Western University
London, Canada
Department of Computer Science

COMPUTER SCIENCE 1033
-- Introduction to Multimedia and Communications --

Fall 2025 - 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, audio, 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, audio, 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, videos, 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.

IMPORTANT NOTE: It's the mid-2020s. AI is everywhere—and yes, it's incredibly useful. Imagine you go to the gym three times a week and just watch a robot work out. Would you expect to get fit? Of course not. Watching the robot doesn't improve your body. Now apply that to your education. If you outsource all your assignments to AI, you may get by in the short term—but after four years and thousands of dollars, what will you have truly learned? What skills will you have built? What will your mind be capable of? We understand it's hard to detect AI use. But this isn't about catching you—it's about your growth. Use AI as a **tool**, not a **crutch**. Start your assignments yourself. Struggle a little. That's how learning happens. If you get stuck, reach out— to your professor, your TA, your peers. Use AI at the **end** of your process, not the beginning. Remember: **Hard work pays off during exams. Laziness only pays off now.**

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, audio, animation and video) to build a website.

List of Prerequisites: NONE

2. INSTRUCTOR INFORMATION

Section	Lecturer	Lecture Time and Location	Office	Email	Professor available for student questions at these times:	Phone Ext
200	Laura Reid (Course Coordinator)	Wednesday 7pm-9pm ▮▮▮▮ Make sure you come to the first class on Wednesday, Sept 10th so you know how this blended course will run.	▮▮▮▮	lreid@csd.uwo.ca	Mondays: 1pm-2pm Wednesdays: 10am-11am Other times available by email appointment. Laura's office hours will be in-person and/or via zoom. Zoom link will be posted in the Prof & T.A. Consulting Link.	▮▮▮▮
201	Bryan Sarlo	Friday 11:30am-1:30pm ▮▮▮▮	▮▮▮▮	bsarlo@uwo.ca	Mondays: 11am-12pm (ZOOM) Thursdays: 11am-12pm	▮▮▮▮

| | | Make sure you come to the first class on Friday, Sept 5th so you know how this blended course will run. | | | Other times available by email appointment.

Other times available by email appointment. | |

EMAIL CONTACT WITH YOUR INSTRUCTOR:

We will occasionally need to send email messages to the whole class (via 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. Audio:
  - Sources of audio, file formats
  - Sound-Editing software
  - Audio 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 (Labs start the week of Sept 15, there are no labs from Sept 4 till Sept 12)
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://editor.csd.uwo.ca/application)
Lab 5	Web site Development (Part 2 - https://editor.csd.uwo.ca/application)
Lab 6	Web site Development (Part 3 - https://editor.csd.uwo.ca/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 |

T.A. Consulting Hours for Assignments and Labs:

Note: the consulting hours schedule (T.A. name, room number and time) for the T.A.s will be posted in the *Useful Stuff* section of our learning management system. The T.A.s only do extra consulting hours the week when an assignment is due. If a T.A. fails to show up for his/her consulting hour, please check on the 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 them know the T.A. did not show up.

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 $40 CAD (about $30 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 our learning management system found at https://westernu.brightspace.com **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 our learning management system, each section is called Week 1, Week 2, … Week 10. Please note that you will not be able to see the Week 1, … Week 10 sections until you get over 90% on the *Integrity and Organizational Quiz* under Week 0.

Required Software

You MUST purchase (**22 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 95 CDN dollars - student discount (making the cost around 45 dollars CDN) is available for Western students - see Owl>Useful Links & FAQs for more information on the discount. **This purchase must be made by September 20 at 11:45pm if you want the discount**
- https://editor.csd.uwo.ca/(free)
- Brackets (See our FAQ page for download link) - 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 ███████████ ████████ if you plan to work on campus.

5. METHODS OF EVALUATION

Evaluation Type	Due Date	FLEXIBILITY EXPLANATIONS NOTE: because all of our assessments have flexibility	Overall weight within the course
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		built in to them, we will deny all Academic Consideration Requests.	
Integrity and Organizational Quiz	An open book quiz. You get unlimited tries. You MUST complete it in the month of **September** AND you must get 90% on it in order to open access to the course material (lecture videos, labs, etc). If you get over 90% on it before the end of the month, you will get the 1%.		1%
Weekly Quizzes	5 Quizzes, posted every other week. Each quiz will consist of about 20 questions in Owl that review the lecture videos. Open book. See below for more info on Quizzes. Each quiz is worth 2%. We will drop your lowest quiz.	If you must miss a quiz, remember that we drop your lowest quiz so missing one quiz will not affect your mark. Note: we will deny all Academic Consideration Requests (ACRs) if you miss 2 or more quizzes because this is an assessment with flexibility (i.e. we are dropping your lowest quiz). So do not waste that lowest dropped quiz. We strongly recommend you attempt all 5 quizzes.	8%
Labs	One lab is due every week for 10 weeks. As long as you 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! **Labs start Monday, Sept 15**	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: • 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	8%

