

Western University  
Department of Computer Science

Course Syllabus  
CS1032A Section 650 – Information Systems and Design  
Fall 2024 (Distance Studies)

**Course Description**

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

**Course Goals and Learning Outcomes**

Upon completion of this course, students should be able to:

- Assess trade-offs in technological solutions, such as build, rent, or buy decisions
- Make informed decisions about using technology in a business environment
- Define and explain the characteristics of a variety of business information systems
- Describe strategic roles and management usage for information systems in business
- Articulate ideas clearly through formal written reports and other media
- Create, analyze, and present business data in simple spreadsheets and databases
- Develop and understand website security and privacy policies
- Understand the relationships among various information systems
- Understand the implications of wireless technology
- Understand the impact of the Internet on organizations.

**Prerequisites**

No prerequisites are required for this course.

**Antirequisites**

Management and Organizational Studies 1033A/B.

**Instructor:** Ahmed Ibrahim, PhD.

**Office Hours:**

- **Weekly drop-in group consulting:** Fridays 12:00 pm - 1:00 pm over Zoom:
- [REDACTED]
- In case you have any specific concerns about the course, you can schedule a one-2-one office hour appointment at least 48 hours by email.

**Required Course Material**

- Kenneth C. Laudon, Jane P. Laudon, Management Information Systems: Managing the Digital Firm, 17th edition, Toronto, Pearson Prentice Hall
- eText is available online: <https://www.pearson.com/en-us/subject-catalog/p/management-information-systems-managing-the-digital-firm/P200000001392/9780136971542> , via the UWO bookstore.

### Reference Book:

Some selected chapters will be used and posted on the OWL Brightspace platform.

- Computer Science: An Overview, Global Edition. Author: Glenn Brookshear, Dennis Brylow. Edition: 12th Edition. ISBN: 1-292-06116-2

### 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 8 or higher, OR MacOS 12 or Higher.
- Minimum Memory (RAM): 4GB
- 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
- 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

### Software Requirements

The following software will be used in this course. Microsoft Office is free to most students enrolled at Western; all other software listed is also free. The student must ensure the following software is compatible with, installed on, and working on their home computer.

- Microsoft Office 365: Excel, Word
- Database systems: SQLite & DB Browser, DBeaver Community Edition (both are free and cross-platform, means working on both Windows and Mac)
- Internet Browser: Firefox 70 or newer, OR Chrome 63 or newer
- Plain Text Editor: NotePad++ (Windows only!!) OR TextEdit (MacOS) OR Phoenix Editor (free and cross-platform)
- E-R Diagram Tool: Dia Diagram Editor, Draw.io (no installation needed, it's on the cloud)

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

### Course Web Page

The course website is located within OWL Brightspace. To access it, navigate to <https://westernu.brightspace.com/> and log in with your Western University personal computer account (user ID and password). Lectures, tutorial videos, assigned readings, assignments, and class information will be posted weekly. You are responsible for checking the site regularly.

This course is offered **asynchronously**, meaning there will be no meeting times. Instead, you will 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 weekly. These can be found in the Course Content tab on the OWL Brightspace course site. Students are expected to complete all tasks, including assigned readings and exercises, within their assigned time and well before any other stated deadlines.

### Instructor Office Hours

Your instructor will hold weekly drop-in group consulting (office hours) via Zoom to address any questions regarding course content and assignments.

In case you have any specific concerns about the course, you can schedule an office hour appointment at least 48 hours in advance using the following link:



