

## Computer Science 1032A Section 650 (Distance Studies)

### General Course Information

#### Course Information:

Computer Science 1032a [ Distance Studies (Section 650) ]  
Information Systems and Design  
Course Outline – **Fall Term 2023**

#### Calendar Description:

Techniques used for determining technological needs of businesses; building and managing systems to meet those needs; development roles of individuals and organizations; planning and management of concepts, personnel and processes; related software tools (spreadsheets, databases).

This course satisfies the Information Technology requirement for a Certified Accountant, a Certified General Accountant or a Certified Management Accountant accreditation. The content of the course has been approved by [The Institute of Chartered Accountants of Ontario](#), [The Certified General Accountants of Ontario](#) and [The Society of Management Accountants of Ontario](#). The materials used in this course for the introduction to Microsoft applications software have been approved by Microsoft for use in the preparation for the [Microsoft Office Specialist Certification](#) exams.

#### Prerequisites

None.

#### Antirequisites

Management and Organizational Studies 1033A/B.

#### Instructor:

**Prof. M. Magguilli**

**Office Hours:** By appointment only (arranged at least one day prior)

**E-Mail:** [lmagguil@uwo.ca](mailto:lmagguil@uwo.ca)

**Office:** MC386

**Office Hours:** Thursday: 9:30 am – 10:30 am

-or- by appointment (arranged at least one day prior)

Office hour appointments will be 20 minutes in length, and you are expected to send any relevant files in advance of the meeting. Arriving on time for your appointment is important so as to not interrupt other student's appointments. Late arrivals may be asked to rebook their appointment for another date/time.

## Required Course Material:

Experiencing MIS, Fifth (5<sup>th</sup>) Canadian Edition, with MyLab MIS

D. Kroneke, R. J. Boyle, A. Gemino, P. Tingling (2019)

eText and MyLab MIS key available online via the UWO bookstore:

<https://bookstore.uwo.ca/product/cebcodeid25576>

or directly from Pearson:

<http://www.pearsonmylab.com/>

When registering with MyLab MIS, use the following course code and ensure you sign up with your Western e-mail ending in @uwo.ca.

**Course Code: servos08910**

While the textbook (or eText) is required for this course, the online MyLab MIS component is optional but highly recommend for studying purposes. If you have a physical copy of the textbook, you may purchase the optional MyLab MIS component separately from the eTextbook directly from Pearson.

## Technology Requirements:

To successfully complete this course, all students **must** have access to a personal computer that meets or exceeds the following requirements:

**Operating System:** Windows 11, Windows 10, Windows 8.1, Windows 8, Windows 7 SP 1

**Minimum Memory (RAM):** 2GB

**Minimum Free Disk Space (Hard Disk Size):** 6GB

**Minimum Monitor Resolution:** 1280 x 800

**Minimum Processor (CPU):** Dual-core 2 GHZ or faster

**Browser:** Chrome 63 or newer, Firefox 70 or newer, or IE 11

**Browser Plug-Ins:** Javascript Enabled & Third Party Cookies Enabled

**Internet Connection:** Reliable high-speed internet connection (*0.5+ Mbps*)

**Computer Peripherals:** **Webcam** (*can be built into laptop*), **microphone** (*can be built into webcam or laptop*), keyboard, and mouse

**\*\* IMPORTANT \*\* MS Access does NOT run on an Apple computer !  
Other arrangements must be made in advance.**

**NOTE:** Windows capable computers are recommended for this course. Apple Computers (Macs) can be used in this course and all required software is available either through the on-campus facilities listed below or through the use of MyVLab. Students that have Apple computers do not need to obtain a Windows personal computer to participate in this course.

## Software Requirements:

The following software will be used in this course. [Microsoft Office is provided for free to most students enrolled at Western](#), all other software listed is available for free. It is the student's responsibility to ensure the following software is compatible with, installed and working on their home computer.

