

Computer Science 1032A Section 001

Fall 2023

Course Outline

1. Course Information

Course Information

Computer Science 1032 is an introduction to information systems and the roles played by these systems in business. Topics covered include techniques 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

No prerequisites are required for this course.

Antirequisites

Management and Organizational Studies 1033A/B.

Unless you have either the requisites for this course or written special permission from your Dean's Designate (Department/Program Counsellors and Science Academic Counselling) to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

Course Topics:

- Communications and Network Technology
 - Internet, WWW
 - Markup Languages: HTML, XML
 - Networks: LAN, WAN, VPN

- Database Systems
 - Relational database concepts
 - Database design: Entity Relationship Diagrams
 - Query languages: SQL
 - Creating and using databases: Access

- Information Systems
 - Enterprise Resource Planning systems
 - Reliability, availability, maintainability and integrity
 - Security
 - Systems Development Life Cycle

- Spreadsheet applications
 - Designing and using spreadsheets: Excel

2. Instructor Information & Course Site

Dr. Daniel Servos

E-Mail: dservos5@uwo.ca

Office: Middlesex College 387

Office Hours: By Appointment (*mostly on Wednesdays, see link for dates/times*)

Appointment Link: <http://danielservos.ca/apt>

E-mail Contact:

E-mail contact with the course instructor is encouraged, and I endeavour to reply to messages within 2 business days (non-holiday Mondays to Fridays). However, **messages regarding general questions and questions about course content and assignments should be posted to the OWL forums.** Questions that are specific to you (e.g. accommodations, extension requests, etc.) or your assignment's content should be sent to the course instructor.

Please include CS1032 in the subject line of your e-mail and send all e-mails from your @uwo.ca account to avoid your e-mail being caught in Western's spam filter.

Instructor Office Hours:

Your instructor will hold one-on-one weekly office hours in-person to address any questions regarding course content, assignments, or concerns you may have about the course. Office hours must be booked at least 24 hours in advance via this link: <http://danielservos.ca/apt> and will be held in MC387. 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.

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). New lecture & tutorial videos, assigned readings, notes, assignments and class information will be posted to this site each week. You are responsible for checking the course site regularly including both the weekly pages and announcements tab. Depending on your e-mail preferences and other factors, not all announcements posted to OWL will necessarily be sent to your e-mail address, as such you are required to manually check the OWL announcements tab regularly.

Posts to the OWL course forums are publicly viewable to all your fellow students. As such you are asked to not post personal information or assignment solutions to the course forums. Please use proper, appropriate, and respectful English when posting on the course web site.

If students need assistance with the course OWL site, they can seek support on the OWL Help page. Alternatively, they can contact the Western Technology Services Helpdesk. They can be contacted by phone at 519-661-3800 or ext. 83800.

Teaching Assistant Consulting:

Teaching assistant (TA) 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.

3. Delivery Mode

This course uses a flipped-classroom model. This means that lecture and tutorial videos will be posted weekly on the OWL course site. Students are expected to view these videos and complete any required tasks before attending lecture sessions.

In-person lecture sessions will be held every other week. Students will be assigned into two groups (A and B). Students in the A group will meet on odd weeks and students in the B group will meet on even weeks. Both groups are expected to attend the first lecture on Sept. 7th. Your group assignment will be available on OWL course site.

Scheduled in person lectures will primarily consist of in-class group activities lead by your instructor. Students are expected to come prepared to work on activities and bring any necessary supplies including blank paper and writing utensils to each session. **Bringing a laptop or electronic device capable of using the required software is highly recommended. A device capable of running [iClicker](#) (laptop, smart phone, etc.) will be required for participating in some activities.**

The content covered in person consists of only a portion of the course content. Readings, lecture videos, and practice exercises will be assigned weekly that make up the remainder of the content. Students are expected to both actively engage in the in-person lectures and complete the assigned readings and videos

each week. Quizzes and the final exam will cover content from all sources, so it is critical that students both attend lectures and complete required readings/viewings to be successful in this course.

Lecture Times:

Tuesday 11:30 am – 12:30 pm
Thursday 11:30 am – 1:30 pm

Location: SSC-2028

Contingency plan:

Although the intent is for this course to be delivered in person, should any university-declared emergency require some or all of the course to be delivered online, either synchronously or asynchronously, the course will adapt accordingly. The grading scheme will **not** change. Any assessments affected will be conducted online as determined by the course instructor.

