Western University
Department of Computer Science

Computer Science 1032A Section 650, Information Systems and Design
Course Outline -- Summer Distance Studies 2024

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

Topics include 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). Intended primarily for Management and Organizational Studies students.

Prerequisites
No prerequisites are required for this course.

Antirequisites
Management and Organizational Studies 1033A/B.

Instructor: **Dr. Daniel Servos**
E-Mail: dservos5@uwo.ca
Office: Middlesex College 387
Office Hours: Online via Zoom (by appointment)
Appointment Link: http://danielservos.ca/apt

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/textbook-search?campus=UWO&term=N2024&courses%5B0%5D=650_UW/CSC1032A

or directly from Pearson:

https://mlm.pearson.com/enrollment/servos43855

When registering with MyLab MIS or speaking with Pearson's support team, use the following course code (if asked for it) and ensure you sign up **with your Western e-mail ending in @uwo.ca.**

Course Code: servos43855

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 or Windows 10
    Minimum Memory (RAM): 8GB
    Minimum Free Disk Space (Hard Disk Size): 6GB
    Minimum Monitor Resolution: 1280 x 800
    Minimum Processor (CPU): Dual-core 2.4 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 <u>NOT</u> run on an Apple computer !
        Other arrangements (such as using MyVLab) must be made in advance.

Software Requirements:

A current copy of Microsoft Office 365 is required for this course including Word, Excel, and Access *(Windows only!!).* Microsoft Office is provided for free to most students enrolled at Western, all other software used is available for free. It is the student's responsibility to ensure the software is compatible with, installed and working on their home computer. You must use the most up to date version of Microsoft Office 365 for your operating system (older version may not be compatible with the assignments in this course).

Proctortrack will be required to write the final exam and requires a webcam and microphone. By taking this course you agree to use the Proctortrack software during the final exam (see the Final Exam section for more details).

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.

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

Course Web Page:

The course website is located within OWL Brightspace. To access the website, navigate to https://westernu.brightspace.com/ 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.

This course is offered asynchronously, meaning that there will be no set 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 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.

Instructor Office Hours:

Your instructor will hold one-on-one weekly office hours via Zoom to address any questions regarding course content, assignments, or concerns you may have about the course. Office hours must be booked at least 12 hours in advance via this link: http://danielservos.ca/apt

If you will be unable to make an appointment you have booked, please either cancel the appointment using the link in the e-mail sent to you or e-mail dservos5@uwo.ca to let the instructor know of your cancellation. This allows the time to be used by other students. Repeatedly booking appointments but failing to attend them without canceling in advance will result in you being unable to book future office hour appointments. You may not book more than one appointment slot per day without prior permission from the course instructor.

Teaching Assistant Consulting:

Teaching assistants (TAs) assigned to the course 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 course site. The number of TA consulting sessions offered and the scheduling of each will depend on the number of TAs assigned to the course and will be announced on the OWL course site once available. In the event that no TAs are assigned to the course or are otherwise unavailable or prevented from working, no TA consulting times will be held.

Questions regarding assignments or lecture materials can also be directed to a TA by e-mail or through the Assignment Discussion forums on OWL. Questions requiring further information can be dealt with by contacting the course instructor.

A list of teaching assistants and their contact information will be posted to OWL once available (assuming TAs are assigned to this course).

Time zone and Scheduling of Course Components:

All times listed in this document and on the OWL 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 alterative deadlines, or exam dates/times will be offered for students outside of the Eastern Time Zone.

Student Evaluation:

Element	Weight
6 Assignments	40%
3 Online Quizzes	15%
Online Participation	10%
Final Exam	35%

To be eligible to obtain a passing mark in the course, your final exam grade **must** be 40% 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 the assignment must be submitted on the OWL site. It is the **student's responsibility** to ensure that all parts of each assignment are correctly uploaded and submitted in OWL, to ensure 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 following is the **tentative** assignment schedule *(subject to change, __see OWL for official due dates__):*

Assignment	Weight	Tentative Topic	Posted on OWL	Due Date (by 11:55PM)
1	2%	Situational Setup	May 6th	May 15th
2	7%	Excel	May 13th	May 24th
3	7%	Database Design (ERDs)	May 27th	June 7th
4	8%	Microsoft Access	June 10th	June 21st
5	8%	XML Documents	June 24th	July 5th
6	8%	Queries and SQL	July 8th	July 19th

The due dates of the assignments are shown in the table above. Please note that these dates are **tentative**. The due dates will be confirmed when the assignments are posted on OWL. **The due date shown on OWL is the official due date.**

Where possible, the instructions for each assignment will be posted on the date listed in the above table and at least 1 week in advance of the due date. If for any reason the assignment schedule given above cannot be adhered to, the assignment marks will be prorated. The six assignments are worth 40% of the overall mark for the course. If an assignment must be cancelled for any reason, the remaining assignment weights will be prorated to add up to 40%.

