Computer Science 1032
Information Systems and Design
Summer Distance Studies 2022

Course 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). Intended primarily for Management and Organizational Studies students.

Your Instructor
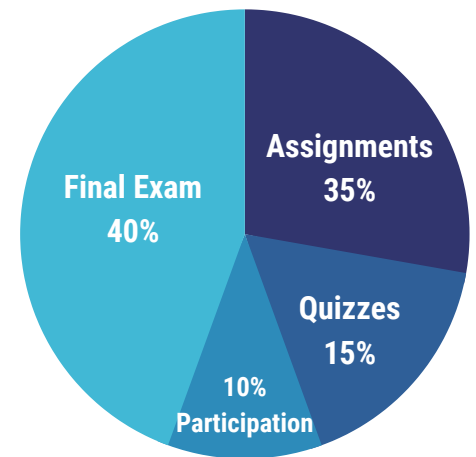
Dr. Daniel Servos

E-Mail: dservos5@uwo.ca

Office: Middlesex College 387
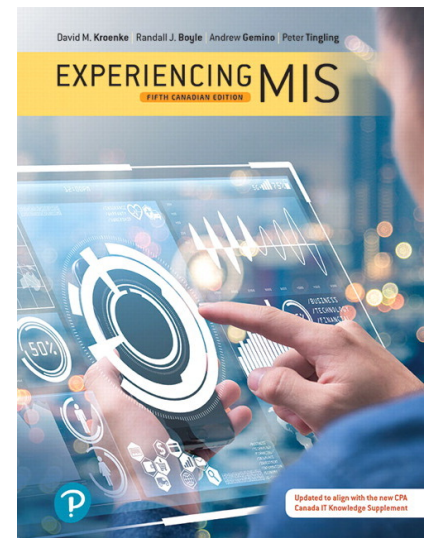
Office Hours: By Appointment (via Zoom)

Appointments: http://danielservos.ca/apt

Personal Website: http://danielservos.ca

Course Delivery

This **online** course is offered **asynchronously**, meaning that there will be no set meeting times. Instead, you will determine your own schedule for working through course materials each week. New material and videos will be posted each week on the **OWL course site** (https://owl.uwo.ca).

Tentative Dates

- **May 9th:** Course begins
- **May 26th:** Assignment 1 due
- **June 3rd:** Quiz 1 due
- **June 9th:** Assignment 2 due
- **June 17th:** Quiz 2 due
- **June 23rd:** Assignment 3 due
- **July 1st:** Quiz 3 due
- **July 7th:** Assignment 4 due
- **July 15th:** Quiz 4 due
- **July 21st:** Assignment 5 due
- **July 29th:** End of course
- **August 2nd to 5th:** Final exam period

Your Grade

- Final Exam 40%
- Assignments 35%
- Quizzes 15%
- Participation 10%

Online Textbook

EXPERIENCING MIS
FIFTH CANADIAN EDITION

David M. Kroenke   Randall J. Boyle   Andrew Gemino   Peter Tingling

Updated to align with the new CPA Canada IT Knowledge Supplement

Course Code: servos20435
http://www.pearsonmylab.com

CS1032

Technology Requirements

- **Windows** based computer *(some software used is Windows only)*
- **Webcam** *(can be built into laptop)*
- **Microphone** *(can be built into laptop)*
- Reliable **high-speed internet** connection *(0.5+ Mbps)*
- **Microsoft Office 365** *(free for most Western students)*
- **Internet Browser**: Firefox or Chrome
- **Plain Text Editor:** Notepad++ or Brackets *(both are free)*
- **Dia Diagram Editor** *(free software)*
- **Proctortrack** *(no extra cost for Western students)*

Western University
Department of Computer Science

Computer Science 1032A Section 650, Information Systems and Design
Course Outline -- Summer Distance Studies 2022

Course Description

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

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

Prerequisites
No prerequisites are required for this course.

Antirequisites
Management and Organizational Studies 1033A/B.

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/product/cebcodeid25576

or directly from Pearson:

http://www.pearsonmylab.com/

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

Course Code: servos20435

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

Technology Requirements:

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

Operating System: Windows 11, Windows 10, Windows 8.1, Windows 8, or Windows 7 SP1
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 <u>NOT</u> run on an Apple computer !
Other arrangements must be made in advance.

Software Requirements:

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

Microsoft Office 365:
- Excel
- Word
- Access *(Windows only!!)*

Internet Browser:
- Firefox 70 or newer
- **OR** Chrome 63 or newer
- **OR** IE 11 *(not recommended for MyLab MIS)*

Plain Text Editor:
- NotePad++ *(Windows only)*
- **OR** Brackets

E-R Diagram Tool:
- Dia Diagram Editor

Proctortrack:
- Proctortrack - Only used for the final exam (more instructions regarding Proctortrack will be given closer to the final exam). Requires a webcam and microphone.

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

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

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 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 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 OWL Forums section 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.