### Microsoft Office 365:

- Excel
- Word
- Access **(Windows only!!)**

### Internet Browser:

- [Firefox 70 or newer](#)
- **OR** [Chrome 63 or newer](#)
- **OR** IE 11 (*not recommended for MyLab MIS*)

### Plain Text Editor:

- [Notepad++](#) (*Windows only*)
- **OR** [Brackets](#)

### E-R Diagram Tool:

- [Dia Diagram Editor](#)

### MyVLab:

- [Windows Emulator Environment](#) **(mandatory for Apple Mac O/S users!!)**

### Proctortrack:

- [Proctortrack](#) - used for quizzes and final exam for online learning..  
**Requires a webcam and microphone.**

### Remote Backup Service:

- [OneDrive](#)
- **OR** [Dropbox](#), other version control, etc.

**\*\* IMPORTANT \*\* MS Access does NOT run on an Apple computer !**

Students may complete their assignments on their own computer if it is equipped with the proper software or use the computers in the first-year Computer Science labs in Middlesex College or use the university's General Student Computing Labs.

The General Student Computing Labs at the university are currently located in:

- HSB13, HSB14 & HSB16 - Health Sciences Building, rooms 13, 14, and 16
- NCB 105 - North Campus Building, room 105
- SSC1000, SSC1012 & SSC1032 - Social Science Centre, rooms 1000, 1012 and 1032

**By taking this course, you are declaring that you meet all technology and software requirements, including access to a reliable internet connection, a Windows PC, a webcam, and microphone.**

### **Teaching Assistant Consulting:**

Consulting will take place in one of the computer labs located in Middlesex College and the schedule will be posted on the course website once it has been established. Consulting hours will begin approximately two weeks after the start of the term. Questions regarding assignments or lecture materials should be directed to the course Teaching Assistants (TAs) during their consulting hours. Questions requiring further information can be dealt with by contacting the course instructor.

### **Email Contact:**

Occasionally email messages may be sent to the entire class or to students individually. Email will be sent to your UWO email address as assigned to you by Information Technology Services (ITS). It is your responsibility to read this email on a frequent and regular basis.

Email contact with the course instructor is encouraged, by sending brief and appropriate message regarding lecture material or assignments. However, please first check the Forums section in OWL to see if the information has already been posted. If you contact the instructor via email or post a question in OWL, you can expect a response in a timely fashion, but not necessarily an instantaneous response. Please use proper, appropriate and respectful English when sending an email message or posting on the course web site.

**NOTE:** Email messages **must** be sent from your university account and **MUST** include: "CS 1032 650" in the subject line. (spaces/case do not matter ex: cs1032650 works)  
Email messages without **CS 1032 650**" in the subject line will automatically be trapped and deleted by the instructor's SPAM filter and will **NOT** be available, read or responded to.

**Do not use 'respond to' for any email originating from OWL (announcements, etc.) – ensure the professor's email is the in the destination and NOT to: postmaster@owl.uwo.ca**

**[ this is very important – please make sure your understand and follow the standards above. ]**

**NOTE:** Please also include a title or topic description of the contents of the email in the subject line.

### **Course Schedule:**

**This course is offered asynchronously, meaning that there will be no set meetings times.** Instead, you'll determine your own schedule for working through course activities and materials each week so that you can meet the course deadlines. New material will be posted each week including video lectures, tutorials and slides. These can be found in the Course Content tab in the OWL course site. Students are expected to complete all weekly tasks including assigned readings and exercises in the week they are assigned and well in advance of any other stated deadlines.

## Tentative Topics and Textbook Reading Schedule:

Tentative topics and reading schedule, dates are when readings will be assigned and should be completed within a week of the assigned date. Additional (not textbook based) readings and videos will be posted each week on OWL to supplement the readings.