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 well as assignments submitted in the last two weeks of the course).
- Individual marks, comments, 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 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:

- **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.**
- Students are expected to check the files they submit to OWL to ensure they uploaded a correct and working file. **No extensions will be given for submitting the wrong file or corrupted file.**
- Each student will be given **four** "late coupons" in total for the semester that may be used to submit an assignment one day late per coupon (up to a **maximum of 4 days late per assignment**).
- Late coupons will be applied automatically when an assignment is submitted late, and an **estimate** will be shown in the OWL gradebook. This tracking in the gradebook is an **estimate and not updated in real time**. It is the student's responsibility to track their current late coupons and ensure the estimate in the gradebook is correct.
- If a student has no late coupons remaining a zero grade will be given for the assignment if it is submitted late (**no partial late marks will be given**).
- Late coupons must be used before special circumstances or medical absences 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. A student must follow the procedure for Academic Accommodation for Medical Illness as given in this document. If an academic accommodation is approved and the assignment is more than 4 days late, the weight of the assignment will be placed on the final exam. No extension will be allowed beyond 4 days past the assignment due date.
- **Late coupons can only be used on assignments.**

Backup Requirement:
- **You are required to frequently backup your work on all assignments in this course.**
- Backups should use a remote backup solution such as One Drive to ensure files are not lost if your computer is damaged/stolen/etc.
- No extension or accommodation will be given for lost or corrupted files.
- Student's using Western's MyVLab to complete assignments are required to understand how to transfer files between MyVLab and their home computer. **This includes never saving directly to the Z: drive and only transferring the files to your local computer (Z:) when backing up or submitting.**
- **Saving <u>directly</u> to the Z: drive on MyVLab <u>will</u> corrupt your work.**

MyLab Homework:
Each week homework will be assigned from the MyLab component of your textbook. This homework is optional but highly recommended for studying purposes. Many quiz and exam questions will be based around this homework and failing to complete it will put you at a significant disadvantage.

Online Participation:

Participation will be tracked using "participation points" that are awarded for completing weekly activities assigned in the video lectures, tutorials, or on OWL.

Lecture and tutorial videos may include a section that asks you to complete a small poll, quiz, short written response, or other activity. Completing these will award points, but **only if they are completed before the participation deadline** and **all instructions are followed**. These response prompts will be included in the videos and not posted elsewhere on OWL (unless otherwise noted), meaning that **you are required to watch the lectures/tutorial videos to earn these points**. Not all videos will have such prompts but there will be at least one per week and at least 150 points possible to earn per week. **Fewer points may be awarded if you do not follow the activities' directions or do not put effort into your reply.**

Unless otherwise noted, the due date for participation activities in weeks 1 to 5 is June 14th and weeks 6 to 12 is July 26th. You are still expected to complete the activity in the week it is given, but no penalty will be applied if you meet these deadlines *(this is to account for any unforeseen circumstances that may impact your ability to complete the activities).*

Participation points will be converted into percentage (out of 10%) to calculate your final participation mark using the following table:

Level	Grade (out of 10%)	Minimum Participation Points Required
0	0%	0
1	1%	50
2	2%	100
3	3%	200
4	4%	300
5	5%	450
6	6%	600
7	7%	800
8	8%	1050
9	9%	1400
10	10%	1800
11	10% + up to 2% bonus to final grade (depending on number of extra points past 2000). For example, 2000 points might give a 0.5% bonus, 2100 a 1% bonus and so on (the exact numbers of points will be determined at the end of the course when calculating the final grades). Your final grade can not be over 100%.	2000

No fraction of percentages will be granted for participation. You must make it to the next level to increase your participation grade. For example, 1000 points would still be a level 7, worth 7%.

Due to technical limitations, participation points will not be updated live, and it is your responsibility to estimate them if you wish to track your progress. Official estimates calculated by the course instructor will be given approximately halfway through the course and at the end of the course.