**Tentative Course Schedule** – The following is the tentative schedule (subject to change):

Week #	Topic	Activities	Textbook Chapter & Readings
Sep 5	<ul style="list-style-type: none"> <li>○ Course introduction</li> <li>○ Intro. to Information Systems (IS)</li> </ul>		<ul style="list-style-type: none"> <li>○ <b>Chapter #1:</b> Information Systems in Global Business Today</li> <li>○ <b>Case Study:</b> Business in the Cloud</li> </ul>
Sep 9	<ul style="list-style-type: none"> <li>○ IT Infrastructure and Technologies                             <ul style="list-style-type: none"> <li>● Computer Hardware Technology</li> <li>● Computer Operating Systems</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>○ <b>Chapter #5:</b> IT Infrastructure and Emerging Technologies</li> <li>○ <b>Case Study:</b> Netflix</li> </ul>
Sep 16		<p style="text-align: center;"><b>Quiz #1</b></p> <p>(The quiz opens on a Thursday at 8:00 AM and is due by the same week Friday at 11:55 PM)</p>	
Sep 23	<ul style="list-style-type: none"> <li>○ Databases &amp; Information Management                             <ul style="list-style-type: none"> <li>● Relational database concepts</li> <li>● Database design: Entity Relationship Diagrams</li> <li>● Query languages: SQL</li> <li>● Creating and using a database</li> </ul> </li> </ul>	Assignment #1 due Oct 4th @ 11:55 pm	<ul style="list-style-type: none"> <li>○ <b>Chapter #6:</b> Databases and Information Management</li> <li>○ Additional resources will be given for SQL</li> <li>○ <b>Case Study:</b> Suzuki Enterprise Databases</li> </ul>
Sep 30		<p style="text-align: center;"><b>Quiz #2</b></p> <p>(The quiz opens on a Thursday at 8:00 AM and is due by the same week Friday at 11:55 PM)</p>	
Oct 7	<ul style="list-style-type: none"> <li>○ Fundamentals of Networking and Telecommunications</li> </ul>		<ul style="list-style-type: none"> <li>○ <b>Chapter #7:</b> Telecommunications, the Internet, and Wireless Technology</li> <li>○ <b>Case Study:</b> A Smarter City by Dubuque</li> </ul>
Reading week (Oct 12, 2024 – Oct 20, 2024)			
Oct 21	<ul style="list-style-type: none"> <li>○ Advanced Networking, the Internet, and Wireless                             <ul style="list-style-type: none"> <li>● WWW &amp; HTML Technologies</li> </ul> </li> </ul>	Assignment #2 due Oct 21 <sup>st</sup> @ 11:55 pm	<ul style="list-style-type: none"> <li>○ <b>Chapter #7:</b> Telecommunications, the Internet, and Wireless Technology</li> <li>○ <b>Case Study:</b> Virtual Collaboration with IBM Sametime</li> </ul>
Oct 28		<p style="text-align: center;"><b>Quiz #3</b></p> <p>(The quiz opens on a Thursday at 8:00 AM and is due by the same week Friday at 11:55 PM)</p>	

Nov 4	<ul style="list-style-type: none"> <li>○ Business Processes and Types of IS</li> <li>○ Organizations and IS - Strategic IS</li> </ul>	Assignment #3 due Nov 8th @ 11:55 pm	<ul style="list-style-type: none"> <li>○ <b>Chapter #2:</b> Global E-business and Collaboration</li> <li>○ <b>Chapter #3:</b> Information Systems, Organizations, and Strategy</li> </ul>
Nov 11	<ul style="list-style-type: none"> <li>○ IS Development Lifecycle</li> </ul>	<b>Quiz #4</b> (The quiz opens on a Thursday at 8:00 AM and is due by the same week Friday at 11:55 PM)	<ul style="list-style-type: none"> <li>○ <b>Chapter #13:</b> Building Information Systems</li> </ul>
Nov 18	<ul style="list-style-type: none"> <li>○ Social, Legal Issues in IS</li> <li>○ Security in IS</li> </ul>	Assignment #4 due Nov 22 <sup>nd</sup> @ 11:55 pm	<ul style="list-style-type: none"> <li>○ <b>Chapter #4:</b> Ethical and Social Issues in Information Systems</li> <li>○ <b>Chapter #8:</b> Securing Information Systems</li> </ul>
Nov 25	Knowledge Management	<b>Quiz #5</b> (The quiz opens on a Thursday at 8:00 AM and is due by the same week Friday at 11:55 PM)	<ul style="list-style-type: none"> <li>○ <b>Chapter #11:</b> Managing Knowledge and Artificial Intelligence</li> <li>○ <b>Case study:</b> How IBM's Watson Is Mastering Knowledge</li> </ul>
Dec 2	Advanced Topic(s)		<ul style="list-style-type: none"> <li>○ TBA</li> </ul>

Note – The proposed topics are subject to change according to the class's progress.

### Teaching Assistant Consulting

Teaching assistants will hold weekly drop-in group consulting and question/answer periods online. These sessions will be held over Zoom, and the dates and times for each will be listed on the OWL Brightspace course site (on the TA Consulting tab). The number of TA consulting sessions offered and the scheduling of each will depend on the number of teaching assistants assigned to the course and will be announced on the OWL Brightspace course site once available.

Questions regarding assignments or lecture materials can be directed to a teaching assistant (by e-mail or during a group consulting session) or through the Assignment Discussion topics in the Forums section on OWL Brightspace. Questions requiring further information can be dealt with by contacting the course instructor.

Once available, a list of teaching assistants and their contact information will be posted to OWL Brightspace.