Classroom Conduct:

Students are expected to come to class prepared and ready to do activities. This means watching the assigned lecture videos and tutorials before class, completing any assigned tasks and quizzes, and bringing any necessary supplies (e.g. blank paper and writing utensils). Students must arrive on time and not disturb others during lecture portions of the class.

The use of laptops, tablet computers, or smart phones is highly encouraged for following along with tutorials and to participate in activities involving the software covered by this course. If possible, please bring your laptop with the required software already installed to class each week. The use of these electronic devices during class should be for class related activities only and not be inappropriate or disturb others. Any behaviour or activity that may impede the ability of you or other students to learn will not be tolerated. If the behaviour persists, the individual(s) involved will be invited to leave the classroom.

Out of respect for the privacy of your fellow classmates and the proprietary nature of some of the materials used in the lectures, **no audio or video recordings** will be allowed during any of the class sessions unless agreed upon beforehand in-writing with the instructor of your section.

4. Course Materials

Required Course Material:

Experiencing MIS, Fifth (5th) 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/cebcoid25576>

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

You can also use the link: <https://mlm.pearson.com/enrollment/servos08910>

Hardware Requirements:

To successfully complete this course, all students **must** have access to both a portable device capable of running iClicker Cloud (e.g., a smartphone or laptop) and a Windows based personal computer for working on assignments. iClicker has Apps available for most Android and iPhone mobile devices as well as laptops or any device with a modern web browser.

Windows capable computers are recommended for working on assignments in this course. Some software we will be using, such as Microsoft Access, is only available for Windows and has no macOS or Linux alternative. Students using Apple Computers (Macs/macOS) and other operating systems can make use of Western's [MyVLab](#) service to remotely connect to a virtualized Windows computer to complete assignments. Students using this service are expected to read and understand the documentation on how to transfer files between MyVLab and their home computer and frequently backup their work before using MyVLab for assignments. No accommodations or extensions will be given for lost work as a result of using MyVLab incorrectly or failing to create backups of their work.

Students will also have access to [Western's General Student Computing Labs \(GenLabs\)](#) to complete their assignments. These labs are equipped with Windows based computers which should contain all software required for 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 computer. Students must also agree to all terms and conditions for using the following software.

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 -or- MyVLab [PC Emulator]*)

E-R Diagram Tool:

- [Dia Diagram Editor](#)

MyVLab:

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

Remote Backup Service:

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

Proctortrack:

- [Proctortrack](#) - Only used in the event of pivoting to online learning. **Requires a webcam and microphone.**

iClikr:

- [iClicker](#) – Used during in-person lectures (requires laptop or mobile device).

By taking this course, you are declaring that you meet all technology and software requirements and agree to the terms of use of each of the above software packages and services.

5. Methods of Evaluation

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
In-Class Participation & Quizzes	20%	Approximately Every Other Week.
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. 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.**

Assignment Topics & Dates:

The following is the **tentative** assignment schedule (subject to change):

Assignment	Weight	Tentative Topic	Posted on OWL	Due Date (by 11:55PM)
1	2%	Situational & Software Setup	Sept. 7 th	Sept. 18 th
2	7%	Excel	Sept. 11 th	Sept. 28 th
3	7%	Database Design (ERDs)	Sept. 25 th	Oct. 11 th
4	8%	Microsoft Access	Oct. 9 th .	Oct. 27 th
5	8%	XML Documents	Oct. 23 rd .	Nov. 14 th
6	8%	Queries and SQL	Nov. 13 th	Dec. 1 st .

In-Class Participation & Quizzes:

All students will be assigned a group (either A or B) which will determine which weeks they must attend class. Group A will attend odd weeks and group B even weeks (based on the week numbers given in the Tentative Topics and Textbook Reading Schedule). Both groups will attend the first lecture on Sept. 7th.