From time to time and at the course instructor's discretion, bonus opportunities for participation points may be given to the whole class. Such opportunities will be rare and should not be counted on to obtain your final participation grade. The first bonus activity is to read this course syllabus and complete the form found at https://forms.office.com/r/1PVgFtUaPk by May 15th at 11:55pm. 50 participation will be earned by correctly completing the form before the deadline. No points will be granted for this after this date. You may not share this link with other students.

The final subjective decision of what constitutes a "meaningful contribution" or how may points are assigned for a contribution is at the sole discretion of the course instructor. Quantity or length of posts is not a substitute for quality and multiple low-quality posts do not add up to one meaningful contribution. While spelling and grammar of forums posts will not be marked, all posts must be legible, intelligible, and written in English.

Any attempt to circumvent, "cheat", or game the participation system in a way that is clearly not intended could result in a loss of participation points or a zero overall participation grade for significant offences. If an activity asks you to include your name, or the name of your hypothetical business and you include a name other than your own (regardless of the reason why), no participation points will be earned for that activity.

Posting forum posts for another student, using generative AI (e.g. ChatGPT), posting another student's work, or making a post that is otherwise comprised of others work that is not properly cited, is considered an academic offence. If you have any doubt about what is or is not allowed, you are required to ask the course instructor before posting.

Forum topics for most participation activities will be setup to require you to post a new thread before viewing other student's posts. Attempting to circumvent this by posting a blank, empty, or nonsense thread so you can see others work before posting your own will result in a zero grade for that activity. You are allowed to add to or expand on your response after reading others, but the initial posting must be a good effort attempt to response to the activity with your own opinion, view, or solution.

Online Quizzes:

Up to three quizzes will be given online via the OWL platform. The **tentative** quiz schedule is as follows (subject to change, please see OWL for the official dates/times):

Quiz	Weight	Content Covered	Date Posted	Due Date (by 11:55PM)
1	5%	CH1, KE4, CH2, CH3, Excel	May 27th	May 31st
2	5%	CH5, CH4, KE7, ERDs, Access	June 24th	June 28th
3	5%	CH6, CH7, CH8, CH9, XML/XSD	July 8th	July 12th

You may start a quiz at any time in the range given in the above table, however, you are expected to budget enough time to account for any technical or personal issues and you will be cutoff at the due date even if you have time remaining. **It is expected that you start quizzes before the last day to take the quiz.**

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 to the last day to account for any unforeseen circumstances.**

Quizzes are open book but must be done individually and without the assistance of others. Using a language model or AI system to answer questions is not allowed, and not considered to be "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.

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.

You may retake each quiz once. The highest grade will be recorded. Note that quiz questions are drawn from a large bank of questions and may be different on each attempt. **If technological issues occur during your quiz, this will count as a first attempt**, and considerations for special circumstances will only be given if technological issues **also** occur on the second attempt. It is your responsibility to properly document these issues and report them to the course instructor **immediately.** No consideration for technical issues will be given if they are undocumented or you do not report them within 12 hours of them occurring.

If less than three quizzes are given or a quiz must be cancelled for any reason, the weight of the cancelled quiz will be placed on the final exam.

Final Exam:

The final exam will be conducted online during the final exam period and **covers all course material including assigned readings, tutorials, lectures, and material covered in assignments**. The exact date/time of the final exam will be announced once available. The **tentative** format of the exam will be a closed book online OWL test with automatically graded questions including multiple choice, short answer, fill in the blank, and matching questions. The official format will be announced on OWL before the final exam period.

The final examination in this course will be conducted using the remote proctoring service, such as Proctortrack. 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**. More information about this remote proctoring service is available in the Online Proctoring Guidelines at the following link:
https://registrar.uwo.ca/academics/examinations/remote_proctoring/pdfs/StudentGuidetoProctortrack.pdf

Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. Information about Proctortrack's technical requirements are available at the following link:
https://proctortrack.com/tech-requirements

By taking this course you are agreeing to the use of Proctortrack during your final exam as well as the Proctortrack privacy policy (https://proctortrack.com/privacy-policy) and terms of service (https://proctortrack.com/terms-of-service). No alternatives to Proctortrack will be given, nor will there be any option to write the exam in-person.

Final Exam Policies

- **The final exam will be closed book.**

- You are permitted to have one **blank** page to write notes on during the exam, writing utensils, and a **clear** cup or bottle of water **with no writing or labels on it**. No calculators or phones are allowed (as they will not be needed).

- You must show both the blank pages and water container to the camera during the room scan, failing to do this will result in a penalty to your final exam grade that may include a zero grade.

