

Prerequisites: CIS*1250, CIS*1500

Instructor: Dr. A. Hamilton-Wright <andrew.hamilton-wright@uoguelph.ca>

Office hours: Mondays, 14:30-16:30, Reynolds 2223

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TA Office hours to be determined

Student Learning Outcomes:

Students successfully completing this course will be able to:

- critically assess design ideas found in contemporary everyday use;
- critically assess the utility and implementation of design ideas; within the context of simple programs, tabular and record based data, and human interface examples;
- create and critique software designs for file based data analysis tasks;
- select appropriate software tools for a variety of data-driven tasks;
- cooperate and contribute to team-driven software projects;
- establish a professional working relationship based around team-based design;
- evaluate, manage and push forward common projects towards a team-based goal;
- analyze, critically evaluate and iteratively improve their own and their team-members participation in group-based work; and
- evaluate program code produced by themselves and others.

Required Textbooks

Tim Brown (2009): *Change by Design*, Harper Business. ISBN: 978-0-061-76608-4

Christian Rudder (2015): *Dataclysm*, Broadway Books. ISBN: 978-0-385-34739-6

Marking Scheme

Assignments:			30 %
Lab	Weeks 2-6	10 %	
Team	Week 5	10 %	
Individual	Week 7	10 %	
Team Project:			30 %
Milestones due	Weeks 8,9,11	(3×) 10 %	
Examinations:			40 %
Quizzes	Weeks 2-5,7,9,11	(altogether) 10 %	
Midterm	Feb 15	15 %	
Final	see Webadvisor ^a	15 %	
Total:			100 %

A student must attempt all three major course elements (Assignments, Team Project and Examination) and achieve a passing grade (50%) in each element. If > 50% is achieved in all elements, the final grade assigned will be the weighted average of all grades as per the table above. Otherwise, the final grade will be the lesser of the weighted average above and the minimum grade

^aPreliminary scheduling suggests that the exam will be held at 7pm on 2019-04-18, however please check information from the Registrar for a definitive time and location.

in any failing element.

Labs

Labs prior to the midterm will have a graded lab exercise that is expected to be completed in the lab time while working in pairs. Lab time held after the midterm will be used to assess milestones in the work towards the group project. A final grade for the project is assigned based on demonstrations done by the group during labs in week 8, 9 and 11, with the final demonstration of the completed project in week 11.

Deadlines and assignment submission

All assignments will be submitted electronically through Courselink. **All deadlines fall at the beginning of class** on the day indicated in the case of submitted material. Demonstrations are due during class time. Materials are not accepted after the indicated date and time.

Course Resources

An online textbook containing the course notes, as well as a lab workbook are available on the CourseLink website. In addition, lab and assignment specific information will be posted to this website on a regular basis.

Class Timetable

Classroom Meetings:	Mondays, Wednesdays and Fridays,	9:30–10:20	Richards 2529
Lab Section 01:	Mondays,	19:00–20:50	THRN 2420
Lab Section 02:	Mondays,	11:30–13:20	THRN 2420
Lab Section 03:	Wednesdays,	12:30–14:20	THRN 2420

Ethical Behaviour

Ethical conduct in the classroom and in academic work are critical to a healthy learning environment. Ethical conduct in all areas of University work is taken very seriously at the University of Guelph.

Code of Conduct

Our learning environment must be a friendly, safe and welcoming environment for all, regardless of ethnicity, gender, sexual orientation, ability, socioeconomic status, and religion (or lack thereof). As we wish to facilitate and encourage the fullest participation from everyone, this code of conduct outlines the expectations for all participants (including the instructor and other staff).^a This policy is aligned with the larger University policy on Non-Academic Misconduct.

Expected Behaviour

- Participate in an authentic and active way. In doing so, you contribute to the health and value of this community.
- Exercise consideration and respect in your speech and actions.

^aThis code of conduct is based upon the citizen code of conduct available via <http://citizencodeofconduct.org/>, and is distributed under a Creative Commons Attribution-ShareAlike license (<http://creativecommons.org/licenses/by-sa/3.0/>)

- Attempt collaboration before conflict.
- Refrain from demeaning, discriminatory, or harassing behaviour and speech.
- Be mindful of your surroundings and of your fellow participants. Alert community leaders (for example, your instructor) if you notice a dangerous situation, someone in distress, or violations of this Code of Conduct, even if they seem inconsequential.

