering Center.

[3]Carson Engineering Center is on Boyd between Jenkins & Asp, the red brick and off-white concrete building.

Ambitious, Tentative List of Topics (not all topics necessarily covered, not necessarily in this order)

- Computer Organization
  - Hardware
  - Software
- C Introduction
- Introduction to Data & Expressions
  - Variables & Constants
  - Standard Input/Output
  - Numeric Data Types (`int` & `float`)
  - Arithmetic Expressions (`int` & `float`)
  - Symbolic Logic & Boolean Values
  - Boolean Data Type & Expressions
- Branching (`if`)
- Loops (`while` & `for`)
- Arrays
- Procedures (Functions)
  - C Standard Library Functions
  - User-Defined Functions
- Bit Representation of Integer Values
- Characters & Strings
- Pointers
- User-Defined Data Types (`struct`)
- File Input/Output
- Searching & Sorting

Prerequisite: MATH 1523 (Precalculus and Trigonometry) or equivalent, either before or concurrent with CS 1313
Note: CS 1313 is **NOT** for students majoring or minoring in CS or enrolled in CS option/emphasis programs.

To Be Purchased

- **Textbook (OPTIONAL — no readings or exercises from the book will be used):**
  C: How to Program, 8th ed., Deitel & Deitel, Prentice Hall, 2015 (7th ed. is also fine)
  Available at the University Bookstore
- **TuringsCraft CodeLab (MANDATORY):** http://www.turingscraft.com/
  Cost: $25 per student for the entire semester; the first 10 exercises are free.

Required Work (and percent of overall grade)

- 5-10 Programming Projects (45%) (due every 1 to 4 weeks on Wednesdays — PP#1 due Wed Jan 31 10:20am)
- Short Programming Assignments (10%) — CodeLab
  — Due every Friday starting Fri Feb 2 **UNLESS OTHERWISE ANNOUNCED**.
  — Each assignment has **MULTIPLE** numbered CodeLab exercises (**SORT BY DEADLINE**).
- Weekly Lecture/Lab Attendance (10%), starting Wed Jan 17
- Weekly Quizzes (10%): every Monday, 9:30-9:45am CT in FH 300, starting Mon Jan 22, except as announced
  (open book, open notes but not open neighbor **UNLESS OTHERWISE ANNOUNCED**). Quiz questions will
  be taken verbatim (**WORD-FOR-WORD**) from the homework assigned the previous week,
  UNLESS OTHERWISE ANNOUNCED.
- 2 In-Class Exams (15% for both): Wed Feb 21 & Wed Apr 3, 9:30-10:20am CT, FH 300
  (open book, open notes but not open neighbor **UNLESS OTHERWISE ANNOUNCED**)
- Comprehensive Final Exam (10%): Mon May 6 8:00-10:00am CT, FH 300
  (open book, open notes but not open neighbor **UNLESS OTHERWISE ANNOUNCED**)

Recommended Work:

- Homeworks will be assigned every week, starting Wed Jan 17, **UNLESS OTHERWISE ANNOUNCED**.
  Quiz questions will be taken **WORD-FOR-WORD** from homeworks, which **WON'T** be collected or graded.

Web-based Short Programming Assignments (CodeLab)

Instructions on how to register for and use CodeLab are posted on the CS1313 website. **EACH SHORT PRO-GRAMMING ASSIGNMENT WILL CONSIST OF MULTIPLE NUMBERED CODELAB EXERCISES.**

- Each numbered CodeLab exercise that is **COMPLETE, CORRECT AND <u>ON TIME</u>** will receive **FULL CREDIT;**
- each numbered CodeLab exercise that is **COMPLETE AND CORRECT BUT <u>LATE</u>** will receive **HALF CREDIT;**
- each numbered CodeLab exercise that is incomplete and/or is incorrect will receive **NO CREDIT.**