- The final 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.

- **Points will be deducted from the final exam for an improper room scan that does not cover all areas of the room. In extreme cases this penalty can be 100% of your final exam grade.**

- **All students must complete the Proctortrack onboarding process at least one week before writing the final exam.** Failing to do this may result in a penalty to your final exam grade or being unable to write the final exam.

- Students are responsible for ensuring they are able to write the exam uninterrupted, in a quiet location, and with no other person present. 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 disconnected and 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. Notes may be taken on one blank piece of paper (no software may be used to take notes).

- 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 (**within one hour**). A special exam for technical issues will only be considered if the students completed the Proctortrack onboarding process in time, followed the exam instructions and rules, and the technical issues were not a result of failing to follow the exam instructions. **Student must also work with Western's remote exam support team if they encounter issues** and have documentation of their technical issues and working with Western's support team. Failing to do any of these things will result in no special exam being offered for technical issues.

- 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 it's self), 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:

Listed 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 & Readings
1	May 6th	• Introduction to CS1032 • Introduction to Business • Why MIS	**CH1:** The Importance of MIS
2	May 13th	• Excel	**KE4:** Introduction to Microsoft Excel 2016
3	May 20th	• Business Processes & Decisions • Competitive Strategy	**CH2:** Business Processes and Decision Making **CH3:** Productivity, Innovation, and Strategy
4	May 27th	• Databases • ER Diagrams	**CH5:** Database and Content Management **KE6:** Database Design **ERD Slides**

5	June 3rd	• Hardware and Software	**CH4:** Hardware and Software
6	June 10th	• Microsoft Access	**KE7:** Using Microsoft Access 2016
7	June 17th	• Competitive Advantage • Cloud Computing	**CH6:** The Cloud **KE9:** Network and Cloud Technology **CH7:** Organizations and Information Systems
8	June 24th	• XML & XSD	**XML & XSD Slides**
9	July 1st	• Decision Making • eCommerce • Social Networking	**CH8:** Decision Making and Business Intelligence **CH9:** Social Networking, Ecommerce, and the Web
10	July 8th	• SQL • Access Reports	**SQL Slides**
11	July 15th	• Acquiring IS • IS Management • Ethics & Governance	**CH10:** Acquiring Information Systems **CH11:** Structure, Governance, and Ethics
12	July 22nd	• Security & Privacy • Review	**CH12:** Managing Information Security and Privacy **Review Slides**
July 29th to Aug. 1st		**Final Exam Period:** See official exam schedule for date and time	

Email Contact & Online Conduct:

Occasionally email messages may be sent to the entire class or to students individually. Emails will be sent to your UWO email address as assigned to you by Information Technology Services (ITS). **It is your responsibility to read your Western email on a frequent and regular basis (at least weekly) as well as keep up to date with posts and new content on the OWL course site.**

You should note that email at the university and thru other providers have quotas or limits on the amount of space that is dedicated to each account. Unchecked email may accumulate beyond those limits, and you may be unable to retrieve important messages from the university. Losing email is not an acceptable excuse for not knowing about the information that was sent.

Email 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 first check the forums/discussions section in OWL to see if the information has already been posted before creating a new post. 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: "CS1032" in the subject line. Email messages without CS1032 in the subject line may automatically be trapped and deleted by the instructor's SPAM filter and **will NOT be available, read or responded to.**

NOTE: Do **NOT** use 'Respond To' from any email or announcement message from OWL. You MUST type in the instructor's email in the destination. Please check the destination before sending an email to ensure it is addressed to the instructor and **NOT** to: **postmaster@owl.uwo.ca**

NOTE: Please also include a title or topic description of the contents of the email in the subject line and when possible send e-mails from your @uwo.ca e-mail account. The instructor will be unable to respond to

questions about your personal grades, assignment, etc. if they are not sent via a known @uwo.ca e-mail account for security and privacy reasons.

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 Academic Accommodation for Students with Disabilities policy can be found at:
https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic Accommodation_disabilities.pdf

Academic Consideration for Student Absence

In all cases you MUST follow up with your course instructor via e-mail immediately following the conclusion of your absence. Failing to follow up with your instructor in a timely fashion will result in no consideration being given for the absence.

For Items Worth Less Than 10%
- **Assignments:** For assignments you are expected to use the late coupon system for any minor absences. It is your responsibility to manage your late coupons to ensure you have enough remaining for any unforeseen circumstances and not use them unnecessarily. You will be expected to use all of your late coupons before any special considerations are given.

