

Western University
Department of Computer Science

Computer Science 1032A Section 650, Information Systems and Design
Course Outline -- Summer Distance Studies 2023

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: servos65686

You can also use the link: <https://mlm.pearson.com/enrollment/servos65686>

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 NOT 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 24 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 alternative deadlines, or exam dates/times will be offered for students outside of the Eastern Time Zone.

Student Evaluation:

Element	Weight
5 Assignments	35%
3 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. 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):

Assignment	Weight	Tentative Topic	Posted on OWL	Due Date (by 11:55PM)
1	7%	Excel	May 15 th	May 25 th
2	7%	Database Design (ERDs)	May 29 th	June 8 th
3	7%	Microsoft Access	June 12 th	June 22 nd
4	7%	XML Documents	June 26 th	July 6 th
5	7%	Queries and SQL	July 10 th	July 20 th

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 weeks of the assignment due date **where possible** (weeks with holidays may take additional time, as will assignments submitted in the last two weeks of the course). Assignments submitted late will approved extensions may take longer to mark depending on the length and nature of the extension.
- 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 3 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 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, either a deferred due date will be provided, or the weight of the assignment will be placed on the final exam. This decision is up to the course instructor and will be made based on how much time has passed since the due date and the details of the accommodation.
- **Late coupons can only be used on assignments.**

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.	0 to 200 <i>(value of the activity will be stated when the activity is posted)</i>	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, but only if they are completed within 2 weeks of posting (with the exception of the week 11 and 12 activities that must be completed before July 28 th). 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.
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). The question must also be timely and relevant to the current assignment and topics covered in the course. Most meaningful questions will be given 25 points on average depending on the quality. At most 300 points can be earned from asking questions.
Answer a question on the course forums.	0 to 100	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. The answer must also be timely and address the student’s question within a week of posting it or before the assignment deadline (if the question is referring to an assignment), which ever is sooner. A high-quality answer post will include examples, diagrams, or screenshots to aid in the explanation as well as cite its sources. Most meaningful answers will be given 50 points on average depending on the quality and correctness. At most 300 points can be earned from 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 links must not require an account or login to access.

		<p>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). A high-quality resource post will contain multiple related resources, give a summary of each resource, and explain how they are relevant to the course. A minimum of two resources must be posted in a resource post to receive any points and must contain a paragraph explaining each resource. For more points, more resources must be posted in the same post. Most meaningful posts of resources will be given 50 points on average depending on the quality and number of resources posted. Posting short tips or solutions to common problems may also fall under this category if they are high quality and follow similar rules. At most 300 points can be earned from posting resources.</p>
Posting a tutorial, you wrote your self.	0 to 300	<p>Posting a practical tutorial about how to accomplish some task in the software we are using. The tutorial may be text, image, or video based and must not already be covered in the course materials or posted by another student. The tutorial must be your own work and not copied from another source. You should include full examples and diagrams/screenshots. If you use any resources from others, they must be properly cited. Video tutorials will be awarded more points than text-based tutorials. Tutorials must be timely and not cover content for assignments that are now past their due date for full points. High-quality tutorials must have some effort put into them and include examples, diagrams, video or screenshots aid in the explanation. Most meaningful and high-quality tutorials will be given 150 points on average depending on the quality, length, effort put into the tutorial. At most 800 points can be earned from posting tutorials.</p>

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
8	8%	1875
9	9%	1950
10	10%	2000
11	10% + up to 2% bonus to final grade (depending on number of extra points past 2300), final grade can not be over 100%.	2300

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%.

Participation points will not be updated live, and it is your responsibility to estimate them if you wish to track your progress. Every effort will be made to post a calculation of your participation points halfway through the course (ideally before the drop date) to give you an idea of your progress in the course. A final official calculation will be done **after** July 28th and all work that counts towards participation must be completed by midnight on July 28th at 11:55pm.

The final subjective decision of what constitutes a “meaningful contribution” or how many points is 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 forum posts will not be marked, all posts must be legible, intelligible, and written in English. Resources posted must also be intelligible and written in English to count for points.

