

CIS*6890 - Technical Communication and Research Methodology

Winter 2024 Course Outline

Section: 01

Credits: 0.50

Land Acknowledgement: Guelph

The University of Guelph resides on the ancestral lands of the Attawandaron people and the treaty lands and territory of the Mississaugas of the Credit. We recognize the significance of the Dish with One Spoon Covenant to this land and offer respect to our Anishinaabe, Haudenosaunee and Métis neighbours. Today, this gathering place is home to many First Nations, Inuit, and Métis peoples and acknowledging them reminds us of our important connection to this land where we work and learn.

Calendar Description

This course aims to develop students' ability in technical communication and general research methodology. Each student is expected to present a short talk, give a mini lecture, review a conference paper, write a literature survey and critique fellow students' talks and lectures.

Department(s): School of Computer Science

Lecture Schedule

TuTh 10am-11:20am in REYN*1101 (1/8 to 4/23)

Instructor Information

Minglun Gong, Ph.D.
Professor and Director
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Office: Reynolds 1117

Schedule of Topics and Assignments

Week of	Topic	Activities	Due:
1/9	Introduction Topic selection	Participation: group activity	
1/16	Guest lecturer: Literature searches Scientific reading		
1/23	Generative AI Ethics and integrity		Slides - topic selection
1/30	LaTeX basics	Presentation - topic selection Participation - peer critique	
2/6	Latex formatting Math equations		
2/13	Figures and Tables Scientific writing		Assignment - typesetting documents
2/20		Winter Break	
2/22		Winter Break	
2/27	Peer review Research presentation		

3/5	Collaborative editing Funding proposal	Assignment - peer review
3/12	Problem solving Modes of thinking	
3/19	Understanding creativity Creativity development	Slides - literature survey
3/26	Team creativity	Presentation - literature survey Participation - peer critique
4/2		Presentation - literature survey Participation - peer critique
4/9		Assignment - collaborative editing

Assessment Breakdown

(NOTE: instructor can add another row by hitting "TAB" button when they are at the end of the row)

Description	Weighting (%)	Due Date
Participation #1 - group activity	5%	Jan 9
Presentation #1 - topic selection	10%	Jan 27
Participation #2 - peer critique	5%	Jan 30
Assignment #1 - typesetting documents	15%	Feb 17
Assignment #2 - peer review	15%	Mar 9
Presentation #2 - literature survey	15%	Mar 23
Assignment #3 - literature survey	15%	Mar 30
Participation #3 - peer critique	5%	Apr 2
Assignment #4 - collaborative editing	15%	Apr 13

Last Day to Drop Course

The final day to drop Winter 2024 courses without academic penalty is the last day of classes: April 08

After this date, a mark will be recorded, whether course work is completed or not (a zero is assigned for missed tests/assignments). This mark will show on the student's transcript and will be calculated into their average.

Course Grading Policies

Submission of Coursework to Dropbox

- **Electronic Submission Process:** Submit all coursework electronically via the online Dropbox tool. Ensure you stay on the page until the coursework has successfully uploaded, and verify the upload by checking the submission history. It's important to save the system-generated email receipt as proof of your submission.
- **Backup and Storage:** Maintain backup copies of all your coursework to safeguard against any loss during transmission. It is recommended to use cloud-based file storage, such as Google Drive, or email backups to ensure you can submit your work on time even if there are issues with your primary computer.
- **Submission Responsibility and Technical Requirements:** You are responsible for submitting coursework on time, as specified in the course schedule. Make sure you have a proper computer setup, a supported browser, and reliable Internet access. Note that technical difficulties are not accepted as excuses for late submissions.
- **In Case of Technical Issues:** If you encounter any difficulties in submitting your coursework electronically, please immediately reach out to your instructor or contact CourseLink Support.

Late Policy

- **Due Dates and Late Submissions:** The due dates for all coursework, including assignments, projects, and presentations, are strict, and late submissions will not be accepted. This ensures fairness and timely feedback for all students.
- **Extensions:** Extensions for coursework deadlines may be considered in cases of medical emergencies or other extenuating circumstances. If you require an extension, you must discuss it with the instructor well before the due date. Generally, extensions will not be granted after the due date has passed.

Obtaining Grades and Feedback

- **Unofficial Marks and Online Grades:** Your unofficial assessment marks will be available in the Grades tool on the course website. Grades for coursework submitted on time will be posted online within 2 weeks of the submission deadline.
- **Access to Final Grades:** University of Guelph degree students can access their final grades through WebAdvisor. Open Learning program students should log into the OpenEd Student Portal to view their final grades.

Plagiarism Detection Software and Academic Integrity

- **Plagiarism Detection:** Be aware that faculty have the right to use software to aid in the detection of plagiarism or copying and may require students to orally defend their submitted work.
- **Consequences of Academic Misconduct:** Serious penalties, up to and including suspension or expulsion from the university, can be imposed on students found guilty of academic misconduct.

Course Standard Statements

CourseLink System

- **Course Website - CourseLink** (<https://courselink.uoguelph.ca/>, powered by D2L's Brightspace) is your online classroom. Regularly log in to check for announcements, access course materials, and stay updated with the weekly schedule and assignment requirements.
- **System Requirements and Compatibility Check:** You are responsible for ensuring that your computer system meets the necessary requirements. Use the browser check tool to ensure your browser settings are compatible and up to date.