	There is no lab on Tuesday, Sept 30 (Truth and Reconciliation Day) , nor is there a lab on Monday, Oct 13 (Thanksgiving). If your lab occurs on either of these 2 dates, you will do the lab on your own time (either in our lab room or on your own laptop) within 1 week after the missed lab and the t.a. will give you back the 1 mark.	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	Poster due **Friday, October 10th at 11:55pm** with an ABSOLUTE cut-off date of Oct 13 PLUS you must also PEER mark 5 other fellow student's assignments. The Peer Marking is open Tuesday, Oct 14 till Thursday, Oct 16 and is due Thursday, Oct 16th **by 11:55pm**. PLUS the Peer Feedback is due **Friday, October 17 at 11:55pm**. The peer marking and feedback cannot be late!	Because you have 3 late coupons available for you to use on this assignment (thus this is an assignment with flexibility built in), we will deny all Academic Consideration Requests.	8%
Web Assignment - Build a website based on supplied content	Web Assignment due **Friday, Oct 31st at 11:55pm** with an ABSOLUTE cut-off date of Nov 3 PLUS you must also PEER mark 5 other fellow student's assignments. The peer marking is open on Tuesday, Nov 4. Because of reading , you will have longer than normal, the peer marking is due **Wednesday, Nov12th at 11:55pm**. PLUS the peer feedback is due **Thursday, Nov 13th at 11:55pm**. The peer marking and feedback cannot be late!	Because you have 3 late coupons available for you to use on this assignment (thus this is an assignment with flexibility built in), we will deny all Academic Consideration Requests.	15%
Major Assignment - Build a website about one of your interests based	Major Assignment due **Friday, Nov 28th at 11:55pm** with an ABSOLUTE cut-off date of Dec 1 PLUS you must also PEER mark 5	Because you have 3 late coupons available for you to use on this assignment (thus this is an assignment with	20%

| around a general topic we give you. | other fellow student's assignments. The peer marking opens on Tuesday, Dec 2nd and is due **Thursday, Dec 4th at 11:55pm**. PLUS the peer feedback is due **Friday, Dec 5th at 11:55pm**. The peer marking and feedback cannot be late! | flexibility built in), we will deny all Academic Consideration Requests. | |
| Final Exam | To be announced - See notes below | Students with valid Academic Consideration will write the makeup exam after the break. | 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.

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 advising unit for their home faculty with written documentation. Your lecturer CANNOT grant a request for a deferred final exam. Only a student's academic advising 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 advisor) will be written on TBA date in January. If you cannot make that date, you will receive 0 for the final exam unless your faculty approves your reason for missing the makeup 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*0.40)+(80*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%)

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 BrightSpace 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 . This includes using AI to completely create your assignment. If we suspect a student cheated using AI, paying someone else to complete the assignment, copying off of someone else, the professors may ask you to come to our office and explain every line of code. The assignments are all reasonable and doable and the professors are always willing to help you if you get stuck so do NOT commit an academic offense. It is not worth it!

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 may 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

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. The cost for a

replacement card is $50. More information is available at
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).

GOOD NEWS: We also now have a new lab room with no scheduled classes that has access to
all the software except for kritik.io (you will still have to pay for kritik.io). ██████████████   It
is open 24/7. You will need your student card to open this door.

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 BrightSpace, 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 be 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.

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. Email the professor if your lab marks are not posted within a week of the previous lab.

More Information about the Quizzes

Quizzes will:

- be each worth 2% of your final grade. 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. We drop your lowest quiz so we do not accept any missed quizzes due to doctor notes, etc as there is built in flexibility for missing a quiz.
- 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 Wednesdays: Sept 24 (Quiz 1), Oct 8 (Quiz 2), Oct 22 (Quiz 3), Nov 12 (Quiz 4) and Nov 26 (Quiz 5).**
  - **If you are in Section 201, the quiz will be open from 11:30am till 1:30pm on the following Fridays: Sept 26 (Quiz 1), Oct 10 (Quiz 2), Oct 24 (Quiz 3), Nov 14 (Quiz 4) and Nov 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 30 minutes long. Once you start the quiz, you have 30 minutes to complete it.
- be open during the whole 2 hours of your lecture section but make sure you start at least 30 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 30 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!

More Information about the Blended Classes

During our first class the very first week **(either Friday, Sept 5 or Wednesday, Sept 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 Wednesday nights at 7pm ▓▓▓▓▓▓▓ - Sept 17, Oct 1, Oct 15, Oct 29, and Nov 19. For section 201, the 5 flipped classrooms will be (All Friday mornings at 11:30am▓▓▓▓▓▓▓) - Sept 19, Oct 3, Oct 17, Oct 31, and Nov 21.**

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6. STUDENT ABSENCES

Due to the fact that we have built in flexibility in our course (dropping your lowest quiz mark, late coupons, moving missed labs to the final exam), we do **not** accept any Academic Consideration Requests except for the Final Exam.

