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## CS1033 - Course Outline

(Sat Dec 25, 2021 01:00 AM - Fri Jan 13, 2023 12:00 AM)

**Western University**  
**London, Canada**  
**Department of Computer Science**

# COMPUTER SCIENCE 1033 -- Introduction to Multimedia and Communications -- Spring 2023 - Blended Version COURSE OUTLINE

## 1. COURSE INFORMATION

This course is an introduction to multimedia concepts and explores the use of different types of media components (text, images, sound, animation and video) to convey ideas and facilitate interaction delivered through a web site. Topics include design considerations and media creation/editing tools for creating websites, graphics, sound, animation and video files. This course has a theoretical component and a practical component. Media components will be studied at a theoretical level, and students will have the opportunity to practice their skills by using software to create graphics, animation, movies, and web sites. There are no prerequisites for this course however the student must have their own computer and be familiar with the basic skills of computer use and file management. Student will **be required to** purchase some software (kritik.io is a required purchase, affinity photo is suggested but you could use our labs on the weekends) in order to complete labs and assignments.

### Learning Outcomes:

Upon completion of this course, a student will be able to:

- Recognize the characteristics of good design.
- Identify the ways that our world is translated into data that can be stored on a computer.
- List and describe at least 3 compression strategies used by computer scientists.
- Describe how the world wide web and the internet and search engines work.
- List some of the critical people and dates in the history of multimedia.
- Recognize the characteristics that affect the quality and realism of animation and videos.
- Using software, create and assemble the pieces (images, text, sound, animation and video) to build a website.

**List of Prerequisites: NONE**

## 2. INSTRUCTOR INFORMATION

| Section | Lecturer                           | Lecture Time and Location  | Office | Email  | Office Hours   | Phone Extension |
|---------|------------------------------------|--|--------|--|--|-----------------|
| 200     | Laura Reid<br>(Course Coordinator) | Monday 7pm-9pm MC110<br><br>Make sure you come to the first class on Monday, January 9 so you know | MC 416 | <a href="mailto:lreid@csd.uwo.ca">lreid@csd.uwo.ca</a> | Mondays: 1pm-2pm<br>Wednesdays: 10am-11am<br>Other times available by email appointment. | 86905           |

how this blended course  
will run.

Laura's office hours  
will be in-person  
and/or via zoom.  
Zoom link will be  
posted in the Prof &  
TA Consulting Link.

TBD soon

Tuesday 10:30am-  
12:30pm SSC2050

Bryan's office hours  
will be in-person  
unless otherwise  
stated in an  
announcement.

|     |             |   |        |  |  |       |
|-----|-------------|---|--------|--|--|-------|
| 201 | Bryan Sarlo | <p>Make sure you come to<br/>the first class on Tuesday,<br/>January 10 so you know<br/>how this blended course<br/>will run.</p> | MC 361 | <a href="mailto:bsarlo@uwo.ca">bsarlo@uwo.ca</a> | <p>Other times available<br/>by email<br/>appointment.</p> | 81417 |
|-----|-------------|---|--------|--|--|-------|

### EMAIL CONTACT WITH YOUR INSTRUCTOR:

We will occasionally need to send email messages to the whole class (via Owl Announcements) or to students individually. Email will be sent to the Western email address assigned to students by Western Technology Services (WTS). It is each student's responsibility to read this email on a frequent and regular basis, or have it forwarded to an alternative email address if preferred. See the WTS web site for directions on forwarding email. You are responsible for checking your email at least every 72 hours as this will be the instructors' main method of communicating with the students outside of lectures.

However, you should note that email at WTS (your Western account) and other email providers such as gmail.com or yahoo.com may have quotas or limits on the amount of space they can use. If you let your email accumulate there, your mailbox may fill up and you may lose important email from your instructors. Losing email that you have forwarded to an alternative email address is not an excuse for missing out on important information.

Note: You must send email from your Western account, and start the subject line with **CS1033** followed by whatever else you want to put in the subject line. Other email may be filtered out. Please send email in plain text format.