### Time zone and Scheduling of Course Components

All times listed in this document and on the OWL Brightspace course site are assumed to be in Eastern Time (the local time of the Western University campus) unless otherwise stated. Assignment due dates and exams will be scheduled for the Eastern Time Zone. Students must ensure they are available during these times, even if they are located outside of Ontario. No alternative deadlines or exam dates/times will be offered for students outside of the Eastern Time Zone.

### Student Evaluation

Element	Weight
4 Assignments	30%
5 Quizzes (Online)	30%

Reading questions	5%
Final Exam (Online)	35%

To be eligible to obtain a passing mark in the course, your final exam grade must be 50% or higher. A maximum grade of 44% will be given if you do not satisfy this requirement.

### Assignments

Students are expected to view the course materials and complete the assigned homework to prepare for the assignments. Once the assignment is completed, all parts of it must be submitted on the OWL Brightspace site. The student must ensure that all parts of each assignment are correctly uploaded and submitted in OWL Brightspace so that the assignment can be marked accordingly.

**Note:** Assignments emailed to the instructor or teaching assistant will NOT be accepted unless there are extenuating circumstances and with prior approval from the instructor.

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

Where possible, the instructions for each assignment will be posted at least two weeks before the due date. If, for any reason, the assignment schedule given above cannot be adhered to, the assignment marks will be prorated. The four assignments are worth 30% of the overall mark for the course. If an assignment must be canceled, the remaining weights will be prorated to add up to 30%.

### Assignment Marking

- Assignments will be marked by a TA within 2 weeks of the assignment due date where possible (weeks with holidays may take additional time, as will assignments submitted in the last two weeks of the course). Assignments submitted late will approved extensions may take longer to mark depending on the length and nature of the extension.
- Once marks are returned, individual marks, comments, and a detailed marking scheme will be posted on the OWL Brightspace site.
- Questions regarding assignment marking should first be directed to the teaching assistant who graded your assignment and only to the course instructor 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 back.
- Mark adjustments will only be made for errors in grading. Students must clearly specify the error they believe the TA made when requesting an adjustment.
- If your discussion with the teaching assistant was not satisfactory and you appeal your grade to the course instructor, they may choose to regrade all parts of the assignment to ensure your assignment grade is accurate. This may raise or lower your overall assignment grade.

### Late Policy for Assignments

48 hours late: 15% reduction (percentage is calculated from the maximum possible grade).

72 hours late: 25% reduction

Submissions must be at most 72 hours late to be accepted.

**Note:**

- Students must budget enough time to properly submit their assignments via OWL Brightspace and allow for any unforeseen technological issues. Students are also expected to regularly back-up their assignments and submit them well before any deadline.
- Students must check the files they submit to OWL Brightspace to ensure they uploaded a correct and working file. No extensions will be given for submitting the wrong file or corrupted file.
- In the event of serious medical or compassionate grounds, a student must follow the procedure for Academic Accommodation for Medical Illness as given in this document. If an academic accommodation is approved, either a deferred due date will be provided, or the assignment will be weighted on the final exam. This decision is up to the course instructor and will be made based on the time passed since the due date and the accommodation details.

**General information about missed coursework**

Students must familiarize themselves with the *University Policy on Academic Consideration – Undergraduate Students in First Entry Programs* posted on the Academic Calendar:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/academic\\_consideration\\_Sep24.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/academic_consideration_Sep24.pdf)

This policy does not apply to requests for Academic Consideration submitted for **attempted or completed work**, whether online or in person.

The policy also does not apply to students experiencing longer-term impacts on their academic responsibilities. These students should consult [Accessible Education](#).

For procedures on how to submit Academic Consideration requests, please see the information posted on the Office of the Registrar's webpage:

[https://registrar.uwo.ca/academics/academic\\_considerations/](https://registrar.uwo.ca/academics/academic_considerations/)

All requests for Academic Consideration must be made within 48 hours after the assessment date or submission deadline.

All Academic Consideration requests must include supporting documentation; however, recognizing that formal documentation may not be available in some extenuating circumstances, the policy allows students to make one Academic Consideration request **without supporting documentation** in this course. However, the following assessments are excluded from this, and, therefore, always require formal supporting documentation:

- Examinations scheduled during official examination periods (Defined by policy)
- Practical laboratory and performance tests (Defined by policy)
- Midterm/Presentation/Group Project (Designated by the instructor as the one assessment that always requires documentation when requesting Academic Consideration)

When a student *mistakenly* submits their one allowed Academic Consideration request **without supporting documentation** for the assessments listed above, the request cannot be recalled and reappplied. This privilege is forfeited.