Lecture/Lab Attendance

- Each week, for lecture/lab attendance credit, you'll need to earn 1 lecture/lab attendance point for that week.
- Each week, you may use any lecture, or the lab you are enrolled in, for your lecture/lab attendance point described below.
- Each week, you can get a maximum of 1 lecture/lab attendance point for that week.
- You can miss up to 3 weeks' worth of lecture/lab attendance points without penalty on your overall grade for the semester.
- There will be **NO BONUS** for attending more than the required number of lectures/labs, so if you attend more than required, the most you can get is 100% credit for lecture/lab attendance.
- Each week, you'll get 1 lecture/lab attendance point for being logged in to Zoom **<u>BOTH</u>**
  (a) during the first 5 minutes of any lecture, or the lab session you are enrolled in, and then again
  (b) during the final 5 minutes of the **<u>SAME</u>** lecture or lab session. (You can stay logged in to Zoom the whole time, or log in during the first 5 minutes, log out, and then log in again during the final 5 minutes.)
- Every time you log in to Zoom via voice phone call, instead of the app or on a web browser, you **<u>MUST</u>** email all of us (instructor and all TAs/graders) the phone number you called in from, so we can give you credit.
- <u>Lectures</u>
  - To get credit for lecture attendance during a quiz, you **<u>MUST</u>** be logged in to Zoom during the first 5 minutes of that quiz/lecture (and of course during the final 5 minutes of that lecture). That is, participation in the quiz in and of itself **<u>DOESN'T</u>** guarantee credit for that lecture.

- <u>Lab Sessions</u>
  - At the **BEGINNING** of each lab session, during the first 5 minutes, you **<u>MUST</u>** be logged in to Zoom to record your attendance.
  - The lab instructor might then spend up to half of the session discussing an important topic, possibly including how to design a newly-assigned programming project.
  - After that, you will spend the remainder of the lab session working on CS1313 assignments (programming projects, short programming assignments, and/or homeworks).
  - At the **END** of the lab session, during the final 5 minutes, you **<u>MUST</u>** be logged in to Zoom **<u>AGAIN</u>** to record your attendance.
  - You will receive credit only for attending either a lecture or your **officially enrolled** lab session.
  - There will be no lectures, labs or help sessions held during official campus holidays (see below for listing).
  - If for some reason a lab session has to be cancelled, then other lab sessions during the same week will be optional. Attendance at optional lab sessions **<u>WON'T</u>** count toward your lecture/lab attendance score that week, even if some of that week's lab sessions have already been held before it's announced.

<u>Web Postings:</u> All printable course materials, including lecture slides, homework assignments and programming project specifications, will be posted on the course website. **<u>YOU</u> are responsible for downloading and printing these materials.** You should check the course website **<u>AT LEAST</u>** twice a week, but daily is even better.

<u>Email:</u> Often, we need to alert the class to an important issue or problem. You should check your email **<u>AT LEAST</u>** twice a week, but daily is even better. Course emails are sent to your official OU email address; **<u>YOU</u>** are responsible for making sure that course emails are getting to you. **<u>DON'T</u> delete CS1313 emails, <u>EVER.</u>**

Grading

- A: $G \geq 90\%$; B: $80\% \leq G < 90\%$; C: $70\% \leq G < 80\%$; D: $60\% \leq G < 70\%$; F: $G < 60\%$
- We reserve the right to curve the grades as we see fit, but the curve won't be harsher than this.
- Your overall (non-curved) grade for the course will be calculated this way:

$$G = W_Q \frac{Q_1 + Q_2 + \cdots + Q_{N_Q}}{Q_1^{max} + Q_2^{max} + \cdots + Q_{N_Q}^{max}} + W_P \frac{P_1 + P_2 + \cdots + P_{N_P}}{P_1^{max} + P_2^{max} + \cdots + P_{N_P}^{max}} +$$
$$W_C \frac{C_1 + C_2 + \cdots + C_{N_C}}{C_1^{max} + C_2^{max} + \cdots + C_{N_C}^{max}} + W_E \frac{E_1 + E_2 + \cdots + E_{N_E}}{E_1^{max} + E_2^{max} + \cdots + E_{N_E}^{max}} +$$
$$W_L\, L + W_F \frac{F}{F^{max}}$$

