

General Class Standards and Course Addendum

TL;DR

In-class activities are due by the end of the calendar day following your class.

Quizzes must be started within the first 15 minutes of class time.

Final Projects are due by the end of the calendar day following your Week 13 class.

A Final Project must be submitted by the last day of scheduled exams in order to pass the course.

Extensions for weekly activities and the final project cost -20% per calendar day.

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Introduction

Teaching is your instructor's job, being a student is yours. Your instructor, like your manager in business, is there to help during class time and office hours. As in business

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and having a job, attendance and punctuality are strongly recommended for your success.

"None of us is as good as all of us." Please come to class and take part in the course.

Please see Seneca's [Student Code of Conduct](#). Please examine the Learning Outcomes in the Course Curriculum Outline.

Attendance, Lateness and Classroom Behaviour

The classroom and labs are space we share [in common](#). Everyone paid to be there and expects value for their investment. Attendance and punctuality are strongly recommended for classes and mandatory for exams, tests, and quizzes.

One of the most consistent predictors of student success is regular attendance. There are times when critical information is delivered only verbally in class, that is, in exactly the way that business meetings are conducted and clients deliver their requirements. Showing up on time for meetings and taking careful notes is the norm in business and is similarly expected at Seneca. There will be times when marks are directly dependent on your attendance and attention. These situations will not necessarily be preannounced, posted on web sites, or followed up in emails. After all, your presence in class is assumed. It is your "job" to be there.

Students arriving late may be refused entry or, if admitted, may not have their questions addressed if the answer was covered before they arrived.

If you must miss a class, have a backup plan which does not include the instructor repeating the lecture for you. Have one of your fellow students—who took careful notes—fill you in.

Although perfect silence is not expected during lectures, basic courtesy is. Students are hereby granted permission to tell others who are talking/making noise to be quiet. *Anyone talking through a meeting with the boss is destined for a short career.* Students who become engaged in their own meeting during class will be asked to leave.

Students are encouraged to ask questions during lectures so as to keep the lecturer from droning on and on.

Please do not read or busy yourself on a device during class. [Multi-tasking is a myth](#). And, believe it or not, it can be a distraction to others. If you are not sure what's going

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on, ask a question. If you can't see the point of the current topic, ask "What's the point of this topic?" If you are still not interested, what are you doing in the room?

Many people have wireless devices even though they may represent the end of peace, quiet, privacy, and a civilized society.

If you have a mobile phone...

- and it rings during class, put it on speakerphone so everyone can participate in your call.
- and it vibrates during class, then take your call outside if you must.
- It is recommend you use the off switch during scheduled meetings, i.e. class.

Scents & Sensitivity

Please refrain from using fragrances, cologne, or perfume for the health and comfort of those who share the air with you.

Please do not wear cologne, perfume, or other such fragrances to your instructor's office. If you regularly wear a fragrance, then everything you touch also wears it including your coat and bag. Please leave them in your locker or outside the office.

Regular use of fragrances and scented laundry products means

- it's all over everything you wear or touch in your residence
- your nose will have accommodated and hardly notices the scent anymore (Don't think so? Ask a smoker if they can smell smoke on their clothes.)
- the longer you use a fragrance, the more you will use because your accommodated nose will need more and more to *just* notice it.

10 - 15% of people have adverse reactions to fragrances. For more information see [Canadian Lung Association](#), [Canadian Centre for Occupational Health and Safety](#).

Email

Other than face to face, it's the best way to communicate. ***Please use your Seneca e-mail account*** — anything else may be deleted by the college's spam filter.

Always include your full course code (aaannnSxx) in the email subject. Include your User ID or student number where applicable in your message. Ironically, your instructor cannot see your User.ID@mySeneca.ca – only your name.

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Professors send messages to students via Seneca's email server. There may be times when these messages are critical to your success in this course. You are warned against automatically forwarding your email to another system which may bounce the message. Your professor will **not** investigate returned email or will even know of the problem if the message was sent through Blackboard. Ensure your email works and that you check it twice daily, at least.

