Western University
Faculty of Science
Department of Computer Science

General Course Information

Course Information:

Computer Science 1032b
Information Systems and Design
Course Outline – **Winter Term 2024**

Calendar Description:

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

This course is compliant with 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 reviewed by The Chartered Professional Accountants of Ontario. The materials used in this course for the introduction to Microsoft applications software have been approved by Microsoft for use in the preparation for the Microsoft Office Specialist Certification exams.

Prerequisites
None.

Antirequisites
Management and Organizational Studies 1033A/B.

Instructors:

M. Magguilli   **[Section 001]**

Office Hours: By appointment only (arranged at least one day prior)
E-Mail: lmagguil@uwo.ca

Course Schedule

CS1032b Section 001
Lecture Times:
      Tuesday   11:30 am – 12:30 pm
      Thursday   11:30 am – 1:30 pm
Location: Natural Science, Rm 1

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:
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: magguilli50413

While the textbook (or eText) is required for this course, the online MyLab MIS component is optional but highly recommended for studying purposes.

Technology Requirements:

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

Operating System: Windows 11, Windows 10, Windows 8.1, Windows 8, or Windows 7 Service Pack 1
Minimum Memory (RAM): 2GB
Minimum Free Disk Space (Hard Disk Size): 6GB
Minimum Monitor Resolution: 1280 x 800
Minimum Processor (CPU): Dual-core 2 GHZ or faster
Browser: Chrome 63 or newer, Firefox 70 or newer, or IE 11
Browser Plug-Ins: Javascript Enabled & Third Party Cookies Enabled
Internet Connection: Reliable high-speed internet connection *(0.5+ Mbps)*
Computer Peripherals: Webcam *(can be built into laptop)*, microphone *(can be built into webcam or laptop)*, keyboard, and mouse

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

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

Software Requirements:

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

> **Microsoft Office 365:**
> - Excel
> - Word
> - Access *(Windows only!!)*
>
> **Internet Browser:**
> - Firefox 70 or newer
> - **OR** Chrome 63 or newer
> - **OR** IE 11 *(not recommended for MyLab MIS)*
>
> **Plain Text Editor:**
> - NotePad++ *(Windows -or- MyVLab [PC Emulator])*
>
> **E-R Diagram Tool:**
> - Dia Diagram Editor
>
> **MyVLab:**
> - Windows Emulator Environment *(mandatory for Apple Mac O/S users!!)*
>
> **iCliker:**
> - iClicker – Used during in-person lectures (requires laptop or mobile device).

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

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

The General Student Computing Labs at the university are currently located in:
- HSB13, HSB14 & HSB16 - Health Sciences Building, rooms 13, 14, and 16
- NCB 105 - North Campus Building, room 105
- NSC 110 - Natural Sciences Centre, room 110
- SH 1310 - Somerville House, room 1310 (lower level)
- SSC1000, SSC1012 & SSC1032 - Social Science Centre, rooms 1000, 1012 and 1032

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

Scheduled Lectures:

The scheduled lectures for the course use presentation software and appropriate applications software to present the course content. The required course materials supply portions of the course content. Readings and practice exercises will be assigned. Students are expected to come to class prepared, by completing the readings and exercises before class.

Lecture materials will be available on the course website. These materials are intended to aid in note-taking and provide review of course content. They are not complete course notes and are not a substitute for attending lectures

Should you miss any lectures, you should make arrangements to obtain this material from another student.

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

Week #	Week of	Topics	Textbook Chapter
1	Jan. 07th	• Introduction to CS1032 • Introduction to Business • Why MIS	**Lecture:** Introduction to Business **Lecture:** Chapter 1: Why MIS? **Tutorials:** Software Setup, MyVLab, Textbook & MyLab MIS, other basic setup tutorials
2	Jan. 14th	• Excel Part 1	**Tutorials:** Excel tutorials
3	Jan. 21rd	• Excel Part 2 • Business Processes & Decisions • Competitive Strategy	**Lecture:** Chapter 2: Business Processes and Decision Making **Lecture:** Chapter 3: Productivity, Innovation, and Strategy
4	Jan. 29th	• Databases • ER Diagrams Part 1	**Lecture:** Chapter 5: Databases **Tutorials:** ER Diagrams & DIA **Tutorials:** Normalization
5	Feb. 04th	• ER Diagrams Part 2 • Hardware and Software	**Lecture:** Chapter 4 Part 1: Hardware **Lecture:** Chapter 4 Part 2: Software
6	Feb. 11th	• Microsoft Access Part 1	**Tutorials:** MS Access tutorials
Reading Week			
7	Feb. 25th	• Microsoft Access Part 2 • Networks & The Cloud • Competitive Advantage	**Lecture:** Chapter 6: The Cloud **Lecture:** Chapter 7: Organizations and Information Systems
8	Mar. 03rd	• XML & XSD Part 1 • Access Reports	**Tutorials:** XML & XSD
9	Mar. 10th	• XML & XSD Part 2 • Decision Making • eCommerce	**Lecture**: Chapter 9 Social Networking, Ecommerce, and the Web