## 3. COURSE DESCRIPTION

### LECTURE TOPICS

1. Intro to Multimedia
2. Text:
  - Text attributes and design considerations
3. Graphics:
  - Types of graphics, attributes, considerations
  - Optimization techniques
  - File formats
  - Graphics software
4. Web Development:
  - Design considerations
  - Understanding what's involved in getting your web site up and running
  - Web building software

## 5. Animation:

- Types of animation, file formats
- Sources of animation
- Creating animation for the web
- Animation software

## 6. Sound:

- Sources of sound, file formats
- Sound-Editing software
- Sound on the web (Audacity)

## 7. Video in Multimedia

- Equipment overview
- Digital video considerations
- Video for the web

**Lectures: Watch several short assigned videos online per week.**

**Labs: Follow steps in a weekly lab (10 labs in total, 1 per week).**

The purpose of the labs is to learn how to use the software applications for graphics creation, animation, web site creation and video through exercises. The labs are self-directed step by step instructions that must be performed during your scheduled lab time. A Teaching Assistant will be in the lab room to help you if you get stuck and to take attendance.

#### **Lab      Lab Topics Covered**

- Lab 1    General lab usage and using SFTP with WinSCP software.
- Lab 2    Working with Graphics (Part 1 - Affinity Photo application)
- Lab 3    Working with Graphics (Part 2 - Affinity Photo application)
- Lab 4    Web site Development (Part 1 - <https://html5-editor.net/> application)
- Lab 5    Web site Development (Part 2 - <https://html5-editor.net/> application)
- Lab 6    Web site Development (Part 3 - <https://html5-editor.net/> application)
- Lab 7    Animation (Part 1 - MS PowerPoint)
- Lab 8    Animation (Part 2 - MS PowerPoint) and adding animation to a web page
- Lab 9    Video (Shotcut/iMovie) and adding video to a web page
- Lab 10   Audio editing (Audacity) and adding audio to a web page

#### **TA Consulting Hours for Assignments and Labs:**

Note: the schedule (T.A. name, room number and time) for the T.A.s will be posted on OWL. The t.a.s only do extra consulting hours the week when an assignment is due. The hours will be posted in owl. If a t.a. fails to show up for his/her consulting hour, please check on the OWL announcements first (the t.a. may have posted an announcement if he/she had to switch his/her hour) and if you see no announcement, email your professor to let him/her know the T.A. did not show up. We are hoping to set up the consulting so that the t.a.s will do 1 hour of zoom consulting and 1 hour of in-person consulting. Please stay tuned.

## **4. COURSE MATERIALS**

### **Textbook**

We are using an online textbook, written specifically for this course by one of our instructors! Click the following link and follow the instructions to purchase/subscribe to it. The cost is about \$32 CAD (about \$25 USD) and contains detailed

explanations of the topics covered in this course as well as review questions at the end of each section. This book is highly recommended but optional. The link to purchase online textbook is: <https://he.kendallhunt.com/product/multimedia-and-communication>

## Technical Requirements

You must have a computer that is running either Windows or Mac with a stable internet connection.

## Website

Course content can be accessed from OWL found at <http://owl.uwo.ca> **You are responsible for reading this information frequently, especially the announcements.** These sites contain:

- Weekly Lecture Notes and Lecture Videos
- Assignments
- Lab Exercises
- Announcements
- Consulting Schedule
- Frequently Asked Questions
- Other Important Information

## Lecture Videos and Notes

In Owl under Week By Week

## Required Software

You MUST purchase (20 dollars for the term) a subscription to <https://www.kritik.io/> . **YOU CANNOT PURCHASE THIS SOFTWARE LICENSE UNTIL AFTER THE ADD/DROP PERIOD IS OVER AS WE NEED TO HAVE FINALIZED CLASS LISTS.** You will get an email from Kritik (check your spam) after we have sent them the final class list. At this point you will be able to purchase the license. **THIS IS A REQUIRED PURCHASE.** You may not take the course without making this purchase as you will not be able to complete part of each assignment without this software.

You will also need the following software to be installed on your laptop/home computer:

- WinSCP (Windows) or FileZilla (Mac) (free)
- Affinity Photo - about 70 dollars - student discount (making the cost around 41 dollars CDN) is available for Western students - see Owl>Useful Links & FAQs for more information on the discount.
- <https://html5-editor.net/> (free)
- Brackets from <http://brackets.io/> (free - Mac users MUST install brackets but Windows users might also find this program a bit easier to use than Notepad)
- PowerPoint (free to Western Students thanks to a Microsoft donation --> THANK YOU MICROSOFT!)
- Audacity (free)
- Shotcut (free if you have a Windows Laptop) or iMovie (free if you have a Mac Laptop)

NOTE: All of the above software, except for kritik.io, can also be found in MC230 and NCB105 if you plan to work on campus.