Week #	Week of	Topics	Textbook Chapter
0	Sept. 03 <sup>th</sup>	<ul style="list-style-type: none"> <li>Introduction to CS1032</li> </ul>	
1	Sept. 10 <sup>th</sup>	<ul style="list-style-type: none"> <li>Microsoft Excel</li> </ul>	<b>KE4:</b> Introduction to Microsoft Excel 2016
2	Sept. 17 <sup>th</sup>	<ul style="list-style-type: none"> <li>Introduction to Business</li> <li>Databases</li> </ul>	<b>CH5:</b> Database and Content Management
3	Sept. 24 <sup>th</sup>	<ul style="list-style-type: none"> <li>ER Diagrams</li> </ul>	<b>KE6:</b> Database Design <b>CH5:</b> Database and Content Management (continued)
4	Oct. 01 <sup>st</sup>	<ul style="list-style-type: none"> <li>Why MIS</li> <li>Business Processes &amp; Decisions</li> </ul>	<b>CH1:</b> The Importance of MIS <b>CH2:</b> Business Processes and Decision Making
5	Oct. 08 <sup>th</sup>	<ul style="list-style-type: none"> <li>Microsoft Access</li> </ul>	<b>KE7:</b> Using Microsoft Access 2016
6	Oct. 15 <sup>th</sup>	<ul style="list-style-type: none"> <li>Competitive Strategy</li> <li>IS Management</li> </ul>	<b>CH3:</b> Productivity, Innovation, and Strategy <b>CH10:</b> Acquiring Information Systems Through Projects
7	Oct. 22 <sup>nd</sup>	<ul style="list-style-type: none"> <li>XML</li> </ul>	
<b>Reading Week</b>			
8	Nov. 05 <sup>th</sup>	<ul style="list-style-type: none"> <li>Information Technology</li> <li>Networks &amp; The Cloud</li> </ul>	<b>CH4:</b> Hardware and Software <b>CH6:</b> The Cloud <b>KE9:</b> Network and Cloud Technology
9	Nov. 12 <sup>th</sup>	<ul style="list-style-type: none"> <li>SQL</li> </ul>	<b>KE7:</b> Using Microsoft Access 2016 (revisited)
10	Nov. 19 <sup>th</sup>	<ul style="list-style-type: none"> <li>Competitive Advantage</li> <li>Decision Making</li> </ul>	<b>CH7:</b> Organizations and Information Systems <b>CH8:</b> Decision Making and Business Intelligence
11	Nov. 26 <sup>th</sup>	<ul style="list-style-type: none"> <li>eCommerce</li> <li>Ethics &amp; Governance</li> <li>Security &amp; Privacy</li> </ul>	<b>CH9:</b> Social Networking, Ecommerce, and the Web <b>CH11:</b> Structure, Governance, and Ethics <b>CH12:</b> Managing Information Security and Privacy
12	Dec. 03 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Review</li> </ul>	
<b>Final Exam Period</b>			

## Student Evaluation (tentative dates):

If for any reason the assignment schedule given below cannot be adhered to, the assignment marks will be pro-rated. (The 6 assignments are worth 40% of the overall mark for the course. If an assignment has to be cancelled for any reason by the professor, the remaining assignment weights will be scaled to add up to 40%.)

Element	Weight	Due
Assignment 1	2%	Mon. Sept 18 at 11:55PM
Assignment 2	7%	Thur. Sept. 28 at 11:55PM
Assignment 3	7%	Wed. Oct. 11 at 11:55PM
Assignment 4	8%	Fri. Oct. 27 at 11:55PM
Assignment 5	8%	Tue. Nov. 14 at 11:55PM
Assignment 6	8%	Fri. Dec 01 at 11:55PM
Online Quizzes	20%	Fri. Oct. 13 & Fri. Nov. 17 6:00 PM
Final	40%	

### Important:

To be eligible to obtain a passing mark in the course, the student's final exam grade must be **49%** or higher and submit at least 1 of the 2 quizzes (with any grade). If you do not meet any of these requirements, the maximum final grade you can obtain in this course will be 45%. There will be no exceptions or waiving of this requirement for any reason or circumstance.

The due dates of the assignments are shown in the table above. Please note that all these dates are tentative. The due dates will be confirmed when the assignments are posted on OWL. The dates will coincide with the class progression on subsequent topics.

It is the student's responsibility to ensure that the correct version is submitted to OWL. No excuses will be accepted if an incorrect version is submitted instead. Students can resubmit their assignments until the due date. In this case, only the last version will be marked.