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
5 Assignments	35%
4 Online Quizzes	15%
Online Participation	10%
Final Exam	40%

To be eligible to obtain a passing mark in the course, your final exam grade **must** be 40% or higher **AND** you **must** have a nonzero grade on at least 3 assignments **AND** you **must** complete at least 2 quizzes (with any grade). A maximum grade of 45% will be given if you do not satisfy these requirements.

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 prior approval from the instructor.

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

Assignment	Weight	Tentative Topic	Posted on OWL	Due Date (by Midnight)
1	7%	Excel	May 16th	May 26th
2	7%	Database Design (ERDs)	May 30th	June 9th
3	7%	Microsoft Access	June 13th	June 23rd
4	7%	XML Documents	June 27th	July 7th
5	7%	Queries and SQL	July 11th	July 21st

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 dates will coincide with the class progression on subsequent topics.

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 five assignments are worth 35% 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 35%.

Assignment Marking:

- Assignments will be marked by a TA within 2 week of the assignment due date where possible (weeks with holidays may take additional time).
- 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. **Assignment marks will be final after 1 week.**
- 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.

Late Policy for Assignments:

- **It is expected that students budget enough time to properly submit their assignments** via OWL and allow for any unforeseen technological issues. **Students are expected to regularly backup their assignments and submit well before any deadline.**
- Each student will be given **four** "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 per assignment**).
- Late coupons will be applied automatically when an assignment is submitted late and tracked in the OWL gradebook.
- If a student has no late coupons remaining or submits an assignment more than 3 days late, a zero grade will be given for the assignment (no partial late marks will be given).
- Late coupons must be used before special circumstances are considered.
- **After all late coupons are used, no extensions will be given for assignments** except for in the event of serious medical or compassionate grounds. A student must follow the procedure for Academic Accommodation for Medical Illness as given in this document. If an academic accommodation is approved, a deferred due date will only be provided by the instructor for maximum of 3 days past the original due date. After this point the weight of the assignment will be placed on the final exam.

MyLab Homework:

Each week homework will be assigned from the MyLab component of your textbook. This homework is optional and ungraded 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 different activities that demonstrate engagement and participation in the course, aiding other students, completing lecture activities/responses, or making meaningful contributions on the course forums.

The following are examples of activities that award participation points (other opportunities may be added at the instructor's discretion):

Activity	Participation Points	Description
Completing lecture/tutorial responses or activities.	10 to 100	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 (even if your answer is incorrect) will award points. These response prompts will only be included in the videos and not posted elsewhere on OWL, 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.
Asking a meaningful question on the course forums.	0 to 50	Asking a meaningful question on the OWL course forums about the course content or assignments that is not clearly answered elsewhere or already asked by another student. To count, the question must be posted in the correct subforum and asked in good faith (i.e. not to simply gain points). Most meaningful questions will be given 25 points on average depending on the quality. **At most 300 points can be earned from asking/answering questions.**
Answer a question on the course forums.	0 to 50	Answering an unanswered question posted by another student on the OWL course forums in a meaningful way or significantly adding to an already answered question. To count, the answer must be posted in in good faith. No points will be awarded to students working together to post/answer questions purely for points. Most meaningful answers will be given 25 points on average depending on the quality. **At most 300 points can be earned from asking/answering questions.**
Posting a new resource to the course forums.	0 to 100	Posting links to free resources that cover topics discussed in the course or go into additional depth about these topics. These resources must be posted in the correct OWL subforum to count and must have not already been posted elsewhere (either by other students or mentioned by the instructor in the course resources). Most meaningful posts of resources will be given 25 points on average depending on the quality and number of resources posted. **At most 300 points can be earned from posting resources.**
Posting a tutorial, you wrote your self.	0 to 200	Posting a small practical tutorial about how to accomplish some task in the software we are using. The tutorial may be text, image, or video based and not already covered in the course materials or posted by another student. The tutorial must be your own work and not copied from another source. If you use any resources from others, they must be properly cited. Most meaningful and high-quality tutorials will be given 100 points on average depending on the quality, length, effort put into the tutorial. **At most 500 points can be earned from posting tutorials.**

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%	300
2	2%	600
3	3%	900
4	4%	1000
5	5%	1200
6	6%	1500
7	7%	1800 (it should be possible to accumulate this many points from only lecture/tutorial responses).
8	8%	1875
9	9%	1950
10	10%	1975 (it should be possible to accumulate this many points by completing all responses, making 3 quality forum posts, and one tutorial).
11	10% + up to 2% bonus to final grade (depending on number of extra points past 2200), Final grade can not be over 100%.	2200

No fraction of percentages will be granted for participation. You must make it to the next level to increase your participation grade. For example, 1150 points would still be a level 4, worth 4%.

Approximately halfway through the course (on the week of June 6th) your current participation points and level will be calculated and given to you to give an idea of your progress in the course. A final calculation will be done after July 29th and all work that counts towards participation must be completed by midnight on July 29th (the last day of the course before exams).