## 5. METHODS OF EVALUATION

| Evaluation Type | Due Date | Valid Academic Counsellor Approved Excuse (ACAE) such as illness --><br>Contact them here: <a href="https://registrar.uwo.ca/faculty_academic_counselling.html">https://registrar.uwo.ca/faculty_academic_counselling.html</a> | Overall weight within |
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| Integrity Quiz | <p>An open book quiz. You get unlimited tries. You MUST complete it in the month of January AND you must get 90% on it if you want to get the 1% towards your final grade. Also the course material (lecture videos) will NOT open for you until you get at least 90% on the integrity quiz.</p> | 1%  |    |
| Weekly Quizzes | <p>5 Quizzes, posted every other week. Each quiz will consist of about 20 questions in Owl that review the lecture videos. See below for more info on Quizzes. Each quiz is worth 2%. We will drop your lowest quiz.</p>   | <p>If you must miss a quiz, remember that we drop your lowest quiz so missing one quiz will not affect your mark. If you must miss any other quiz and you have a valid ACAE which is emailed to your prof, you will receive the mark you get on the final exam as the mark for the missed quiz. We only move the weight of a quiz to the final exam if we hear from your Academic Counsellor.</p> | 8% |
| Labs           | <p>One lab is due every week for 10 weeks. As long as you</p>  | <p>Note: we will drop your lowest 2 labs so you may miss 2 labs with no penalty. Any other missed lab will have the weight of the lab moved onto the final exam. Please note, while we will move the weight of the lab onto the final exam, the MUCH better choice is to attend ALL TEN of your scheduled lab time slots because:</p>   | 8% |

are working hard to complete the lab during your scheduled lab time, you should get the 1% for the lab. If you are on your phone screwing around, chatting, i.e. NOT working on the lab OR if you come with the lab completed ahead of time, you will get 0. Labs MUST be completed (or nearly completed) during your lab time slot. Each lab is worth 1%. NOTE: You MUST show up to the lab you are scheduled in. You may NOT attend a different lab. THIS RULE HAS NO EXCEPTIONS!

- You need to understand the lab material in order to do the assignments
- It is much easier to get 100% on each lab than it is to get 100% on the final exam, so your final overall mark will be better if you attend your labs.
- There are t.a.s in the lab rooms who can help you if you get stuck on a lab.
- The final exam will have questions about the lab material so you need to complete the labs to do well on the final exam, thus you might as well attend your lab.

|   |   |   |    |
|---|---|---|----|
| Poster Assignment - Design a poster based on supplied content | <b>Due Friday, February 10th at 11:55pm PLUS you must also PEER mark 5 other fellow student's</b> | If we get a Valid ACAE (email from your counsellor) you will get a 48 hour extension from the due date. | 8% |
|---|---|---|----|

|   |  |  |     |
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|   | <p>assignments.<br/>The Peer<br/>Marking is<br/>open<br/>Tuesday, Feb<br/>14 till<br/>Thursday,<br/>Feb 16 and is<br/>due on that<br/>Thursday<br/>by 11:55pm.<br/>The Peer<br/>Feedback is<br/>due Friday,<br/>Feb 17 at<br/>11:55pm. The<br/>peer marking<br/>and feedback<br/>cannot be<br/>late!</p> <p>Due Friday,<br/>March 10th<br/>at 11:55pm<br/>PLUS you<br/>must also<br/>PEER mark 5<br/>other fellow<br/>student's<br/>assignments.<br/>The peer<br/>marking is<br/>due</p> |  |     |
| <p>Web Assignment<br/>- Build a<br/>website based<br/>on supplied<br/>content</p>   | <p>Thursday,<br/>March 16th<br/>at 11:55pm<br/>and the peer<br/>feedback is<br/>due Friday,<br/>March<br/>17th The<br/>peer marking<br/>and feedback<br/>cannot be<br/>late!</p>   | <p>If we get a Valid ACAE (email from your counsellor) you will get a 48 hour extension from the due date.</p> | 15% |
| <p>Major<br/>Assignment -<br/>Build a website<br/>about one of<br/>your interests<br/>based around a<br/>general topic we<br/>give you.</p> | <p>Due Friday,<br/>March 31st<br/>at 11:55pm<br/>PLUS you<br/>must also<br/>PEER mark 5<br/>other fellow<br/>student's</p>   | <p>If we get a Valid ACAE (email from your counsellor) you will get a 48 hour extension from the due date.</p> | 20% |

assignments.