Your professor usually answers email within 12 – 24 business hours. If you send an email late at night, your instructor may not be able to respond until much later the next day especially if they have early morning classes. *Email responses from your instructor may be proportional to your class participation.*

Before you email

- If about a class you missed, check with a colleague and check with the course web site.
- Re-read the instructions for the thing you are working on.
- Before an assignment is due, professors give high priority to answering email which includes helping with assignments.
- After an assignment is due, professors give high priority to marking assignments submitted on time.

Group/Team Work

- **Share the work, don't just split it up** This means regular milestone meetings and review of each other's input.
- Have ground rules and call each other on violations. E.g. the one late for a meeting buys the coffee; the one who missed a meeting buys lunch.
- Team members will complete their tasks on time, respect the value of each individual's contribution, and submit work with academic integrity.
- Everyone participates equally and takes ownership of the project. All team members "own" and are responsible for what is submitted with their names on it. All team members are equally responsible for all content; this includes content deemed to be academically dishonest.

In cases of disputes within a group, your instructor will intervene if there is a detailed Assignment Plan with notes on who is supposed to do what by when, and records when those things were actually done and by whom. Office 365 Teams is the collaboration environment for group work; it provides a backup to the Assignment Plan and illustrates work in progress and work completed.

Project Management

The people who are most organized and on time are the ones who often end up being project managers. The irony is they end up scrambling and backfilling for the people who are the least organized and chronically late.

Set a group deadline before the project deadline so the project manager has time to assemble everything.

Missed Exams, Tests, Quizzes, or Exercises

...due to sudden illness or emergency

If, due to sudden illness or emergency, you miss all or part of a class where marks could be earned, you must **CALL AND EMAIL your instructor before or during** that class to receive consideration for your absence. **You will need to provide documented evidence of the illness or emergency** such as a doctor's note. You may be required to write a make-up assessment at a later date, time, and location. See the [School of ICT Academic Policy](#). Exams are subject to stricter rules as per Seneca Academic Policy [Appendix G](#).

If you notify your instructor of the problem appropriately, it is *our* problem and we can work something out. Otherwise it is entirely *your* problem.

Any assessment item missed without prior notification or proper documentation will likely receive a grade of zero.

...due to conflict with religious observance

In the first week of the course, please email me with dates when you will not be attending regularly scheduled classes or exams due to religious observance. Reference a web site with your religion's calendar. Professors attempt to avoid conflicts with important classes such as tests on those dates. Remind your professor close to the date to make alternate arrangements.

If you cannot attend a test due to **religious observance**, you must EMAIL your professor *within 24 hours after the test is announced* in order to reschedule your test. Be prepared to write the test earlier than the rest of the class. Insufficient notice is equivalent to missing the test without cause and a grade of zero will be assessed.

Given adequate notice and documentation, tests may be taken in the [Test Centre](#) for Special Needs students and students with special circumstances noted above.

Please retain the original of your test until the end of term. If there is any problem with your recorded mark, the original test is the only thing that can be used to change it.

Assignments, Late Penalties and Extensions

"Complete and submit the group assignment" means a reasonable effort to satisfy the assignment's posted specifications.

Give yourself an extension by planning to complete an assignment at least two days before the due date. If something goes wrong, you will have the time get help and/or deal with the things in life that slow us all down. Hoping everything in the universe will unfold as it should, that is for your own personal convenience, in the hours before an assignment is due is an unrealistic expectation. It is simply unwise not to plan for contingencies.

In general, extensions are granted only by special arrangement **prior** to the due date and for *extraordinary* circumstances. ("I didn't have time" is quite ordinary.)