To encourage posting to the forums throughout the course and when it will be most helpful to other students, any posts made in the last two weeks of the course will be given fewer participation points than those made earlier in the course. Posts made in the last week will have an even greater deduction. The one exception would be posts relating to any active assignment not yet past their due date.

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. Inappropriate behaviour on the course forums may also lead to a reduction of participation points. Posting forum posts for another student or making a post that is 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.

Online Quizzes:

Up to three 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 11:55PM)
1	5%	CH1, KE4, CH2, CH3, Excel	May 29 th	June 2 nd
2	5%	CH5, CH4, KE7, ERDs, Access	June 19 th	June 23 rd
3	5%	CH6, CH7, CH8, CH9, XML/XSD	July 10 th	July 14 th

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 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 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 **tentative** format of the exam will be an online OWL test with automatically graded questions including multiple choice, short answer, fill in the blank, and matching questions. If this format changes an announcement will be made.

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.**
- 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).
- 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 two week before writing the final exam.** Failing to do this may result in a penalty to your final exam grade.
- 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 8th	<ul style="list-style-type: none"> • Introduction to CS1032 • Introduction to Business • Why MIS 	CH1: The Importance of MIS
2	May 15th	<ul style="list-style-type: none"> • Excel 	KE4: Introduction to Microsoft Excel 2016
3	May 22nd	<ul style="list-style-type: none"> • Business Processes & Decisions • Competitive Strategy 	CH2: Business Processes and Decision Making CH3: Productivity, Innovation, and Strategy
4	May 29th	<ul style="list-style-type: none"> • Databases • ER Diagrams 	CH5: Database and Content Management KE6: Database Design ERD Slides
5	June 5th	<ul style="list-style-type: none"> • Hardware and Software 	CH4: Hardware and Software
6	June 12th	<ul style="list-style-type: none"> • Microsoft Access 	KE7: Using Microsoft Access 2016
7	June 19th	<ul style="list-style-type: none"> • Competitive Advantage • Cloud Computing 	CH6: The Cloud KE9: Network and Cloud Technology CH7: Organizations and Information Systems
8	June 26th	<ul style="list-style-type: none"> • XML & XSD 	XML & XSD Slides
9	July 3rd	<ul style="list-style-type: none"> • Decision Making • eCommerce • Social Networking 	CH8: Decision Making and Business Intelligence CH9: Social Networking, Ecommerce, and the Web
10	July 10th	<ul style="list-style-type: none"> • SQL • Access Reports 	SQL Slides
11	July 17th	<ul style="list-style-type: none"> • Acquiring IS 	CH10: Acquiring Information Systems

		<ul style="list-style-type: none"> • IS Management • Ethics & Governance 	CH11: Structure, Governance, and Ethics
12	July 24th	<ul style="list-style-type: none"> • Security & Privacy • Review 	CH12: Managing Information Security and Privacy Review Slides
July 31 st to August 3rd		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

For Items Worth Less Than 10%

- 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 3 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.
- 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.
- For participation points, you may make up any missed activities by posting on the course forums (see the participation section of this document for details). For absences longer than two weeks constitutively you must submit documentation in support of your absence to academic counseling of your home faculty.
- For all cases, you are required to submit your documentation as soon as you are able to do so.
- For medical documentation you are required to submit a Student Medical Certificate (SMC) signed by a licensed medical practitioner to academic counselling. 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%

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 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.**

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).

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](#)).

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.

- Using a language model or other AI system to generate solutions for you in any way or amount.
- **Allowing** another student to copy your work ← *this is also an Academic Offense*
- Sharing your assignment with another student electronically or otherwise ← *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.
- Using a language model or other AI system to answer quiz questions.
- 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).

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 AI system to generate posts for you.
- Making posts for another student.
- Having a person other than yourself make forum posts for you.

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

due to the 49% requirement given in the Student Evaluation section. Receiving 0% on the final exam, will make you ineligible for a passing grade in this course.

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

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

and Rules of Ethical Conduct:

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