10	Mar. 17th	• SQL Part 1	**Lecture:** Chapter 8: Decision Making and Business Intelligence **Tutorials:** SQL & Access Reports
11	Mar. 24th	• SQL Part 2 • Structure, Governance, and Ethics • Acquiring IS and IT Projects	**Lecture**: Chapter 10: Acquiring Information Systems Through Projects **Lecture**: Chapter 11 Video: Information Systems Management
12	Mar. 31st	• Security and Privacy • Review	**Lecture:** Chapter 12: Managing Information Security and Privacy
13	April 7th	• No Monday Classes	
Final Exam Period			

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.

Teaching Assistant Consulting:

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

Email Contact:

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

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

NOTE: Email messages **must** be sent from your university account and **MUST** include:
   "**CS 1032 F24**" in the subject line. (spaces/case do not matter: ex: cs1032f24 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.

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

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

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

IMPORTANT: 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.
CS1032 is NOT enough – it MUST include the F24 or it will NOT be available, read or responded to.

Review and remember these email standards. If you have NOT received a response to your email, please check your original email to ensure the standards above have been applied.

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 by the instructor for any reason, the remaining assignment weights will be scaled to add up to 40%.)

Element	Weight	Topic	Due (by 6PM)
Assignment 1	2%	business	Monday January 15
Assignment 2	8%	EXCEL	Monday January 29

Assignment 3	7%	ERD	Wednesday. February 14
Assignment 4	7%	ACCESS	Monday March 04
Assignment 5	8%	XML	Wednesday March 20
Assignment 6	8%	SQL	Wednesday April 03
2 On-Line Quizzes	10% each 20% (in total)	*See quiz section.*	*See quiz section.*
Attendance / Participation	10%	iClicker	*See attendance section*
Final	30%		TBA

Important:
To be eligible to obtain a passing mark in the course, the student's final exam grade must be **45%** or higher.

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.

Every effort will be made to have assignments marked and handed back within 2 weeks of the hand in date.

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 me 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 (up to a maximum of **3 days late <u>per assignment</u>**).
- Late coupons will be applied automatically when an assignment is submitted late and tracked in the OWL gradebook. No intervention is required by the student.
- 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.
- 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 February 1st at 11:55 pm and the student submits on February 1st at 11:56 pm this would require one late coupon, as would any submission between February 1st at 11:56pm and February 2nd at 11:55 pm. After February 2nd at 11:55pm and up to February 3rd at 11:55 pm, 2 late coupons would be required. After February 3rd at 11:55pm and up un l February 4th at 11:55pm 3 late coupons would be required. After February 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.
- **After all late coupons are used, no extensions will be given for assignments** except for in the event of serious medical or compassionate grounds that are approved by academic counselling. A student must follow the procedure for Academic Accommodation for Medical Illness as given in this document.
- Even with accommodation, no assignment will be accepted after 4 days past the original due date. After this point the only possible accommodation will be moving the weight of the assignment onto the final exam (this is only for absences approved by academic counseling).
- **Late coupons can only be used on assignments.**

Online Quizzes:

There are two on-line quizzes. Each quiz will be approximately 40 minutes in length and will be completely multiple-choice format. The quizzes will be presented on-line through OWL. Quizzes are to be taken individually and without the aid or assistance of any person or persons.

- Each quiz will occur during a 36h window, as announced by your instructor. The quiz will be timed (likely about 30-40 minutes). To make things easier for you, you will get to choose the time of day that works best to complete the quiz.
- In cases of emergency when a quiz must be missed, students can contact their academic counselling office to retrieve accommodation for an absence. In this case, the weight of the quiz will be carried over to the final exam.
- The quizzes will be online.

Tentative Quiz Dates (the exact day(s) in which the quiz will take place will be announced):

| Quiz # 1 | **Week 5** (opens: February 09th @ 12:00 noon - closes February 10th @ 11:55 pm) |
| Quiz # 2 | **Week 10** (opens: March 15th @ 12:00 noon - closes March 16th @ 11:55 pm) |

There will **not** be any make-up quizzes. If you cannot write the quiz for a valid reason (i.e. conflict with another university assessment, medical reasons, or religious reasons), you will **have to** contact your academic counsellor to request accommodations to miss the quiz. If you obtain such accommodation, the weight of the quiz will be shifted to the final exam. **Without such accommodations, missing the quiz will result in a mark of zero on the quiz and it cannot be made up.**
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 in the quiz's instructions.