Citizenship and Participation

Communities mirror the societies in which they exist and positive action is essential to counteract the many forms of inequality and abuses of power that exist in society.

If you see someone who is making an extra effort to ensure our community is welcoming, friendly, and encourages all participants to contribute to the fullest extent, we want to know.

Unacceptable Behaviour

Unacceptable behaviours include: intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions by any participant in our community, either in person, online, at any related events, or in one-on-one communications carried out in the context of community business.

Harassment includes: harmful or prejudicial verbal or written comments related to race, religion, disability, sex, gender, sexual orientation; inappropriate use of nudity and/or sexual images in public spaces (including computer labs and presentation slides); deliberate intimidation, stalking or following; harassing photography or recording; sustained disruption of talks or other events; inappropriate physical contact, and unwelcome sexual attention.

Consequences of Unacceptable Behaviour

Unacceptable behaviour from any community member, including the course instructor and those members with decision-making authority, will not be tolerated.

Anyone asked to stop unacceptable behaviour is expected to comply immediately.

If a community member engages in unacceptable behaviour, action *will* be taken to ensure that such behaviour ends, beginning with action on the part of the course instructor, and escalating if necessary.

Additional information on University policy regarding harassment, conduct and human rights is available at the [University Human Rights Office](#).

If You Witness or Are Subject to Unacceptable Behaviour

If you are subject to or witness unacceptable behaviour, or have any other concerns, please notify the course instructor as soon as possible.

If you feel that the course instructor cannot or will not provide remedy for the situation, please contact any of these alternate resources:

- Associate Director (Undergraduate) <ugraddir@socs.uoguelph.ca>
- Director of the School <director@socs.uoguelph.ca>
- Associate Dean (Academic) <cpesada@uoguelph.ca>
- Office of Diversity and Human Rights <dhrinfo@uoguelph.ca> or extension 53000
- Campus Community Police at extension 52245

Academic Misconduct

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.

In particular, **it is your responsibility** to accurately and clearly indicate the work of *any and all contributing people*, including yourself, in all presented and submitted materials. By handing in any work for this (or any) course, unless you have specifically identified any other authorship, *you are claiming that the sole authorship is your own.* Including work from any other person without directly indicating the source of such work constitutes academic fraud of some type.

If you have any questions about what academic fraud such as plagiarism entails, or about any other forms of academic misconduct, please ask your course instructor.

Important University-Wide Information

E-mail Communication

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.

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 in writing, with your name, ID#, and e-mail contact information. This should be done **before** the associated deadline except in truly exceptional circumstances. See the Undergraduate Calendar for information on regulations and procedures for Academic Consideration.

Drop Date

Courses that are one semester long must be dropped by the end of the fortieth class day. Two-semester courses must be dropped by the last day of the add period in the second semester. The regulations and procedures for dropping courses are available in the Undergraduate Calendar.

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.

Mental Health

University of Guelph course instructors and student services cooperate to assist in helping students manage course and life stressors. Additionally, help is available through counselling services. Please see the [Mental Health Resources](#) page for details.

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.

Accommodations are available for both permanent and temporary disabilities. It should be noted that common illnesses such as a cold or the flu do not constitute a disability.

Use of the SAS Exam Centre requires students to book their exams at least 7 days in advance, and not later than the 40th Class Day.

More information here: www.uoguelph.ca/sas

Volunteer note takers are requested for this course. If you wish to be a note taker (which simply involves scanning and uploading the notes you take as you go), you can sign up at the SAS Note Taking Portal wellness.uoguelph.ca/accessibility/portal/.

Being a note taker typically improves your grades (as you will take better notes), and is rewarded by a reference letter. More information is available at the SAS website site noted above.

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, a classmate or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.

Therefore, if you wish to record any of the course materials using audio, video or image based recording, you should discuss this with the course instructor **before** making any recordings.