For each week your group is scheduled to attend class you will be assigned a grade out of 10. This grade will be based on attending both lectures (Tuesday and Thursday), the iClicker quiz given in-class, and the in-class peer feedback activity. **Your lowest participation grade for a week will be dropped, allowing you to miss one week without penalty.**

Attendance (5 points out of 10):

Attendance will be taken using iClickers (for Tuesday lectures) and by completing the in-class peer feedback activity (for Thursday lectures). Attending the full lecture on both days will grant 5 marks towards participation. You must have a device capable of running the iClicker software to earn these points.

You **must** attend the lectures in the week your group is assigned to. Attending lectures for the wrong week will **not** grant points for attendance, quizzes, or activities. You can **not** make up lectures absences by attending lectures for the wrong group. Changes to the group you are assigned to are only allowed with express written (via e-mail) permission from the course instructor.

iClicker Quizzes (3 points out of 10):

During the Tuesday lectures a short iClicker quiz will be given to the class. This quiz will cover any of the required readings/viewings assigned up until that point in the course as well as the content of any in-class activities. Your score on this quiz will determine the number of points earned (e.g. a 80% on the quiz would result in 2.4 points). You must have a device capable of running the iClicker software to earn these points.

In-Class Peer Feedback Activity (2 points out of 10):

During the Thursday lectures a written activity will be given that will be accessed by your fellow classmates. 1 point will be earned for completing the activity (regardless of correctness or grade assigned by your peer) and 1 point will be earned for marking the activity of a fellow classmate. To earn these points, you must demonstrate that you put good effort into completing the activity, follow all given instructions, mark your fellow classmates work accurately and fairly, and provide meaningful feedback to your peers.

Cancellation of any In-Class Activities or Lectures:

In the event that a quiz or peer feedback activity must be cancelled or is unable to be conducted the points for that activity/quiz will be redistributed to the remaining categories. For example, if the in-class peer feedback activity is cancelled for a given week, the 2 points will be redistributed to attendance and the iClicker quizzes such that attendance is worth 6 points and iClicker quizzes are worth 4 points.

In the event that a whole week (both the Thursday and Tuesday lectures) must be cancelled for your group, your In-Class Participation & Quizzes grade will be reweighed to not include the cancelled week.

Use of iClickers and Academic Dishonesty:

As the iClicker software will be used for both tracking attendance and taking quizzes, use of your iClicker account by another person is strictly prohibited. Attempting in any way to falsify attendance

records or obtain credit for attendance when you are not present in-class is considered an academic offence and will result in a zero grade for your in-class participation and quizzes component plus any additional penalties deemed fit by the Dean's Office. The iClicker software may collect GPS and other data to confirm your location and attendance in-class.

Final Exam:

The final exam will be conducted **in-person** during the final exam period and **covers all course material including assigned readings, tutorials, lectures, and material covered in assignments**. The date, time and location of the final exam will be announced by the Registrar's Office. The final exam will be held during the university final examination period. The format of the exam will be announced at least 2 weeks before the final exam date.

Final Exam Policies:

- **The final exam will be closed book.** Reference notes or Dictionaries of any kind are **not** allowed.
- **The exam will be 3 hours in length.**
- The exam is to be completed individually, with no assistance or contact with others.
- No electronic devices are allowed during exams (no iPods, laptops, smart watches, etc.). **Cell Phones** are **NOT** permitted to be visible or accessible during any part of the exam.
- The use of a calculator is **not** allowed.
- Multiple-choice questions may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.
- Students requesting a deferred final exam prior to the final exam must supply their Dean's Office with written documentation at least 2 weeks prior to the Final Exam.
- In the event of serious medical or compassionate grounds, a student must follow the procedure for Academic Accommodation for Medical Illness as given above.
- A "Recommendation of Special Examination" form must be obtained from the Dean's office, to be eligible to write the deferred final exam.

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.