Quizzes

- We will drop your lowest quiz so you may miss one quiz with no penalty

Labs

- You may miss 2 labs with no penalty (we drop your lowest 2 labs)
- If you miss 3 or more labs, we will use your final exam mark, reweighted to be out of 1, as the mark for the missed lab(s).

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).   After 3 days, we will no longer accept the assignment (even if you use a late coupon). Please note, that in this case, we have late coupons this year to help you balance your workload:
  - **How Late Coupons Work:**
    - 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 but should be updated in a reasonable time frame.
    - 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 *BrightSpace>Useful Stuff-Check out this section!>Assignment Late Coupon Info - PLEASE READ* and then pick the correct survey (e.g. Poster Assignment will appear during the 3 days you use the coupons for it)and enter one of the 3 late days when you wish to hand in the assignment. If you have no late coupons left, do not do this as you will be wasting your time and the professors time!
- If you forget to submit the late coupon survey, you will NOT be allowed to apply the coupons after the survey closes so make sure your remember to submit the survey anytime during the 3 days when the assignment can be late.
- 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 (Peer marking usually won't take you more than 60 minutes), nor for the Feedback Phase (Feedback phase should only take you 5 minutes).

Final Exam

- If you miss the Final Exam, please contact the Academic Advising 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 **January of 2026 and will have a different format than the regular exam.**

More information about University Policy on Academic Considerations can be found here: https://www.uwo.ca/univsec/pdf/academic_policies/appeals/academic_consideration_Sep24.pdf,

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7. ACCOMMODATIONS AND ACCESSIBILITY

Religious Accommodation

When conflicts arise with a religious holiday that requires an absence from the University or prohibits certain activities, students should request an accommodation for their absence in writing to the course instructor and/or the Academic Advising office of their Faculty of Registration. This notice should be made as early as possible, but not later than two weeks prior to the writing of the examination (or one week prior to the writing of the test).

Please visit the Diversity Calendars posted on our university's EDID website for the recognized religious holidays - https://www.edi.uwo.ca

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.

8. ACADEMIC POLICIES

The website for Registrar Services is https://www.registrar.uwo.ca/.

Use of @uwo.ca email: 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 email address. It is the responsibility of the account holder to ensure that emails received from the University at their official university address are attended to in a timely manner.

Requests for Relief (formally known as "appeals")

Policy on Request for Relief from Academic Decision: https://uwo.ca/univsec//pdf/academic_policies/appeals/requests_for_relief_from_academic_decisions.pdf

Procedures on Request for Relief from Academic Decision (Undergraduate): https://uwo.ca/univsec//pdf/academic_policies/appeals/undergrad_requests_for_relief_procedure.pdf

8.1 Scholastic Offences

Policy on Scholastic Offences: https://uwo.ca/univsec//pdf/academic_policies/appeals/scholastic_offences.pdf

Procedures on Scholastic Offences (Undergraduate): https://uwo.ca/univsec//pdf/academic_policies/appeals/undergrad_scholastic_offence_procedure.pdf

Use of Electronic Devices During Assessments

In courses offered by the Faculty of Science, the possession of unauthorized electronic devices during any in-person assessment (such as tests, midterms, and final examinations) is strictly prohibited. This includes, but is not limited to: mobile phones, smart watches, smart glasses, and wireless earbuds or headphones.

Unless explicitly stated otherwise in advance by the instructor, the presence of any such device at your desk, on your person, or within reach during an assessment will be treated as a *scholastic offence*, even if the device is not in use.

Only devices expressly permitted by the instructor (e.g., non-programmable calculators) may be brought into the assessment room. It is your responsibility to review and comply with these expectations.

 Use of Generative AI Tools

Unless otherwise stated, the use of generative AI tools (e.g., ChatGPT, Microsoft Copilot, Google Gemini, or similar platforms) is **not permitted** in the completion of any course assessments, including but not limited to: assignments, lab reports, presentations, tests, and final examinations.

Using such tools for content generation, code writing, problem solving, translation, or summarization—when not explicitly allowed—will be treated as a **scholastic offence**.

If the use of generative AI is permitted for a particular assessment, the conditions of use will be specified within the assignment instructions. If no such permission is granted, students must assume that use is prohibited. It is your responsibility to seek clarification before using any AI tools in academic work.

9. SUPPORT SERVICES

Please visit the Science & Basic Medical Sciences Academic Advising webpage for information on adding/dropping courses, academic considerations for absences, requests for relief, 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.

To connect with a case manager or set up an appointment, please contact 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. If you have any questions regarding accommodations, you may also wish to contact Accessible Education at

http://academicsupport.uwo.ca/accessible_education/index.html

Learning-skills counsellors at Learning Development and Success (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/.