**Online Quizzes**

Five quizzes will be given online via the OWL Brightspace platform. Quizzes must be completed by the given due date. Failing to complete the quiz during the given times will result in a 0 grade

being entered for the quiz. No extensions or makeups will be given for quizzes. For approved absences due to serious medical or compassionate grounds, the weight of the quiz will be moved to the final exam. You are expected to start quizzes early and not leave them until the last day to account for unforeseen circumstances.

If fewer than five quizzes are given or if the instructor must cancel a quiz for any reason, the weight of the canceled quiz will be added to the remaining quizzes.

Quizzes are open book but must be completed individually and without the assistance of others. Using a language model or AI system to answer questions is not allowed and is not considered to be an "open book" for this course. Sharing quiz questions/solutions, completing a quiz for or with another person, or otherwise cheating on a quiz is an academic offence and will result in a 0% quiz grade for ALL quizzes at a minimum.

Once started, quizzes have a set time limit and must be completed within that time limit. The time limit may differ based on the quiz's content, which will be stated on OWL Brightspace once the quiz is posted.

If technological issues occur during your quiz, this will count as a first attempt. Further, you are responsible for properly documenting and reporting these issues to the course instructor immediately. No consideration for technical issues will be given if they are undocumented or you do not report them within 6 hours of them occurring.

If fewer than five quizzes are given or a quiz must be canceled for any reason, the weight of the canceled quiz will be placed on the remaining quizzes.

### **Final Exam**

The final exam will be conducted online during the final exam period and cover all course material, including assigned readings, tutorials, lectures, and material covered in assignments. The Registrar's Office will announce the date and time of the final exam, which will be held during the university's final examination period. The exam format will be announced at least two weeks before the final exam date.

Students are strongly urged not to make any commitments (i.e., vacation) during the examination period. Students must be available for examinations during the examination periods of all semesters in which they register. INC is not granted, and the university policies regarding the absence of the final exam will be applied.

### **Final Exam Policies**

- The final exam will be a closed-book exam. Reference notes or Dictionaries of any kind are not allowed.
- The exam will be 2 hours in length.
- The only software permitted to be running while writing the exam is a browser (only to access the exam on OWL Brightspace). All other windows, software, and browser tabs must remain closed. Notes may be taken on one blank piece of paper (no software may be used to take notes).
- The exam will be completed individually, without 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. However, you can have one blank page for notes, writing utensils, and a clear cup or bottle of water with no writing on it.
- 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.

- A special/makeup exam will only be offered for significant technical difficulties outside 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. This can be accomplished by capturing a screenshot of your computer screen to illustrate the technical challenges the student is encountering. Students must inform the course instructor of their technical issues immediately after attempting to write the exam (within two hours).
- A special exam for technical issues will only be considered if the students followed the exam instructions and rules and the technical issues were not a result of failing to follow them. Students must also collaborate with Western's technical support team (IT Help Desk) if they experience issues and must provide documentation of their technical problems. Failing to do any of these things will result in no special exam being offered for technical issues.
- Students requesting a deferred final exam before the final exam must supply their Dean's Office with written documentation at least 2 weeks before 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 in this document.
- 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.

### **Tentative Topics and Textbook Reading Schedule**

The listed dates are when readings will be assigned. They should be completed within a week of the assigned date. Additional (not textbook-based) readings and videos will be posted each week on OWL Brightspace to supplement the readings.

### **Email Contact & Online Conduct**

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 regularly.

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

**NOTE:** Email messages **must** be sent from your university account and **MUST** include: "**CS 1032 F24**" in the subject line. (spaces/case do not matter ex: cs1032f21 works) Email messages without **CS 1032 F24**" 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. Your email subject should start with "**Hello, professor.**" Last, I check my emails on school days and will reply within 24/48 hours.

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



[This is very important—please make sure you understand and follow the standards above.]

## **Accommodation and Accessibility**

### **Accommodation Policies**

Students with disabilities should work with Accessible Education (formerly SSD), which provides recommendations for accommodations based on medical documentation or psychological and cognitive testing. The Academic Accommodation for Students with Disabilities policy can be accessed here: [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 Accommodation for Medical Illness or Serious Circumstances**

If you cannot meet a course requirement due to illness or other serious circumstances, you must provide valid medical or other supporting documentation to your Dean's office as soon as possible and inform your instructor immediately. Once your accommodation is approved and the instructor is notified, you must make alternative arrangements with your instructor.