The peer marking is due Thursday, April 6 at 11:55pm and the peer feedback is due Friday, April 7th at 11:55pm. The peer marking and feedback cannot be late!

|            |                                   |  |     |
|------------|-----------------------------------|--|-----|
| Final Exam | To be announced - See notes below | Students with valid ACAE will write the makeup exam in <b>MAY 2023</b> | 40% |
|------------|-----------------------------------|--|-----|

If, for any reason the assignment schedule given above cannot be adhered to by the instructors (NOT BY THE STUDENTS, i.e. we are referring to a class-wide change, NOT a change for an individual student), the assignment marks may be pro-rated.

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### More information about the Final Exam

The final exam will be 2 hours in length and multiple choice and in person (it will NOT be an online exam).

The date, time and location of the final exam will be announced by the Registrar's Office.

Students requesting a deferred final exam must supply their academic counselling unit for their home faculty with written documentation. Your lecturer CANNOT grant a request for a deferred final exam. Only a student's academic counselor from their home faculty can approve a request for a deferred final exam. The makeup exam (if you are approved for the makeup by your counsellor) will be written on TBA date in January. If you cannot make that date, you will receive 0 for the final exam.

Exam is closed book/lecture notes. No electronic devices are allowed during the exam.

For computer-marked multiple-choice exams, the exams will be filtered through a piece of software that checks for unusual coincidences in answer patterns that indicates cheating has occurred.

NOTE: To be eligible to pass the course, a student must obtain a weighted average of at least 45% on the major assignment and final exam (see below for information on how to calculate the weighted average).

- Calculation of the Weighted Average = (total of weighted marks / sum of weights) and weighted mark = (weight \* mark) For example, if you received 60% on the final exam (weighted at 40% of your final mark) and 80% on the major assignment (weighted at 20% of your final mark), your weighted average would be  $((60 \times 0.40) + (80 \times 0.20)) / (0.40 + 0.20) = (24 + 16) / 0.60 = 40 / 0.60 = 67\%$  WHICH IS ABOVE THE REQUIRED 45% TO PASS. Notice that if you did not hand in the major project and received 50% on the final exam, your weighted mark would be 33.4% and you would NOT pass the course, even if your overall grade for your labs, all your assignment marks and your final exam was greater than 50%.



Also note that you must also get over 45% on the final exam to get over 60% in the course (even if the overall grade for your labs, all your assignment marks and final exam resulted in a final grade calculation that was greater than 60%) AND you must get over 35% on the final exam to pass the course (even if the overall grade for your quizzes, labs, all your assignment marks and final exam resulted in a final grade calculation that was greater than 50%)

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## More Information about the Assignments

### Submission of Assignments

All assignments must be submitted electronically. Instructions on how to submit your assignments are contained within each assignment instructions. Assignment instructions will be posted on the OWL website. All assignments are individual assignments. You may discuss approaches to problems among yourselves; however, the actual details of the work (assignment coding, designing graphics, answers to concept questions, etc.) must be your individual effort. AGAIN: you can discuss your solution with others but you may NOT use someone's solution from previous years or this year, as a template, you MUST start from scratch in the tool used to build the assignment. Copy and pasting code or graphics from fellow/previous students in the course, anyone else and/or outside sources will be considered plagiarism and will be reported to your Dean's office. Plagiarism is a major academic offence (see Scholastic Offence Policy in the Western Academic Calendar).

Assignments that are judged to be the result of academic dishonesty will, for the student's first offence, be given a mark of zero **with additional penalties also being applied**. You are responsible for reading and respecting the Computer Science Department's policy on Scholastic Offences and Rules of Ethical Conduct .

The University of Western Ontario uses software for plagiarism checking such as MOSS. Student's assignments maybe be electronically scanned for plagiarism checking. **THUS DO NOT GIVE EMAIL/COPY AND PASTE** your assignment solutions to anyone in the course as you maybe be caught for plagiarism and both the sender and the receiver of assignments will be punished. You MUST do the work yourself! Also, references will be requested when downloading images from the Internet for assignments.