Assignments will not be accepted if submitted to the professor's email instead of OWL and will be deleted immediately and deemed un-submitted.

### Assignment Marking:

- Every effort will be made to have assignments marked by a TA and handed back within 2 weeks of the assignment due date where possible.
- Individual marks and a detailed marking scheme will be posted on the OWL site once marks are returned.
- Questions regarding the marking of assignments should first be directed to the teaching assistant that graded your assignment and then the course instructor assigned to your section if your discussion with the teaching assistant was not satisfactory.

- Requests for mark adjustments will only be considered if they are made within **1 week** of receiving the assignment mark and have been first discussed with the teaching assistant who marked the assignment. **Assignment marks will be final after that date.**
- Requests for mark adjustments will only be considered when they are for adjustments of **5 marks or greater.**

### **Late Policy for Assignments:**

**It is expected that students budget enough time to properly submit their assignments via OWL and allow for any unforeseen technological issues. Students are expected to regularly backup their assignments and submit well before any deadline.**

- Each student will be given **four (4)** “late coupons” in total for the semester that may be used to submit an assignment one day late per coupon.
- Late coupons will not be replenished. For example, if you use 3 late coupons on Assignment 1, you will only have 1 left for the remainder of the course.
- Each late coupon is valid for a 24-hour period only. For example, if an assignment is due on September 1st at 11:55 pm and the student submits on September 1st at 11:56 pm this would require one late coupon, as would any submission between September 1st at 11:56pm and September 2nd at 11:55 pm. After September 2nd at 11:55pm and up to September 3rd at 11:55 pm, 2 late coupons would be required. After September 3rd at 11:55pm and up until September 4th at 11:55pm 3 late coupons would be required. After September 4th at 11:55pm, no more submissions will be accepted, and a zero grade will be given on the assignment.
- Late coupons will be applied automatically when an assignment is submitted late by the TA marking the assignment. No late coupons will be used if you submit before the deadline or fail to submit an assignment at all.
- A gradebook item on OWL will show an estimate of your current late coupons, however, this is not updated live and maybe out of date. It is the student’s responsibility to keep track of how many late coupons they have available throughout the semester. Occasionally the teaching assistants may be tardy on updating each student’s late coupon total. In case of a discrepancy, the actual number of coupons used (and not what is listed in OWL) will be applied.
- If a student has no late coupons remaining and submits late, a zero grade will be given for the assignment (no partial late marks will be given).
- Late coupons must be used before special circumstances are considered.
- **After all late coupons are used, no extensions will be given for assignments** except for in the event of serious medical or compassionate grounds that are approved by academic counselling. A student must follow the procedure for Academic Accommodation for Medical Illness as given in this document.
- Even with accommodation, no assignment will be accepted after 4 days past the original due date. After this point the only possible accommodation will be moving the weight of the assignment onto the final exam (this is only for absences approved by academic counseling).
- **Late coupons can only be used on assignments.**

## Online Quizzes:

Up to two (2) quizzes will be given online via the OWL platform. The **tentative** quiz schedule is as follows (subject to change):

Quiz	Weight	Date/Time Posted
1	10%	Friday - October 13 <sup>th</sup> , 2023
2	10%	Friday - November 17 <sup>th</sup> , 2023

**Quizzes will be available in OWL and will be opened at 6:00 pm on the day of the quiz.**

Quizzes will be available for a set specified time on the day of the quiz. Students are allotted a specific time to complete the quiz once it is started.

**Quizzes are open book but must be done individually** and without the assistance of others. Sharing quiz questions/solutions, completing a quiz for or with another person or otherwise cheating on any one a quiz will result in a 0% quiz grade for ALL quizzes.

**Quizzes will have a set time limit and must be completed in this time limit once started.** The time limit may be different for each quiz based on its content and this time limit will be stated on OWL once the quiz is posted.

If less than two (2) quizzes are given or a quiz must be cancelled for any reason by the professor, the weight of the cancelled quiz will be placed on the final exam. **No makeup quizzes will be given.** The weight of a quiz missed due to document and approved medical or compassionate grounds will be placed on the final exam.

