CIS\*XXXX NameOfCourse

Fall 2016



School of Computer Science

1 INSTRUCTIONAL SUPPORT

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| --- |
| **Section 01: T/Th 4:00 P.M in. Rozanski 101**Instructor: Dr. Y XOffice: Email: emai@uoguelph.caOffice hours:  |
| Teaching Assistants: Email: taxxxx@socs.uoguelph.caOffice Hours: |

2 LEARNING RESOURCES

**2.2 Course Website**

Course material, news, announcements, and grades will be regularly posted to the CIS\*XXXX Website which can be found at **putURLHERE**. You are responsible for checking the site regularly.

* Lecture Information: Selected notes will be posted on the course website as instructors have time to make them available. You are expected to take your own notes during lecture.
* Labs and Tutorials: Selected tutorial and lab materials will be available on the course website.
* Assignments: Assignment descriptions are found on the course website. Assignments are submitted via the course website.

**2.3 Required Textbook**

Book details here

**2.4 Calendar Description**

Cut/paste the course description from the calendar here

The Academic Calendars are the source of information about the University of Guelph’s procedures, policies and regulations which apply to undergraduate, graduate and diploma programs: <http://www.uoguelph.ca/registrar/calendars/index.cfm?index>

3 ASSESSMENT

**3.1 Dates and Distribution**

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| ***Assessments***  |
| **This section must contain the dates and the weights of all the items you will use to create the final grade for the students** |

**3.2 Course Grading Policies**

**Missed Assignment**: policy here

**Missed Labs:** policy here.

**Late Assignments**: policy here

**Regrades**: policy here

**Missed Assessments**: If you are unable to meet an in-course requirement due to medical, psychological, or compassionate reasons, please make an appointment to meet your course instructor. Please see below for specific details and consult the undergraduate calendar for information on regulations and procedures for Academic Consideration:

<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml>

**Accommodation of Religious Obligations**: If you are unable to meet an in-course requirement due to religious obligations, please email the course email address **within two weeks of the start of the semester** to make alternate arrangements. See the undergraduate calendar for information on regulations and procedures for Academic Accommodation of Religious Obligations: <http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-accomrelig.shtml>

4 TEACHING AND LEARNING ACTIVITIES

Change the dates for a MWF class

**4.1 Lecture and Lab Schedule**

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| --- | --- | --- | --- |
| **Lectures** | **Lecture Topics** | **Labs** | **Notes** |
| Week 0 (Sept 8) |  |  |  |
| Week 1 (Sept 13,14) |  |  |  |
| Week 2 (Sept 20,22) |  |  |  |
| Week 3 (Sept 27,29) |  |  |  |
| Week 4 (Oct 4,6) |  |  |  |
| Week 5 (Oct 13) |  |  |  |
| Week 6 (Oct 18, 20)  |  |  |  |
| Week 7 (Oct 25,27) |  |  |  |
| Week 8 (Nov 1,3) |  |  |  |
| Week 9 (Nov 8,10) |  |  |  |
| Week 10 (Nov 15, 17) |  |  |  |
| Week 11 (Nov 22, 24) |  |  |  |
| Week 12 (Nov 29, Dec 1) |  |  |  |

**4.4 Important Dates**

Thursday September 8: First day of class

Monday October 10: No Classes (rescheduled to December 2)

Tuesday October 11: No Classes (rescheduled to December 1)

Friday November 4: 40th Class Day- last day to drop

Thursday Dec 1: Last Day of CIS 1500

Friday Dec 16: Last day of exams

5 ROLES AND RESPONSIBILITIES

**5.1 Communication & Email Policy**

Major announcements will be posted to the course website and the discussion forums. **It is your responsibility to check the course website regularly.** As per university regulations, all students are required to check their <mail.uoguelph.ca> e- mail account regularly: e-mail is the official route of communication between the University and its students.

**5.2 Recording of materials**

Presentations which are made in relation to course work—including lectures—cannot be recorded or copied without the permission of the presenter, whether the instructor, classmate or guest lecturer. Material recorded with permission is restricted to use for that course and may not be posted on any public space unless further permission is granted.

**5.3 Instructor’s Role and Responsibility to Students**

The instructor’s role is to develop and deliver course material in ways that facilitate learning for a variety of students. Selected notes will be made available to students on the course website but are not intended to be stand-alone. During lectures, the instructor will expand and explain the content of notes and provide example problems that supplement posted notes. Scheduled classes will be the principal venue to provide information and feedback for exams and assignments.

**5.4 Students’ Learning Responsibilities**

Students are expected to take advantage of the learning opportunities provided during lectures, labs and help sessions. Students, especially those having difficulty with the course content, should also make use of other resources recommended by the instructor. Students who fall behind due to illness, work, or extra-curricular activities are advised to keep the instructor informed as early as possible. This will allow the instructor to recommend extra resources in a timely manner and/or provide consideration if appropriate.

6 ACADEMIC INTEGRITY

The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community faculty, staff, and students to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University’s policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. All students who take a SOCS course must pass the **Academic Integrity Self Test**.

For educational purposes, instructors impose conditions on assignments that may limit students' permission to collaborate with others or to utilize external sources (including, but not limited to, software, data, images, text, etc.). Any permitted utilization must be done with proper references. Aiding and abetting is a punishable offence; students must be careful not to help others commit offences by giving out solutions or providing to access computer accounts. Instructors may use automated tools to detect possible cases of academic misconduct.

Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member.

The Academic Misconduct Policy is detailed in the Undergraduate Calendar:

<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml>

The SOCS Academic Integrity Unit:

<http://moodle.socs.uoguelph.ca/course/view.php?id=2>Login with your central login credentials. The key to use is “imhonest”.

7 ACCESSIBILITY

The University of Guelph is committed to creating a barrier-free environment. Providing services for students is a shared responsibility among students, faculty and administrators. This relationship is based on respect of individual rights, the dignity of the individual and the University community's shared commitment to an open and supportive learning environment. Students requiring service or accommodation, whether due to an identified, ongoing disability, or for a short-term disability should contact Student Accessibility Services (SAS) as soon as possible.

For more information, contact SAS at 519-824-4120 ext. 56208 or email csd@uoguelph.ca or see the website:

<http://www.uoguelph.ca/csd/>