If you miss a final exam, you must immediately obtain a "Recommendation of Special Examination" form from the Dean's Office. For more details, refer to: [www.uwo.ca/univsec/pdf/academic\\_policies/appeals/accommodation\\_illness.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf).

For academic accommodation due to illness, students should use the Student Medical Certificate when visiting an off-campus medical facility or request a Record's Release Form (available in the Dean's Office) for visits to Student Health Services. The form is available here: [www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf)

### **Important Notes**

- For absences during open quizzes, submit documentation supporting your absence to the academic counseling office of your home faculty.
- Submit a Student Medical Certificate (SMC) signed by a licensed medical practitioner to academic counseling for medical documentation. Your professor cannot accept medical documentation directly; it must be sent to and approved by the academic counseling office of your home faculty.
- If you submit a request for consideration to academic counseling, you must follow up with your course instructor via email within 24 hours of the end of the period covered, or sooner. Failure to do so may result in no accommodation being granted.

### **Extenuating Circumstances**

Students who experience significant extenuating circumstances (such as illness, injury, or other serious events) that temporarily prevent them from meeting academic requirements may request academic consideration through the following routes:

1. For medical absences, submit a Student Medical Certificate (SMC) signed by a licensed medical or mental health practitioner to the Academic Advising office of your Faculty of Registration.
2. For non-medical absences, submit appropriate documentation to the Academic Advising office of your Faculty of Registration.

Please remember to contact your instructor via email within 24 hours of the end of the period covered, or sooner, in all cases.

### **Important Reminder**

Instructors cannot receive documentation directly from students for medical or other accommodation requests. All documentation must be submitted to the Academic Advising office of your Home Faculty.

### **Religious Accommodation**

Students should consult the University's list of recognized religious holidays and should give reasonable notice in writing before the holiday to the Instructor and an Academic Counsellor if their course requirements are affected by a religious observance. Additional information is given in the Western Multicultural Calendar:

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

You may also be eligible to write the Special Exam if you are in a "Multiple Exam Situation" (see [http://www.registrar.uwo.ca/examinations/exam\\_schedule.html](http://www.registrar.uwo.ca/examinations/exam_schedule.html)).

### **Absences from Final Examinations**

If you miss the Final Exam, please contact the Academic Advising office of your Faculty of Registration as soon as you can 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).

### **Support Services**

Please visit the Science & Basic Medical Sciences Academic Advising webpage for information on add/drop 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 Student Accessibility Services (SAS) 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 counselors at the Student Development Centre (<http://www.sdc.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 counseling.

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

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

### **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 (Proctortrack) and submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating. For details on Proctortrack and 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.
- Using a language model or other AI system to generate solutions for you in any way or amount.
- Allowing another student to copy your work <-- this is also an Academic Offense
- Sharing your assignment with another student, electronically or otherwise, ← is an Academic Offense for both students.
- Use another student's assignment or work as a "template" or "starting point" for your 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 an Academic Offense for both students.
- Sharing quiz/exam questions/answers or using ones sent to/obtained by you.
- Have another person write a quiz/exam for you.
- Failing to follow the specific rules given in the quiz/exam.
- Using a language model or other AI system to answer quiz questions.
- 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).

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

- Using other's work without properly citing it. All sources used must be cited if you did not directly copy text or images from this source.
- Claiming other's work as your own.
- Using a language model or other AI system to generate posts for you.
- Making posts for another student.
- Having a person other than yourself make forum posts for you.

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)

## Key Sessional Dates

- Classes begin: September 5<sup>th</sup>, 2024
- Last day to add a full course or a first-term half course or drop a course without showing
- WDN: September 13<sup>th</sup>, 2024  
Canadian Thanksgiving weekend: Oct 14, 2024 (Western closed)
- National Day for Truth and Reconciliation (No classes): September 30, 2024
- Reading Week: Oct 12, 2024 – Oct 20, 2024
- Last day to withdraw from a first-term half course or full-year course without academic penalty (extended from Sat. Nov. 30): December 2<sup>nd</sup>, 2024
- Classes end: December 6, 2024
- Exam period: December 9 – 22, 2024

More important dates can be found here:

[https://registrar.uwo.ca/resources/important\\_dates\\_and\\_deadlines.html](https://registrar.uwo.ca/resources/important_dates_and_deadlines.html).

### Misc. Items

- Do not share codes!!!; the program/written assignment submitted must be written independently.
- Please ensure to communicate promptly and professionally if you face any genuine difficulties.
- No extra work in the next semester is given to improve your grade. The given grades are final.

Good Luck 😊