### Access to our lab rooms - Middlesex College Room 230

After-hours access to Computer Science lab rooms is by student card. If a student card is lost, you will need to visit the Student Services Building to obtain a replacement. As of 2018, the cost for a replacement card is \$25. More information is available at [https://www.registrar.uwo.ca/services/western\\_onecard\\_and\\_photo\\_standards.html](https://www.registrar.uwo.ca/services/western_onecard_and_photo_standards.html)

Students enrolled in Computer Science courses will be granted access to the labs within 7 days of enrollment. If you do not have access to the labs after 7 days, please open a ticket with Science Technology Services at <https://helpdesk.sci.uwo.ca>.

As long as there is not a class running in MC230, you may work in that room. It is open 24/7, thus you may use our lab room any time on Saturday and Sunday and some evenings (although we do have some night lab classes).

### Late Policy for Assignments

A late assignment will have 15% deducted from the final grade for each day that the assignment is late up to a maximum of 45% (three days late).

An assignment that is more than three days late will not be accepted. Workload, exams, minor illnesses, and home/laptop computer problems are NOT valid excuses for being unable to complete an assignment within the allotted time.

### Assignment Backups

It is your responsibility to keep up-to-date backups of assignment disk files in case of system crashes or inadvertently erased files. Keep disk copies of all material handed in, as well as the actual graded assignment and the emails you

receive after you submit your assignments, to guard against the possibility of lost assignments or errors in recording marks.

NOTE: We have had several complaints about the purple Western USB sticks crashing unexpectedly and causing work to be lost. It is always best practice to make backups on multiple devices, and this is particularly true if you have the Western USB. Make backups on 2 different USBs and/or upload your files to the cloud (i.e. OneDrive or Google Drive) as a secondary backup. This is your responsibility to keep multiple backups in case a USB crashes and work is lost.

## Assignment Marking - PEER MARKING

We will be doing peer marking using the system: <https://www.kritik.io/> You will be assigned 5 or 6 other random students' assignments to mark. You have 3 days to mark the 5 - 6 other students assignments (it should take less than 15 minutes to mark each assignment). You do NOT get extra time to do the marking (there is no extension for the marking) so if you don't complete your marking of the 5 - 6 assignments, you will lose roughly 10-20% of your overall assignment mark. The peer marking is considered part of the assignment and is required work. Your final assignment grade for the portion representing your work will be the average of the five students who marked your assignment. You will also have to give feedback to the 5 students who marked your assignment. You have ONE day to give the feedback (this part should take less than 5 minutes). The feedback mark can also NOT be late. This will also be included in your mark (about 5%). You are responsible for checking your overall assignment mark in kritik.io You will get 4 days to dispute the non-subjective items on the rubric by the peer markers, after you receive your mark from kritik.io. During these 4 days the teaching assistants and/or profs will check the disputes and fix any mistakes in marking. Then the kritik.io assignment marks will be finalized. Once it is finalized, any requests for remarks will not be granted. Once your grade is uploaded to Owl, you have 3 days to email your professor if you still have a question about your peer marking or feedback grade. But your creation grade will not adjusted after the dispute stage is over.

NOTE: Portions of the grade for each assignment will be subjective, for example: creativity or colour choices. Those parts of the rubric cannot be disputed, you will always get the average of what your peers gave you for the subjective rubric items.

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## More Information about the Labs:

- You MUST attend the lab that you have been assigned to in your schedule.
- Each lab is worth 1%
- We drop your lowest 2 lab marks so you can miss TWO labs without your final mark being affected, thus the labs in total are worth 8%.
- It is university policy that a regularly scheduled class (lecture, lab, or tutorial) takes precedence over tests and exams. Therefore, if another course schedules a test or exam that takes place during your lab or tutorial, the instructor for THAT course must accommodate you.
- You may NOT come to your lab with the lab completed, you MUST work on the lab during your time slot.
- **MAKE SURE YOUR T.A. gets your name down for the attendance! If you leave without letting the t.a. know you were there, you will get 0 for the lab.**
- Labs are mostly self directed so you likely won't need help from the t.a. unless you get very stuck. But make sure the t.a. knows you are there so you get your 1 mark for showing up.
- If you are on your phone the entire lab or not trying or show up with most of the lab completed and try to leave after 10 minutes, you will get 0 for the lab.
- If you miss 3 or more labs, we will move the weight of the missed labs onto the final exam. KEEP IN MIND, it is much easier to get 100% on a lab than on the final exam AND you need to do the labs in order to complete the assignments so we HIGHLY recommend you NEVER skip a lab!