6. 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	In-Class Group	In-Class Topic	Video Lecture Topics (Watch Online)	Textbook Chapter
0	Sept. 4 th	Both A & B	Introduction to CS1032	<ul style="list-style-type: none"> Introduction to Business 	
1	Sept. 11 th	A	Excel	<ul style="list-style-type: none"> Microsoft Excel 	KE4: Introduction to Microsoft Excel 2016
2	Sept. 18 th	B		<ul style="list-style-type: none"> Introduction to MIS Databases 	CH1: The Importance of MIS CH5: Database and Content Management
3	Sept. 25 th	A	ER Diagrams	<ul style="list-style-type: none"> ER Diagrams 	KE6: Database Design
4	Oct. 2 nd	B		<ul style="list-style-type: none"> Business Processes & Decisions Productivity, Innovation, and Strategy 	CH2: Business Processes and Decision Making CH3: Productivity, Innovation, and Strategy
5	Oct. 09 th	A	Access	<ul style="list-style-type: none"> Microsoft Access 	KE7: Using Microsoft Access 2016
6	Oct. 16 th	B		<ul style="list-style-type: none"> Hardware Software 	CH4: Hardware and Software
7	Oct. 23 rd	A	XML / XSD	<ul style="list-style-type: none"> XML 	
Reading Week					
8	Nov. 6 th	B	XML / XSD	<ul style="list-style-type: none"> Information Technology Networks & The Cloud Organizations 	CH6: The Cloud CH7: Organizations and Information Systems KE9: Network and Cloud Technology
9	Nov. 13 th	A	SQL	<ul style="list-style-type: none"> SQL 	
10	Nov. 20 th	B		<ul style="list-style-type: none"> Decision Making eCommerce Social Networking 	CH8: Decision Making and Business Intelligence CH9: Social Networking, Ecommerce, and the Web
11	Nov. 27 th	A	Review	<ul style="list-style-type: none"> Ethics & Governance IS Management 	CH10: Acquiring Information Systems Through Projects CH11: Structure, Governance, and Ethics
12	Dec. 04 th	B		<ul style="list-style-type: none"> Security & Privacy 	CH12: Managing Information Security and Privacy
Final Exam Period					

7. Student Absences

If you are unable to meet a course requirement due to illness or other serious circumstances, please follow the procedures below. In all cases you are required to send medical documentation to academic counselling for your home program and not to your course instructors. It is your responsibility to follow up with your instructors (via e-mail) to confirm how any missed work will be handled as soon as possible, but no later than 24 hours after notification of your absence being approved by academic counselling or the end of the period covered by the consideration request, whichever is later.

Assessments worth less than 10% of the overall course grade:

For assignments, you have 4 late coupons that will automatically give leniency with due dates. If you require additional time with assignments (after your late coupons run out) with a valid reason, you should contact your academic counsellor to seek accommodations for the assignments that are late and then contact your course instructor about it (within 24 hours of the end of the consideration request). Late coupons must be used first, before other considerations are taken into account. After 4 days late (based on the original assignment due date) the only accommodation possible will be moving the weight of the assignment to the final exam.

For in-class participation/quizzes, your lowest participation grade will be dropped. This will allow you to miss one week of class (both the Tuesday and Thursday lectures) without penalty. Absences beyond this will require documentation and approval from academic counseling. If approved, the weight of the participation/quiz points missed will be moved to the final exam.

Assessments worth 10% or more of the overall course grade:

For work totalling 10% or more of the final course grade, you must provide valid medical or supporting documentation to the Academic Counselling Office of your Faculty of Registration as soon as possible. For further information, please consult the University's medical illness policy at

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

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.

8. Accommodation and Accessibility

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 University's list of recognized religious holidays (updated annually) at

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

Accommodation Policies

Students with disabilities are encouraged to contact Accessible Education, 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.

9. 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,

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 their official university address is attended to in a timely manner.

In the event of a pivot to online learning, tests and examinations in this course will 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>.

10. 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.

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 submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

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.

You must be present in-class to count for attendance, quizzes, and in-class activities. Faking your or assisting another student fake their attendance is an academic offence. You may not share your iClicker account or use another student's iClicker account.

The final final exam is 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 physically ← *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).
- Using AI assisted tools or large language models such as ChatGPT to provide solutions to assignments or generate code for assignments.

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 your 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 or exam may make you ineligible for a passing grade due to the 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

and Rules of Ethical Conduct:

https://www.csd.uwo.ca/undergraduate/current/policies/ethical_conduct.html

11. 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/>.

Students who are in emotional/mental distress should refer to Mental Health@Western (<https://uwo.ca/health/>) 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.

To connect with a case manager or set up an appointment, please contact support@uwo.ca.

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

http://academicsupport.uwo.ca/accessible_education/index.html

if you have any questions regarding accommodations.

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.

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/>.

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