Communicating with Your Instructor

Your instructor will be available for communication through several channels during the course:

- **Announcements:** Regular announcements may be made in class or posted on the Course Home page. These updates are essential for staying informed about the course, so please check this section frequently.
- **Email Communication:** It is required that all students regularly check their <uoguelph.ca> email accounts. To contact the instructor, use your <uoguelph.ca> account and include the course code in the subject line. Expect a response within 48 to 72 hours.
- **Office Hours:** For complex questions or detailed discussions, you can book an in-person or online Teams meeting with your instructor. Meetings will be scheduled based on mutual availability.

Copyright

All course content is protected by copyright laws:

- **Use of Third-Party Materials:** Materials such as book chapters and articles are either licensed for use in this course or copied under Canadian Copyright law exceptions.
- **Fair Dealing and Copyright:** The fair dealing exemption allows for reproducing short excerpts for research, education, or review. However, unauthorized copying or distribution of course content may infringe copyright. This includes uploading materials to commercial websites or reproducing significant parts of works for commercial use.
- **Compliance with Copyright Laws:** When uploading materials to CourseLink, ensure they comply with Canadian Copyright law. Refer to Fair Dealing Guidance for Students for more information about your rights and obligations.

Technical Skills

This course requires you to utilize various technological skills:

- File Management: Skills such as saving, copying, backing up, and renaming files and folders on your computer.
- Software and Security: Installation of software, security, and virus protection.
- Office Applications: Proficiency in using applications like Word, PowerPoint, Excel, or similar for document creation.
- File Uploading and Downloading: Comfortable with uploading and downloading saved files.
- Email Communication: Basic email functions including creating, sending, receiving, and managing attachments.
- CourseLink Navigation: Familiarity with navigating the CourseLink environment and using tools like Dropbox, Quizzes, Discussions, and Grades.
- Internet Navigation and Research: Efficient use of web browsers and search engines for online research, including library databases.

Standard Statements for Graduate Courses

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. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

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 or faculty advisor.

The Academic Misconduct Policy (<https://calendar.uoguelph.ca/graduate-calendar/general-regulations/academic-misconduct/>) is outlined in the Graduate Calendar.

Accessibility

The University promotes the full participation of students who experience disabilities in their academic programs. To that end, the provision of academic accommodation is a shared responsibility between the University and the student.

When accommodations are needed, the student is required to first register with Student Accessibility Services (SAS). Documentation to substantiate the existence of a disability is required; however, interim accommodations may be possible while that process is underway.

Use of the SAS Exam Centre requires students to make a booking at least 10 business days in advance, and no later than the first business day in November, March or July as appropriate for the semester. Similarly, new or changed accommodations for online quizzes, tests and exams must be approved at least a week ahead of time. For students at the Guelph campus, information can be found on the SAS website. (<https://www.uoguelph.ca/sas/>)

Accommodation of Religious Obligations

If you are unable to meet an in-course requirement due to religious obligations, please email the course instructor within two weeks of the start of the semester to make alternate arrangements.

See the Academic calendar for information on regulations and procedures for Academic Accommodation of Religious Obligations (<https://calendar.uoguelph.ca/graduate-calendar/general-regulations/academic-accommodation-religious-obligations/>)

Copies of Out-of-class Assignments

Keep paper and/or other reliable back-up copies of all out-of-class assignments: you may be asked to resubmit work at any time.

Drop Date

Courses that are one semester long must be dropped by the end of the last day of classes; two-semester courses must be dropped by the last day of classes in the second semester. The regulations and procedures for Dropping Courses (<https://calendar.uoguelph.ca/graduate-calendar/general-regulations/registration/>) dropping courses are available in the Graduate Calendar (<https://calendar.uoguelph.ca/graduate-calendar/general-regulations/registration/>).

Email Communication

As per university regulations, all students are required to check their <uoguelph.ca> e-mail account regularly: e-mail is the official route of communication between the University and its students.

Health and Wellbeing

The University of Guelph provides a wide range of health and wellbeing services at the Vaccarino Centre for Student Wellness (<https://wellness.uoguelph.ca/>). If you are concerned about your mental health and not sure where to start, connect with a Student Wellness Navigator (<https://wellness.uoguelph.ca/navigators/>) who can help develop a plan to manage and support your mental health or check out our mental wellbeing resources. (<https://wellness.uoguelph.ca/shine-this-year/>) The Student Wellness team are here to help and welcome the opportunity to connect with you.

Illness

Medical notes will not normally be required for singular instances of academic consideration, although students may be required to provide supporting documentation for multiple missed assessments or when involving a large part of a course (e.g., final exam or major assignment).

Recording of Materials

Presentations that are made in relation to course work—including lectures—cannot be recorded or copied without the permission of the presenter, whether the instructor, a student, or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.

Resources

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

When You Cannot Meet a Course Requirement

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons, please advise the course instructor (or designated person, such as a teaching assistant) in writing, with your name, id#, and e-mail contact. See the Graduate Calendar for information on regulations and procedures for Academic Consideration (<https://calendar.uoguelph.ca/graduate-calendar/general-regulations/grounds-academic-consideration/>).