where

- G is your overall (non-curved) grade for the course, expressed as a percentage;
- Q refers to quizzes, P refers to programming projects, C refers to CodeLabs, E refers to in-class exams, F refers to the final exam, L refers to lecture/lab attendance (calculation of L shown below).
- W_A is the percentage weight of assignment type A (that is, $W_Q = 10$, $W_P = 45$, $W_C = 10$, $W_E = 15$, $W_F = 10$ and $W_L = 10$);
- A_j is your score on the jth assignment of type A;
- $A_j^{\max}$ is the maximum possible score on the jth assignment of type A (excluding bonus points, if any);
- N_A is the number of assignments of type A;
- Your total lecture/lab attendance grade L will be calculated as:
$$L = \text{MIN} \left(\frac{L_1 + L_2 + \cdots + L_{N_L}}{N_L - 3} , 1 \right)$$
  where
  * N_L is the number of weeks during which lecture/lab attendance credit is available
  * L_j is your score for the jth week
  * $\text{MIN}(x, y)$ is defined as the lesser of x or y

Course Policies

- **Lateness penalties for programming projects**
  - No lateness deduction: if turned in no later than 10:20am CT on the due date (or at any earlier time)
  - 20% deducted for every lecture session late (after 10:20am CT)
  - Example: If a particular programming project is due by Wed Jan 31 10:20am CT, then ...
    * If you turn it in by 10:20am CT Wed Jan 31 10:20am CT, then there is no lateness penalty.
    * If you turn it in Wed Jan 31 10:21am CT through Fri Feb 2 10:20am CT, then you will lose 20% of its value right off the top (before other deductions are assessed by the graders).
    * If you turn it in Fri Feb 2 10:21am CT through Mon Feb 5 10:20am CT, then you will lose 40% of its value right off the top (before other deductions are assessed by the graders).
    * If you turn it in Mon Feb 5 10:21am CT through Wed Feb 7 10:20am CT, then you will lose 60% of its value right off the top (before other deductions are assessed by the graders).
    * If you turn it in Wed Feb 7 10:21am CT through Fri Feb 9 10:20am CT, then you will lose 80% of its value right off the top (before other deductions are assessed by the graders).
    * If you turn it in Fri Feb 9 10:21am CT or later, then you will get a score of zero.
  - Lab sessions and help sessions **DON'T** count as lecture sessions for the purpose of determining lateness, but In-Class Exams do (because they're held in lecture).
  - If you submit an assignment early, then you may submit a new **COMPLETE** version of it up through the due date without penalty. The last version submitted by the due date will be graded; earlier versions will be discarded.
- **End of Semester Submission Deadline**: No assignment submissions will be accepted after Fri May 3 5:00pm CT except by arrangement made in writing with the instructor by no later than Wed May 1 5:00pm CT.

- **You MUST Take the Final Exam, Even If You Have Enough Points**
  If you're doing really well in CS1313, then do you have to take the final exam, even if you'd have gotten an A in the course without the final exam?
  Answer: **YES**, you **MUST** take the final exam, even if it won't change your grade.
  If you choose not to take the final exam, **YOU RISK GETTING AN F IN THE COURSE, NO MATTER WHAT YOU WOULD OTHERWISE HAVE EARNED.**
  Here's what the OU Faculty Handbook says:
  "... When a final examination is given, the student must take the examination. ... A student absent from a scheduled final examination [for unavoidable legitimate reasons] ... shall be given a grade of Incomplete (I) if that student's work in that course has been satisfactory until the time of absence. ... In all other cases of absence from the scheduled final examination, a student may be given a grade of Failure (F)."
  `https://apps.hr.ou.edu/FacultyHandbook/#4.7`