## Final Exam:

No electronic devices are allowed during exams (no iPods, laptops, etc)

**Cell Phones** are **NOT** permitted to be visible or accessible during any part of the examination period.

The use of a calculator is not allowed.

Reference notes or Dictionaries of any kind are not allowed.

**Note:** Computer-marked multiple-choice exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.



## Online Exam Policies

- The exam is to be completed individually, with no assistance or contact with others.
- The Proctortrack software must remain running and recording your screen and webcam while writing the final exam.
- A detailed room scan will be required at the beginning of the exam. It is the student's responsibility to ensure all surfaces and areas in the room are clearly shown during the room scan.
- All students must complete the Proctortrack onboarding process at least one week before writing the exam.
- Students are responsible for ensuring they are able to write the exam uninterrupted, in a quiet location, and with no other person present. All pets should also be kept out of the room while writing the final exam.
- Only one computer, one webcam, one monitor, one keyboard, and one mouse are permitted during the final exam. All other electronic devices are to be stored out of reach and view.
- The only software permitted to be running while writing the exam are a browser (only to access the exam on OWL) and Proctortrack. All other windows, software and browser tabs must remain closed.
- A special/makeup exam will only be offered for significant technical difficulties that are outside of the student's control. A special exam will only be offered if more than 30 minutes of writing time are lost and the technical issues are documented by Proctortrack. Students must inform the course instructor of their technical issues immediately after attempting to write the exam.
- Students are expected to conduct themselves as if writing an in-person exam while the Proctortrack software is recording. This includes dressing appropriately, using professional language, and otherwise abiding by the student code of conduct.

Violation of any exam rule (mentioned above or on the exam itself), or cheating of any kind will result in a 0% grade for the final exam and the possibility of additional penalties as deemed appropriate by the course instructor, department or university including but not limited to a failing grade being entered for the course.

## Course Web Page:

The course website is located within OWL. To access the website, navigate to <http://owl.uwo.ca> and login with your Western University personal computer account (user id and password). Lecture & tutorial videos, assigned readings, notes, assignments and class information will be posted at this site. You are responsible for checking the course site regularly.

New material will be posted each week including video lectures, tutorials and slides. These can be found in the Course Content tab in the OWL course site. Students are expected to complete all weekly tasks including assigned readings and exercises in the week they are assigned and well in advance of any other stated deadlines.

## Key Sessional Dates:

**Classes begin:** September 7, 2023

**Canadian Thanksgiving weekend:** October 7 – 9, 2023

**Reading Week:** October 30 – November 5, 2023

**Classes end:** December 8, 2023

**Exam period:** December 10 – 22, 2023

# Student Absences

## Academic Consideration for Student Absences

Students who experience an extenuating circumstance (illness, injury or other extenuating circumstance) sufficiently significant to temporarily render them unable to meet academic requirements may submit a request for academic consideration through the following routes:

- (i) For medical absences, submitting a Student Medical Certificate (SMC) signed by a licensed medical or mental health practitioner to the Academic Counselling office of their Faculty of Registration.
- (ii) Submitting appropriate documentation for non-medical absences to the Academic Counselling office in their Faculty of Registration.

Note that in all cases, students are required to contact their instructors within 24 hours of the end of the period covered, unless otherwise instructed in the course outline.

Students should also note that individual instructors are not permitted to receive documentation directly from a student, whether in support of an application for consideration on medical grounds, or for other reasons. **All documentation required for absences must be submitted to the Academic Counselling office of a student's Home Faculty.**

For the policy on Academic Consideration for Student Absences – Undergraduate Students in First Entry Programs, see:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/academic\\_consideration.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/academic_consideration.pdf).

The Student Medical Certificate is available at

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf).

## Religious Accommodation

When a course requirement conflicts with a religious holiday that requires an absence from the University or prohibits certain activities, students should request accommodation for their absence in writing at least two weeks prior to the holiday to the course instructor and/or the Academic Counselling office of their Faculty of Registration. Please consult the University's list of recognized religious holidays (updated annually) at

<https://multiculturalcalendar.com/ecal/index.php?s=c-univwo>.