Participation:

Your participation grade will be determined by your attendance (recorded via iClicker) in-class and participating in the iClicker quizzes/polls. This will be graded as a pass or fail for each lecture.

Up to four (4) lectures can be missed without penalty. (first week of class will not count in order to accommodate for late enrollments) After missing 4 lectures, you will be required to contact your academic counsellor to request accommodations, or you will receive a grade of zero for participation in the missed lecture.

If you enrolled after the first week of class, your permissible 4 absences will be affected.

To obtain these participation marks you must be physically present in-class and have your own device capable of using iClicker. Any attempt to circumvent the participation system or earn a passing participation grade without a<ending class is an academic offence and will result in an overall participation grade of zero and the offence being reported to the Dean's Office.

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.**
- 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.

Course Web Page:

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

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

Key Sessional Dates:

Classes begin: January 8, 2024
Spring Reading Week: February 17 – February 25, 2024
Classes end: April 8, 2024
Final exams period: April 11 – 30, 2024
Please refer to the course timeline (schedule) shared on OWL in a separate file.

Contingency Plan for an In-Person Class Pivoting to 100% Online Learning

In the event of a COVID-19 resurgence (or other extraordinary event) during the course that necessitates the course delivery moving away from face-to-face interaction, all remaining course content will be delivered entirely online, asynchronously (e.g., posted on OWL for students to view at their convenience). The grading scheme will **not** change. Any remaining assessments will also be conducted online as determined by the course instructor.

In the event of a move to 100% online learning, the final exam will be conducted online using OWL and 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://www.uwo.ca/univsec/pdf/onlineproctorguidelines.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, **including a webcam**. Information about the technical requirements are available at the following link:
https://www.proctortrack.com/tech-requirements/

Student Absences

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

  i. For medical absences, submitting a Student Medical Certificate (SMC) signed by a licensed medical or mental health practitioner to the Academic Counselling office of their Faculty of Registration.

  ii. Submitting appropriate documentation for non-medical absences to the Academic Counselling office in their Faculty of Registration.

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

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

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

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/academic_consideration.pdf

The Student Medical Certificate is available at

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf.

Religious Accommodation

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

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

Absences from Final Examinations

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

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

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

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

Accommodation and Accessibility

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

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic Accommodation_disabilities.pdf,

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 his/her official university address is attended to in a timely manner.

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

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf.

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

Tests and examinations in this course may be conducted using a remote proctoring service. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide **personal information** (including some biometric data) and the session will be **recorded**. Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. More information about this remote proctoring service, including technical requirements, is available on Western's Remote Proctoring website at:

https://remoteproctoring.uwo.ca.

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

Ethical Conduct:

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf.

Plagiarism

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

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

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

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

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

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

The role of tutoring is to help students understand course material. Tutors should not write any part or all of an assignment for the students who hire them. Tutors should not 'advise' or 'suggest' what is to be entered into an assignment or the solutions to any portion of the assignments. Any aid beyond what

you would have received directly from the instructor will be considered an academic offense. Having employed the same tutor as another student is not a legitimate defense against an accusation of collusion, should two students hand in assignments judged similar beyond the possibility of coincidence.

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

- Unacceptable collaboration

- What is unacceptable? There is a difference between discussing assignments and solutions with fellow students and working together on the solutions to the point where the work submitted is clearly not individual work. <u>If in doubt, ask your instructor</u>.

- **Copying** of another student's assignment

- **Allowing** another student to copy your work ← *this is also an **<u>Academic Offense</u>***

- Sharing your assignment with another student electronically or otherwise ⬜ *this an **<u>Academic Offense</u>** for **both** students.*

- Using another student's assignment or work as a "template" or "starting point" for your own work. ← *this is an **<u>Academic Offense</u>** 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 (**<u>if in doubt, ask your instructor</u>**)

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 **<u>Academic Offense</u>** for **both** students.*

- Sharing quiz/exam questions/answers or using ones sent to/obtained by you.

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

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

- Sharing you screen or virtually taking a quiz/exam with others (e.g. being in an online chat of any kind while taking a quiz/exam).

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

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

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

and Rules of Ethical Conduct:

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

Support Services

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

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

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

Learning-skills counsellors at the Student Development Centre (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/mentalhealth) 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.