- If insufficient late coupons remain or your absence would last longer than 4 days past the due date, **you are required to submit documentation** in support of your absence to academic counseling of your home faculty. This documentation must cover the correct range of time **before** the assignment due date. **Note that instructors, are unable to view medical documentation, as such it must be sent to academic counseling.**

- **Quizzes:** For quizzes you are expected to complete the quiz early and not wait until the last day the quiz is open to complete the quiz. This should allow for any minor unforeseen absences. For absences of more than a day during the time the quiz is open, **you must submit documentation** in support of your absence to academic counseling of your home faculty. **Note that instructors, are unable to view medical documentation, as such it must be sent to academic counseling.**

- As you are allowed to resubmit each quiz once, **technical difficulties will only be considered if they occur on both attempts of the quiz**. Technical difficulties must have had a significant impact on both attempts, be documented by the student, out of the control of the student taking the quiz, and reported to the course instructor immediately to be eligible for accommodation. No consideration will be given if technical issues are reported more than 12 hours after the quiz or no documentation of the technical issue was produced (this is the student's responsibility).

- The accommodation for an approved quiz absence for which the deadline has passed, is moving the weight of the quiz to the final exam.

- **Participation:** Students are expected to complete the assigned participation activities in the week they are assigned. To allow for unforeseen circumstances and minor absences, no penalty will be given for failing to complete the activity in the week it was assigned so long as it is completed for the participation deadlines (as given in the Participation section of this document). As such, special consideration will only be given for a participation activity if the absence overlaps with the week in which the activity was assigned, and this absence reasonably prevents the student for meeting the relevant participation deadline (June 14th for Weeks 1 to 5 and July 26th for weeks 6 to 12).

- **Medical Documentation:** For medical absences, you are required to submit your documentation as soon as you are able to do so to academic counselling for your home faculty.

- For medical documentation you are required to submit a Student Medical Certificate (SMC) signed by a licensed medical practitioner. **Your professor can not receive any medical documentation, this must be sent to and approved by academic counseling for your home faculty.**

- For all cases where a consideration request is submitted to academic counseling you must follow up with the course instructor via e-mail within 24 hours of the end of the period covered or sooner. If you fail to do this, no accommodation will be granted.

For Items Worth More Than or Equal to 10%

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

Note that in all cases, students are required to contact their instructor via e-mail within 24 hours of the end of the period covered or sooner.

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.**

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).

Accommodations Related to Disability

Accommodations for flexibility with assignment deadlines, class/quiz attendance, etc. must be discussed with the course instructor via e-mail as soon as possible so arrangements and alternatives can be made in advance of due dates. No consideration or accommodation will be given retroactively in these cases (i.e. after the due date). If you need assistance in discussing these accommodations with the course instructor, please contact your accessibility counselor.

Religious Accommodation

Students should consult the University's list of recognized religious holidays, and should give reasonable notice in writing, **prior to the holiday**, to the Instructor and an Academic Counsellor if their course

requirements will be 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).

Support Services:

Please visit the Science & Basic Medical Sciences Academic Counselling 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 counsellors 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 counselling.

Students who are in emotional/mental distress should refer to Mental Health@Western (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.

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 (all assignments and quizzes are individual work).

● 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 another student's Western, Pearson, or Proctortrack accounts for any reason.

● Using a language model or other tool to generate solutions for you in any way or amount. This includes tools such as ChatGPT.

● **Allowing** another student to copy your work ← *this is an **Academic Offense** for **both** students.*

● 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 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 or work from an external source (text, instructor, course website, generative AI, etc.) where a student's own code/work 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.

- Having another person write a quiz/exam for you.

- Failing to follow the specific rules given in the quiz/exam.

- Having any unapproved electronic device or notes out during the final exam.

- Using a language model or other tool to answer quiz questions. This includes tools such as ChatGPT.

- 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).

- Circumventing any proctoring tools or software such as Proctortrack in any way.

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

- Using others work without properly citing it. All sources used must be cited if you did not directly copy text or images from this source.

- Claiming others work as your own.

- Using a language model or other tools to generate posts for you. This includes tools such as ChatGPT.

- Making posts for another student.

- Having a person other than yourself make forum posts for you.

- Copying and reposting something another student posted to the forums.

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 the final exam, will make you ineligible for a passing grade in this course. This requirement will not be waved if the 0% is due to an academic offence.

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