## Absences from Final Examinations

If you miss the Final Exam, please contact the Academic Counselling office of your Faculty of Registration as soon as you are able to do so. They will assess your eligibility to write the Special Examination (the name given by the University to a makeup Final Exam).

You may also be eligible to write the Special Exam if you are in a “Multiple Exam Situation” (e.g., more than 2 exams in 23-hour period, more than 3 exams in a 47-hour period).

If a student fails to write a scheduled Special Examination, the date of the next Special Examination (if granted) normally will be the scheduled date for the final exam the next time this course is offered. The maximum course load for that term will be reduced by the credit of the course(s) for which the final examination has been deferred. See the Academic Calendar for details (under [Special Examinations](#)).

**Note:** missed work can *only* be excused through one of the mechanisms above. Being asked not to attend an in-person course requirement due to potential COVID-19 symptoms is **not** sufficient on its own.

## Accommodation and Accessibility

### Accommodation Policies

Students with disabilities work with Accessible Education (formerly SSD), which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The policy on Academic Accommodation for Students with Disabilities can be found at:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/Academic\\_Accommodation\\_disabilities.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Accommodation_disabilities.pdf),

## Academic Policies

The website for Registrarial Services is <http://www.registrar.uwo.ca>.

In accordance with policy,

[https://www.uwo.ca/univsec/pdf/policies\\_procedures/section1/mapp113.pdf](https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp113.pdf),

the centrally administered e-mail account provided to students will be considered the individual’s official university e-mail address. It is the responsibility of the account holder to ensure that e-mail received from the University at his/her official university address is attended to in a timely manner.

**Scholastic offences** are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf).

Computer-marked multiple-choice tests and exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

Tests and examinations in this course may be conducted using a remote proctoring service. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide **personal information** (including some biometric data) and the session will be **recorded**.

Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. More information about this remote proctoring service, including technical requirements, is available on Western's Remote Proctoring website at:

<https://remoteproctoring.uwo.ca>.

Assignments will be checked through the use of MOSS for similarities between submitted assignments, past and present in this course. Assignments may also be subject to metadata analysis using custom software developed for this course. Metadata analysis can show the history of the file, including sharing between individuals and flag potential academic dishonesty.

## **Ethical Conduct:**

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site: [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf).

## **Plagiarism**

All required assignments, quizzes and exams may be subject to submission for textual and metadata similarity review to plagiarism detection software. All assignments, quizzes and exams submitted for such checking may be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of such services are subject to the licensing agreement with The University of Western Ontario. These services and software may include but are not limited to Turnitin (<http://www.turnitin.com>), MOSS, SCANEX, and custom plagiarism detection software developed for the course.

Computer-marked multiple-choice quizzes and exams may be subject to remote proctoring software and submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating. For details on remote proctoring see the final exam section.

Students must write their assignments in their own words. Whenever students take an idea, or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy in the Western Academic Calendar).

All assignments are individual assignments. You may discuss approaches to problems among yourselves; however, the actual details of the work (assignment coding, answers to concept questions, etc.) must be an individual effort. All assignments will be subject to both content and metadata plagiarism analysis.

All quizzes and the final exam are to be written individually, the content and questions not shared and provided rules followed.

## Tutors and Outside 'Help' on assignments

Students may receive the help of a tutor on assignments, so long as the tutor only identifies errors or demonstrates sample problems that are **not** part of the assignment. If the content of your assignment is significantly different than if you had not received help, then this is an indication you may have crossed the line into cheating. Again, if you are unsure about how much help is too much, ask your instructor.

The role of tutoring is to help students understand course material. Tutors should not write any part or all of an assignment for the students who hire them. Tutors should not 'advise' or 'suggest' what is to be entered into an assignment or the solutions to any portion of the assignments. Any aid beyond what you would have received directly from the instructor will be considered an academic offense. Having employed the same tutor as another student is not a legitimate defense against an accusation of collusion, should two students' hand in assignments judged similar beyond the possibility of coincidence.