- **DON'T DELETE ANY of your CS1313 files or emails, EVER!!!**

- **Helping each other**
  We encourage you to discuss homeworks, short programming assignments and programming projects with each other, to help each other with debugging, and to study for exams together. However, it is **NOT ACCEPTABLE** to develop programs together, nor to copy each other's work, in whole or in part, on **ANY ASSIGNMENT.** Writing programs, like writing prose, is highly idiosyncratic; it is virtually impossible for two people working independently to produce code that is more than superficially similar, on any but the most trivial assignments. So, we can generally spot shared code with little difficulty. We reserve the right to use automatic cheating detection software. Cheating can result in, and has resulted in, **severe penalties,** up to and including **EXPULSION** from the University (see below), so **DON'T EVEN THINK ABOUT IT!**

- **Help from us**
  If you have questions or you're having trouble with the material, we urge you to ask questions during lectures and labs, to talk to us during help sessions, to send us email, or to make an appointment (at least 24 hours in advance) to meet (via Zoom) at other times.

- **Using Outside Sources**
  If, in completing an assignment, you use **ANY** sources (for example, books, online resources, classmates, friends, relatives, other professors) other than the exceptions that follow, then you **MUST** clearly reference them in the assignment. **Exceptions:** the course instructor and TAs/graders, the course textbook, and the course resources available directly from the course website (that is, materials other than links to other sites). Please be aware that referencing an inappropriate source **ISN'T** a defense against accusations of academic misconduct (see below).
  NOTE: Except where and as explicitly permitted in writing (for example, in a Programming Project specification, in a Homework, etc), you are **ABSOLUTELY FORBIDDEN** to **COPY EVEN A SINGLE CHARACTER** from, and/or to have **ANY** shared code with, **ANY** other entity, whether a human being (regardless of whether they're in CS1313 or not), a text resource, a computing resource or anything else, whether in person, on a local computer, online or anywhere else. It's **INCREDIBLY EASY** for the instructor and TAs/graders to spot shared code.

- **Working on programming projects**
  DON'T wait until the last minute to start your programming projects. Developing software takes **a lot** of time, and might depend on the availability and reliability of systems that you have no control over. If the computers are down the night before a due date, **DON'T** count on that buying you extra debugging time – it certainly wouldn't in the real world.

- **Studying for exams**
  DON'T wait until the last minute to start studying for exams. The best way to ensure success is to keep up with the course material, and to ask questions. Students who actively participate in lectures and attend lab sessions and help sessions typically learn and retain the material much better.

- **Registration in CS1313:** Fri Jan 26 is the last day to add CS1313 without permission of the instructor.
- **Withdrawal from CS1313**
    - Through Mon Jan 29: No record of grade on dropped courses
    - Tue Jan 30 – Fri Apr 12: Automatic grade of W for dropped course for undergraduate students petition to the College Dean to drop the course for undergraduate students
    - In accordance with OU policy: Starting Mon Apr 15, undergraduates will receive a withdrawal grade of W only with an overall passing grade (at least a D) on assignments graded to date; if the overall score on assignments graded to date is an F, then the withdrawal grade will be F.
- **Will this be on the exam?** Yes. Everything covered in lectures, readings, labs, homeworks, programming projects and short programming assignments (CodeLab) is fair game unless specifically stated otherwise.

