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 2023**

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   (course coordinator)   **[Section 001]**
Office Hours: By appointment only (arranged at least one day prior)
E-Mail: lmagguil@uwo.ca

Daniel Servos   **[Section 002]**
 E-Mail: dservos5@uwo.ca
 Office: MC387
 Office Hours: By Appointment (via danielservos.ca/apt) on Wednesdays from Noon to 3:00PM

Course Schedule

CS1032b Section 001		CS1032b Section 002	
Lecture Times:		**Lecture Time:**	
Tuesday	11:30 am – 12:30 pm	Tuesday	7 – 10 pm
Thursday	11:30 am – 1:30 pm		
Location: Natural Science, Rm 1		**Location:** North Campus Building, Rm 113	

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: MAGGUILLI65213

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 <u>NOT</u> 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!!)*

Remote Backup Service:
- OneDrive
- **OR** Dropbox, other version control, etc.

** 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:

This course uses a flipped-classroom model. This means that lecture and tutorial videos will be posted weekly on the OWL course site. Students are expected to view these videos and complete any required tasks and quizzes (listed on the OWL course site) before attending lecture sessions each week.

Scheduled in person lectures will primarily consist of in-class group activities lead by your section's assigned instructor. Students are expected to come prepared to work on activities and bring any necessary supplies including blank paper and writing utensils to each session. **Bringing a laptop or electronic device capable of using the required software is highly recommend** but not required. Please bring such a device to each lecture if possible.

The content covered in person consists of only a portion of the course content. Readings, lecture videos, and practice exercises will be assigned weekly that make up the remainder of the content. Students are expected to both actively engage in the in-person lectures and complete the assigned readings and videos each week. Quizzes and the final exam will cover content from all sources, so it is critical that students both attend lectures and complete required readings/viewings to be successful in this course.

Lecture videos are not a substitute for attending in person lectures or reading the textbook!
Tentative Topics and Textbook Reading Schedule:

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. 09th	• 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. 16th	• Excel Part 1	**Tutorials:** Excel tutorials
3	Jan. 23rd	• 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. 30th	• Databases • ER Diagrams Part 1	**Lecture:** Chapter 5: Databases **Tutorials:** ER Diagrams & DIA **Tutorials:** Normalization
5	Feb. 06th	• ER Diagrams Part 2 • Hardware and Software	**Lecture:** Chapter 4 Part 1: Hardware **Lecture:** Chapter 4 Part 2: Software
6	Feb. 13th	• Microsoft Access Part 1	**Tutorials:** MS Access tutorials
Reading Week			
7	Feb. 27th	• Microsoft Access Part 2 • Networks & The Cloud • Competitive Advantage	**Lecture:** Chapter 6: The Cloud **Lecture:** Chapter 7: Organizations and Information Systems
8	Mar. 06th	• XML & XSD Part 1 • Access Reports	**Tutorials:** XML & XSD
9	Mar. 13th	• XML & XSD Part 2 • Decision Making • eCommerce	**Lecture**: Chapter 9 Social Networking, Ecommerce, and the Web **Lecture:** Chapter 8: Decision Making and Business Intelligence
10	Mar. 20st	• SQL Part 1	**Tutorials:** SQL & Access Reports
11	Mar. 27th	• 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	Apr. 03rd	• Security and Privacy • Review	**Lecture:** Chapter 12: Managing Information Security and Privacy
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 message 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 W23**" in the subject line. (spaces/case do not matter: ex: cs1032w23 works)
Email messages without **CS 1032 W23** 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 W23** 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 W23 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 30% 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 30%.)

Element	Weight	Topic	Due (by 6PM)
Assignment 1	2%	business	Mon. January 16
Assignment 2	8%	EXCEL	Mon. January 30
Assignment 3	7%	ERD	Mon. February 13
Assignment 4	7%	ACCESS	Mon. March 06
Assignment 5	8%	XML	Mon. March 20
Assignment 6	8%	SQL	Mon. Apr. 03
10 On-Line Quizzes	20% (in total)	*See quiz section.*	*See quiz section.*
Final	40%		TBA

Important:
To be eligible to obtain a passing mark in the course, the student's final exam grade must be **49%** 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 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 (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 per assignment**).
- Each late coupon is valid for a 24 hour period only. For example, if an assignment is due on January 01 at 6:00pm and the student submits on January 03 at 7:00 pm this is 49 hours late and will require three (3) late coupons (24 + 24 + 1 = 49 hours).
- Late coupons will be applied automatically when an assignment is submitted late and tracked in the OWL gradebook.
- 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.
- 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.

Online Quizzes:
To encourage students to keep up with lecture videos and tutorials, a short online quiz must be completed before attending most in-class lectures. Each quiz will be open at least a week before the due date. The **tentative** dates for these quizzes is shown in the table below:

Quiz	Date Posted	Due Date (by 11:30AM)
1	January 9th	January 17th
2	January 16th	January 24th
3	January 23rd	January 31st
4	January 30th	February 7th
5	February 6th	February 14th
6	February 13th	February 28th
7	February 27th	March 7th
8	March 6th	March 14th
9	March 13th	March 21st
10	March 20th	March 28th

All quizzes are weighted equally.

You may start a quiz at any time in the range given in the above table. Quizzes must be completed and submitted by the given due date before 11:30AM. Failing to complete the quiz during the given times will result in a 0 grade being entered for the quiz. Students must ensure they start the quiz with enough time before the due date to finish, any active quiz will be cut off at 11:30AM.

Quizzes will be worth 2.5% each. The lowest 2 quiz grades will be dropped for all students, allocating a maximum 20% possible for the Quiz component of the final grade.

No extensions or makeups will be given for quizzes since the lowest 2 quiz grades will be dropped for all students. The intention of dropping the two lowest quizzes is to account for any technical issues, illness, or compassionate groups they make you miss or perform poorly on a quiz. Medical or compassionate grounds that prevent a student from completing the quiz will only be considered if they impact more than 2 quizzes. In such a case the weight of the missed quizzes will be moved to the final exam. Late coupons cannot be used for quizzes.

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 in addition to any penalty determined appropriate by the University for committing an academic offence.

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.

If less than 10 quizzes are given or a quiz must be cancelled for any reason by the professor, the weight of the cancelled quiz will be placed on the remaining quizzes.

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 9, 2023
    Reading Week: February 19 – February 25, 2023
    Classes end: April 10, 2023
    Exam period: April 13 – 30, 2023

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/accommodation_medical.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. 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 is an **Academic Offense** for* **both** *students*

- Using sites dedicated to sharing assignment solutions or aiding cheating, including but not limited to Course Hero, OneClass, and Chegg.

- Using code from an external source (text, instructor, course website) where a student's own code is expected (**if in doubt, ask your instructor**)

Academic dishonesty in quizzes and exams includes (but is not limited to):

- Writing a quiz/exam with the aid of another person ← *this is 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

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.