**Academic dishonesty** in assignments includes (but is not limited to):

- Unacceptable collaboration
- What is unacceptable? There is a difference between discussing assignments and solutions with fellow students and working together on the solutions to the point where the work submitted is clearly not individual work. If in doubt, ask your instructor.
- **Copying** of another student's assignment
- **Allowing** another student to copy your work ← *this is also an **Academic Offense***
- Sharing your assignment with another student electronically or otherwise ☒ *this an **Academic Offense** for **both** students.*
- Using another student's assignment or work as a "template" or "starting point" for your own work. ← *this is an **Academic Offense** for **both** students*
- Using sites dedicated to sharing assignment solutions or aiding cheating, including but not limited to Course Hero, OneClass, and Chegg.
- Using code from an external source (text, instructor, course website) where a student's own code is expected (if in doubt, ask your instructor)

**Academic dishonesty** in quizzes and exams includes (but is not limited to):

- Writing a quiz/exam with the aid of another person ← *this is an **Academic Offense** for **both** students.*
- Sharing quiz/exam questions/answers or using ones sent to/obtained by you.
- Having another person write a quiz/exam for you.
- Failing to follow the specific rules given in the quiz/exam.
- Sharing you screen or virtually taking a quiz/exam with others (e.g. being in an online chat of any kind while taking a quiz/exam).

The penalty for academic dishonesty in any course component is receiving 0% for that component **AND** the possibility of additional penalties as deemed appropriate by the course instructor, department or university including but not limited to an additional penalty equal to the course component, or a failing overall grade being entered for the course. Note that receiving 0% on an assignment may make you ineligible for a passing grade due to the 49% requirement given in the Student Evaluation section. Receiving 0% on the final exam, will make you ineligible for a passing grade in this course.

You are responsible for reading and respecting the Computer Science Department's policy on:  
Scholastic Offences:

[https://www.csd.uwo.ca/undergraduate/current/policies/scholastic\\_offenses.html](https://www.csd.uwo.ca/undergraduate/current/policies/scholastic_offenses.html)

and Rules of Ethical Conduct:

[https://www.csd.uwo.ca/undergraduate/current/policies/ethical\\_conduct.html](https://www.csd.uwo.ca/undergraduate/current/policies/ethical_conduct.html)

## Support Services

Please visit the Science & Basic Medical Sciences Academic Counselling webpage for information on adding/dropping courses, academic considerations for absences, appeals, exam conflicts, and many other academic related matters: <https://www.uwo.ca/sci/counselling/>.

Please contact the course instructor if you require lecture or printed material in an alternate format or if any other arrangements can make this course more accessible to you. You may also wish to contact Accessible Education at (519) 661-2147 if you have any questions regarding accommodations.

Western University is committed to a thriving campus as we deliver our courses in the mixed model of both virtual and face-to-face formats. We encourage you to check out the Digital Student Experience website to manage your academics and well-being: <https://www.uwo.ca/se/digital/>.

Learning-skills counsellors at the Student Development Centre (<https://learning.uwo.ca>) are ready to help you improve your learning skills. They offer presentations on strategies for improving time management, multiple-choice exam preparation/writing, textbook reading, and more. Individual support is offered throughout the Fall/Winter terms in the drop-in Learning Help Centre, and year-round through individual counselling.

Students who are in emotional/mental distress should refer to Mental Health@Western (<http://www.health.uwo.ca/mentalhealth>) for a complete list of options about how to obtain help.

Western is committed to reducing incidents of gender-based and sexual violence and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced sexual or gender-based violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts at

[https://www.uwo.ca/health/student\\_support/survivor\\_support/get-help.html](https://www.uwo.ca/health/student_support/survivor_support/get-help.html).

To connect with a case manager or set up an appointment, please contact [support@uwo.ca](mailto:support@uwo.ca).

Additional student-run support services are offered by the USC, <http://westernusc.ca/services>.