Campus/Course Holidays (no lectures, no lab sessions, no help sessions)
- Mon Jan 15: Martin Luther King Jr. Day
- Mon March 18 – Fri March 22: Spring Vacation

HOW TO DO WELL IN CS1313

- **The BEST way to improve your understanding in CS1313**
  You'll notice, as the semester progresses, that the course lecture notes (available for downloading from the course website) contain many short example programs. Type them in, compile them and run them, and you'll understand the course material **much** better. This approach is especially valuable because **SEVERAL PROGRAMMING PROJECTS ARE LONGER, MORE COMPLICATED VERSIONS OF EXAMPLE PROGRAMS IN THE LECTURE NOTES.**
- When you come to lecture, lab or help sessions, and when you work on course assignments on your own, **ALWAYS ALWAYS ALWAYS** bring **ALL** CS1313 materials with you — current and previous assignment descriptions, lecture notes, syllabus, graded assignments, etc.
- When working on a CS1313 assignment, whether a homework, a programming project, a short programming assignment (CodeLab) or an exam, **ALWAYS ALWAYS ALWAYS** read **EVERY SINGLE WORD** of the assignment description. **EVERY WORD THAT DR. NEEMAN WRITES DOWN IS PURE GOLD.**
- When in doubt, **LOOK IT UP, DON'T MAKE IT UP.**

UNIVERSITY POLICIES

NOTE: Sections in *italics* are quoted from various memos from the Provost and other University sources.

Academic Misconduct

All cases of academic misconduct will be reported to the Dean of the appropriate College for adjudication. For clarification of OU's policies on academic misconduct, see

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`https://www.ou.edu/integrity/students`

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It is **YOUR** responsibility to be familiar with these policies and to comply with them. Ignorance of these policies is **NOT** an excuse for violating them.

Cheating is strictly prohibited at the University of Oklahoma, because it devalues the degree you are working hard to get. As a member of the OU community, it is your responsibility to protect your educational investment by knowing and following the rules.

To be successful in this class, all work on all assignments, including programming projects, short programming assignments, quizzes and exams, must be yours and yours alone. You may not receive outside help in composing your programming solutions and/or quiz/exam responses. On quizzes and exams, you will never be permitted to use any study aid that isn't explicitly approved for that quiz or exam. (For example, you **ARE** allowed to use materials such as lecture slides, your own graded assignments, etc., unless explicitly stated otherwise.)

Should you see someone else engaging in this behavior, I encourage you to report it to myself, or directly to the Office of Academic Integrity Programs. That student is devaluing not only their degree, but yours, too. Be aware that it is my professional obligation to report academic misconduct, which I will not hesitate to do. Sanctions for academic misconduct can include expulsion from the University and/or an F in this course, so don't cheat – it's simply not worth it.

NOTE: As stated on OU's academic integrity webpage referenced above:

When a student's work is identical or very similar to someone else's at points where individual variations in expression would be expected, it is reasonable for the professor to conclude that academic misconduct has occurred.

(Note that these **AREN'T** the only circumstances under which "it is reasonable for the professor to conclude that academic misconduct has occurred.")

Religious Observance

It is the policy of the University to excuse the absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays.

– OU Norman Campus Faculty Handbook, 2017
`https://apps.hr.ou.edu/FacultyHandbook/`

Final Exam Preparation Period

Pre-finals week will be defined as the seven calendar days before the first day of finals. Faculty may cover new course material throughout this week. For specific provisions of the policy please refer to OU's Final Exam Preparation Period policy:

`https://apps.hr.ou.edu/FacultyHandbook#4.10`

Reasonable Accomodation Policy

Any student in this course who has a disability that may prevent the full demonstration of his or her abilities should contact me personally as soon as possible so we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunities.

Adjustments for Pregnancy/Childbirth Related Issues

Should you need modifications or adjustments to your course requirements because of documented pregnancy-related or childbirth-related issues, please contact your professor or the Accessibility and Disability Resource Center
`https://ou.edu/adrc`
at 405/325-3852 as soon as possible. Also, see the Institutional Equity Office FAQ on Pregnant and Parenting Students Rights for answers to commonly asked questions:
`https://www.ou.edu/content/dam/eoo/documents/faqs/faqs-pregnant-and-parenting-students.pdf`