## Lab Marking:

The t.a.s will try to have your lab mark entered within one week of the lab. You have 2 weeks from when the lab occurred to dispute a mark given. If you do NOT email the course assistant and/or instructor within 2 weeks of the date of the lab, the lab mark will NOT be modified.

## More Information about the Quizzes

Quizzes will:

- be each worth 2% of your final grade. If you miss a quiz you will get 0 unless you have a validated reason from your academic counsellor. If we hear from your counsellor then whatever mark you get on the final exam, will now be what you get for the missed quiz. If you do get a counsellor's note to miss a quiz, understand that you will NOT have access to that quiz in order to study. The quizzes are randomly generated so if you miss the quiz, you do NOT get to see the questions after the quiz has taken place.
- be testing only material on the video lectures, not material in the lab (unless they overlap).
- be every other week and be held during YOUR lecture section. Thus:
  - **if you are in Section 200, the quiz will be open from 7pm till 9pm on the following Mondays - Jan 23(Quiz 1), Feb 6 (Quiz 2), Feb 27 (Quiz 3), March 13 (Quiz 4) and March 27 (Quiz 5).**
  - **If you are in Section 201, the quiz will be open from 10:30am till 12:30pm on the following Tuesdays - Jan 24 (Quiz 1), Feb 7 (Quiz 2), Feb 28 (Quiz 3), March 14 (Quiz 4) and March 28 (Quiz 5).**
- have approximately 20 multiple choice/fill in the blank/matching questions based on the material from the video lectures from the previous 2 weeks.
- be 40 minutes long. Once you start the quiz, you have 40 minutes to complete it.
- be open during the whole 2 hours of your lecture section but make sure you start at least 40 minutes BEFORE you section ends, e.g. if you are in section 200, make sure you start by 8:20pm so that you get the whole 40 minutes as the quiz will shut down at 9pm.
- be marked and then your quiz will be shown to you about 1 week after you write the quiz. If you have an issue with the way any of the quiz questions were marked, you have ONE week from the day you see the quiz mark to contact your professor. After that week has passed, all quiz marks will be considered final.
- be open book, you can use your notes or lecture videos while you are writing the quiz BUT they are still individual quizzes so you should not be working with another student while doing the quiz. The purpose of the quiz is to make sure YOU watched the weekly lectures and are staying on track, not see if you can work with others in the class.
- not allow technical issues (e.g. computer running out of power, internet going down) as a valid reason for not completing the quiz. Thus, make sure your laptop completely charged and your Internet is running and you have a full charged phone as backup, before starting the quiz.

IMPORTANT: Please note that it is considered an **academic offense** to take screenshots of the quiz questions or to copy and paste them or to share what was on a quiz with other people. DO NOT copy or screenshot or verbally repeat any questions during the quiz to share with others or to post online! If you are caught, you will be reported to your Dean's office!

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## More Information about the Blended Classes

During our first class the very first week (**either Monday, January 9 or Tuesday, January 10**) we will go over the course outline and explain how the course will be run. You should attend this class! Then we will have a "Flipped Classroom" style class every other week. During these flipped classrooms the profs will not be lecturing rather they will be running activities and exercises to help you do better on the quizzes, assignments and final exam. You should have watched the previous 2 weeks of lecture videos before attending the Flipped Classroom. Any material distributed at the flipped classrooms will only be available to the students who show up. The Flipped Classes are not required but highly recommended! You MUST bring your laptop and a pencil to the flipped classes. There are 5 flipped classrooms on the following dates --> **Section 200 (All Monday nights at 7pm in MC110) : Jan 16, Jan 30, Feb 13, March 6, March 20. For section 201, the 5 flipped classrooms will be: (All Tuesday mornings at 10:30am in SSC2050) : Jan 17, Jan 31, Feb 14, March 7 and March 21.**

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## 6. STUDENT ABSENCES

If you are unable to meet a course requirement due to illness or other serious circumstances, please follow the procedures below.

## Quizzes

- We will drop your lowest quiz so you may miss one quiz with no penalty
- If you do not have an Academic Counsellor Approved Reason for missing any of the other 4 quizzes you will receive 0 for the missed quiz.
- If you have an Academic Counsellor Approved Reason for missing a quiz, you will receive your final exam mark as the mark for the missed quiz.