The final subjective decision of what constitutes a "meaningful contribution" or how may points is assigned for a contribution is at the sole discretion of the course instructor. Quantity of posts is not a substitute for quality and multiple low-quality posts do not add up to one meaningful contribution.

Online Quizzes:

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

Quiz	Weight	Content Covered	Date Posted	Due Date (by Midnight)
1	3.75%	CH1, 2, 3, KE4, Excel	May 30th	June 3rd
2	3.75%	CH4, 5, 6, KE6, KE9, ERDs	June 13th	June 17th
3	3.75%	CH7, KE7, Access	June 27th	July 1st
4	3.75%	CH8, 9, XML	July 11th	July 15th

You may start a quiz at any time in the range given in the above table. 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 will be given for quizzes except for serious medical or compassionate grounds that prevent the student from completing the quiz on any date in the range given in the above table.

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

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

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.

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

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 format on the exam will be an online OWL test with automatically graded questions including multiple choice, short answer, fill in the blank, and matching questions.

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://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. Information about the technical requirements are available at the following link:
https://www.proctortrack.com/tech-requirements/

Final Exam Policies

- **The final exam will be closed book. However, you may have one letter sized page of handwritten notes (one sided).**
- You are permitted to have one blank page for notes, writing utensils, and a clear cup or bottle of water with no writing on it. No calculators or phones are allowed (as they will not be needed).
- 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.
- **All students must complete the Proctortrack onboarding process at least one week before writing the final exam.**

- Students are responsible for ensuring they are able to write the exam uninterrupted, in a quite location, and with no other person present. All pets should also be kept out of the room while writing the final exam.
- Only one computer, one webcam, one monitor, one keyboard, and one mouse are permitted during the final exam. All other electronic devices are to be stored out of reach and view.
- The only software permitted to be running while writing the exam are a browser (only to access the exam on OWL) and Proctortrack. All other windows, software and browser tabs must remain closed. 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.
- 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
1	May 9th	- Introduction to CS1032 - Introduction to Business - Why MIS	**CH1:** The Importance of MIS
2	May 16th	Excel	**KE4:** Introduction to Microsoft Excel 2016
3	May 23rd	- Business Processes & Decisions - Competitive Strategy	**CH2:** Business Processes and Decision Making **CH3:** Productivity, Innovation, and Strategy
4	May 30th	- Databases - ER Diagrams	**CH5:** Database and Content Management **KE6:** Database Design
5	June 6th	- Information Technology - Networks & The Cloud	**CH4:** Hardware and Software **CH6:** The Cloud **KE9:** Network and Cloud Technology
6	June 13th	Microsoft Access	**KE7:** Using Microsoft Access 2016
7	June 20th	Competitive Advantage	**CH7:** Organizations and Information Systems
8	June 27th	XML	
9	July 4th	- Decision Making - eCommerce	**CH8:** Decision Making and Business Intelligence **CH9:** Social Networking, Ecommerce, and the Web
10	July 11th	- SQL - Access Reports	
11	July 18th	- IS Management - Ethics & Governance	**CH10:** Acquiring Information Systems **CH11:** Structure, Governance, and Ethics
12	July 25th	- Security & Privacy - Review	**CH12:** Managing Information Security and Privacy
Aug. 2nd to 5th		**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 this email on a frequent and regular basis.

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 24 hours between Monday and Friday and within 48 hours on Saturday, Sunday and holidays. 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 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**

[this is very important – please make sure you 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 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
Students will have up to two (2) opportunities during the regular academic year to use an on-line portal to self-report an absence during the semester, provided the following conditions are met: the absence is no more than 48 hours in duration, and the assessment for which consideration is being sought is worth 30% or less of the student's final grade. Students are expected to contact their instructors within 24 hours of the end of the period of the self-reported absence, unless noted on the syllabus. Students are not able to use the self-reporting option in the following circumstances:

- for exams scheduled by the Office of the Registrar (e.g., December and April exams)
- absence of a duration greater than 48 hours,

- assessments worth more than 30% of the student's final grade,
- if a student has already used the self-reporting portal twice during the academic year

If the conditions for a Self-Reported Absence are *not* met, students will need to provide a Student Medical Certificate if the absence is medical, or provide appropriate documentation if there are compassionate grounds for the absence in question. Students are encouraged to contact their Faculty academic counselling office to obtain more information about the relevant documentation.

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 that are not covered by the Self-Reported Absence Policy must be submitted to the Academic Counselling office of a student's Home Faculty.**

For 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_for_absences.pdf
and for the Student Medical Certificate (SMC), see:
http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf

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).

Special Examinations
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 Academic Calendar for details (under Special Examinations).

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

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

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

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

- Sharing your assignment with another student electronically or otherwise ← *this an **Academic Offense** for **both** students.*

- Using another student's assignment or work as a "template" or "starting point" for your own work. ← *this 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.

- 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