Title IX Resources

Anyone who has been impacted by gender-based violence, including dating violence, domestic violence, stalking, harassment, and sexual assault, deserves access to resources so that they are supported personally and academically. The University of Oklahoma is committed to offering resources to those impacted, including: speaking with someone confidentially about your options, medical attention, counseling, reporting, academic support, and safety plans. If you would like to speak with someone confidentially, please contact OU Advocates
`https://www.ou.edu/gec/gender-based-violence/advocates`
(available 24/7 at 405-615-0013) or another confidential resource – see "Can I make an anonymous report?"
`https://www.ou.edu/gec/gender-based-violence/learn-more`
You may also choose to report gender-based violence and discrimination through other means, including by contacting the Institutional Equity Office (ieo@ou.edu, 405-325-3546) or police (911). Because the University of Oklahoma is committed to the safety of you and other students, I, as well as other faculty, Graduate Assistants, and Teaching Assistants, are mandatory reporters. This means that we are obligated to report gender-based violence that has been disclosed to us to the Institutional Equity Office:
`https://www.ou.edu/eoo`
This includes disclosures that occur in: class discussion, writing assignments, discussion boards, emails and during Student/Office Hours. For more information, please visit the Institutional Equity Office.

Mental Health Support Services

If you are experiencing any mental health issues that are impacting your academic performance, counseling is available at the University Counseling Center (UCC). The Center is located on the second floor of the Goddard Health Center, at 620 Elm Rm. 201, Norman, OK 73019. To schedule an appointment call (405) 325-2911. For more information, please visit the University Counseling Center:

`https://www.ou.edu/ucc`

Emergency Protocol

During an emergency, there are official university procedures that will maximize your safety.

Severe Weather: If you receive an OU Alert to seek refuge or hear a tornado siren that signals severe weather:

(1) <u>LOOK</u> for severe weather refuge location maps located inside most OU buildings near the entrances.

(2) <u>SEEK</u> refuge inside a building. Do not leave one building to seek shelter in another building that you deem safer. If outside, get into the nearest building.

(3) <u>GO</u> to the building's severe weather refuge location. If you do not know where that is, go to the lowest level possible and seek refuge in an innermost room. Avoid outside doors and windows.

(4) <u>GET IN</u>, <u>GET DOWN</u>, <u>COVER UP</u>.

(5) <u>WAIT</u> for official notice to resume normal activities.

Additional Weather Safety Information is available through the Department of Campus Safety:

`https://www.ou.edu/campussafety/university-meteorologist/weather`

Severe Weather Refuge Areas

`http://www.ou.edu/content/dam/emergencypreparedness/docs/Building%20Severe%20Weather%20Refuge%20Areas.xlsx`

Severe Weather Preparedness Video
`https://vimeo.com/237922159`

Armed Subject/Campus Intruder

If you receive an OU Alert to shelter-in-place due to an active shooter or armed intruder situation or you hear what you perceive to be gunshots:

1. *<u>Avoid</u>: If you believe you can get out of the area WITHOUT encountering the armed individual, move quickly towards the nearest building exit, move away from the building, and call 911.*
2. *<u>Deny</u>: If you cannot flee, move to an area that can be locked or barricaded, turn off lights, silence devices, spread out, and formulate a plan of attack if the shooter enters the room.*
3. *<u>Defend</u>: As a last resort fight to defend yourself.*

Shots Fired on Campus Procedure Video:

`https://www.youtube.com/watch?v=BsEOhGJIdI8`

Fire Alarm/General Emergency

If you receive an OU Alert that there is danger inside or near the building, or the fire alarm inside the building activates:

1. *<u>LEAVE</u> the building. Do not use the elevators.*
2. *<u>KNOW</u> at least two building exits.*
3. *<u>ASSIST</u> those that may need help.*
4. *<u>PROCEED</u> to the emergency assembly area.*
5. *<u>ONCE</u> safely outside, <u>NOTIFY</u> first responders of anyone that may still be inside building due to mobility issues.*
6. *<u>WAIT</u> for official notice before attempting to re-enter the building.*

OU Fire Safety on Campus:

`https://vimeo.com/125093634`