## Labs

- You may miss 2 labs with no penalty (we drop your lowest 2 labs)
- If you miss 3 or more labs, you will receive your final exam mark as the mark for the missed lab(s).

## Assignments

- If you do not have an Academic Counsellor Approved Reason for handing an assignment late, a late assignment will have 15% deducted from the final grade for each day that the assignment is late up to a maximum of 45% (three days late). After 3 days, we will no longer accept the assignment. Please note, that in this case, we have introduced late coupons this year to help you balance your workload:
  - NEW THIS YEAR: **Late Coupons**
    - The purpose of the late coupons are to help you out if you are overwhelmed with work, they allow you to avoid the late penalty.
    - Each student will be given 3 late coupons for the term
    - Each late coupon removes the late penalty for one day but does NOT push back the last possible day to submit an assignment, so assignments will still not be accepted if they are more than 3 days late.
    - You will be able to see how many late coupons you have left in gradebook (it will be one of the columns). The prof has to manually update this column so you might not see the change as soon as you use a coupon.
    - You may use all 3 coupons on one assignment if you have to hand in 3 days after the assignment due date or you may use just one coupon on an assignment if you are just one day late or if you are able to hand in your work always on time, you are not required to use the late coupons. They are only there as backup. **Just remember if you use 3 coupons on one assignment, you will have none left for the other assignments!**
    - To use a late coupon, go to Owl>Tests&Quizzes>**Assignment Name (e.g. PosterAssignment) Late Coupon** and enter the **TOTAL** number of late coupons you wish to use for this assignment. You are only allowed to enter the number of coupons you want to use once per assignment so make sure you are confident about the number of coupons you want to use before submitting this quiz.
    - Each late coupon quiz in Owl will be open during the 3 days that you may hand in late. (So it will open at on Saturday at 12:01am after the assignment was due (assignments are always due on a Friday) and it will close on the Monday at 11:55pm.
    - If you have no late coupons remaining, do not submit a quiz as you will be wasting your time and the professors time!
    - You may **ONLY** use the coupons on the Creation Phase of the assignment (when you are submitting your work). The coupons are not valid for the Peer Marking Evaluation Phase (usually won't take you more than 60 minutes), nor for the Feedback Phase (Feedback phase should only take you 5 minutes).
- In the event of serious medical or compassionate grounds, a student should take supporting documentation to the academic counselors in the office of the Dean of his/her faculty, who will contact the instructor. The lecturer will only accept notices from a student's academic counselling unit from their home faculty if student has a valid reason for handing in an assignment late. **THE STUDENT MUST NOT GO TO THE LECTURER** with his/her documentation, but instead the student must see the academic counselling unit for his/her home faculty and the counselor will notify the lecturer. In this case you do NOT need to use any of your late coupons.
  - Upon notification from the academic counselor, the student will get a 48 hour extension from the original assignment due date. For more information look here: [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/accommodation\\_illness.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf)

## Final Exam

- 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).
- The makeup exam for cs1033 will be held in **May of 2023**

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.

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## 7. ACCOMMODATIONS AND ACCESSIBILITY

### 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 University's list of recognized religious holidays (updated annually) at <https://multiculturalcalendar.com/ecal/index.php?s=c-univwo>.

### Accommodation Policies

Students with disabilities are encouraged to contact Accessible Education, 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](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Accommodation_disabilities.pdf).

## 8. 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](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 their 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: [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](https://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.

## 9. 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/>.

Students who are in emotional/mental distress should refer to Mental Health@Western (<https://uwo.ca/health/>) for a complete list of options about how to obtain help.

Western is committed to reducing incidents of gender-based and sexual violence and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced sexual or gender-based violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts at [https://www.uwo.ca/health/student\\_support/survivor\\_support/get-help.html](https://www.uwo.ca/health/student_support/survivor_support/get-help.html). To connect with a case manager or set up an appointment, please contact [support@uwo.ca](mailto:support@uwo.ca).

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 [http://academicsupport.uwo.ca/accessible\\_education/index.html](http://academicsupport.uwo.ca/accessible_education/index.html) if you have any questions regarding accommodations.

Learning-skills counsellors at the Student Development Centre (<https://learning.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.

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/>.

Additional student-run support services are offered by the USC, <https://westernusc.ca/services/>.