"Any student in need of an extended deadline must negotiate a reasonable extension with the faculty *in advance* of the published deadline. Only under extenuating circumstances will late assignments be accepted without communication prior to the deadline. Documentation of the extenuating circumstances must be provided by the student upon request. At the discretion of the faculty, deductions may be applied for any late assignment submissions." — Seneca [Student Assessment Policy](#)

That said, professors are sympathetic about extraordinary problems you might encounter up to the due date. To be considered for an extension, the professor must receive, *before* the due date, all work you have completed so far along with a note explaining your circumstances and your proposed delivery date. If you have done little or no work by the due date, professors are usually less sympathetic.

Professors can grant extensions due to illness with a doctor's note which is the department's policy.

If you accidentally delete your assignment file, you are hereby granted a five minute extension which is all the time it should take to retrieve your backup copy. Maintaining frequent backups of your work is expected of anyone in ICT.

Note that if you submit an assignment late, it will be marked late.

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The very last date final assignments can be submitted is by noon on Friday (or the last day) of exam week in order to pass the course. There will be no opportunity for resubmissions after that date/time meaning if the assignment was submitted but is not "satisfactory", you will likely fail to have completed the course requirements and receive a grade of F.

Late penalties

Don't think of it as a penalty, think of it as buying time. Assignments submitted late will lose 20% percent of the assignment value for each working day late. The penalty is based on the project management rule that for every day someone is late, the project is delayed by two days.

Remember Murphy's Law: If anything can go wrong, it will. Plan for the unexpected. That is, plan to be early. That way, you can deal with the inconveniences in life that are just part of life.

Policy on system availability

No extensions are granted if your own computer or internet connection is down. Seneca's open lab computers are your hardware & network backup. There is likely a public WiFi connection available at many businesses within walking distance of your residence, e.g. coffee shops and fast food outlets.

Please do not assume Seneca's systems will always be available for you to complete your work at any time. Seneca provides good availability but does not guarantee 99.999% uptime (known in the industry as "five nines" reliability; also known as redundant, non-stop, fail-over systems and networks; also known as very, very expensive which neither you nor Seneca can afford).

Temporary system outages and longer response times at peak periods (e.g. in the hours before an assignment is due) are a fact of life in our industry. Build in some buffer time to recover from Murphy's Law.

Automatic extensions will be granted only when the system is not available:

- in the Learning Commons and Open Lab (i.e. on campus)
- within 48 hours of the due date/time
- for a total of 8 hours or more per 24 hour period

A one working day extension will be given for each day the system is unavailable according to the above conditions.

Disputes regarding marks

A student may dispute the marks awarded on a test or exam ***in writing***. Explain what was awarded and why it should be considered incorrect. This might be as simple as illustrating that the marks were totalled incorrectly. Note that a re-evaluation can result in marks going up or down.

Academic Integrity

It is expected that everyone proceeds in an honest manner with regard to all aspects of academics at Seneca. Students are to submit their work with integrity.

The value of your own work is held very highly at Seneca. In the educational experience, producing the right answer is not as important as working on the answer for yourself. Tests and assignments are your opportunity to demonstrate that you have learned the material. Your marks indicate the results of your own work. If you did not demonstrate that you did the work, that is, if you copy someone else's answers and present them as your own, then there is no work of yours to mark.

[Attributing the sources](#) from where you learned something is a stressed practice, not only in academics, but also in rabbinic circles; it is to give honour to the person who taught you and to keep in mind that we are not to confuse ourselves, or have anyone else confuse us, with the source. In business circles, people can lose their jobs or at least their credibility and trustworthiness by passing someone else's work off as their own (e.g. using open source code contrary to the license).

Cheating or plagiarism is an extremely serious academic offence and carries penalties varying from failure in an assignment to expulsion from the college.

Please read and understand [Seneca's Academic Policy](#) regarding Cheating/Plagiarism and Procedures for Enforcement.

Cheating or plagiarism is presenting someone else's words or ideas or coding as your own. This applies to activities, quizzes, assignments, and tests, in whole and in part. Copying even a small part without attribution is dishonest and affects the entire work submitted as your own.

Students who collude in cheating or plagiarism will also be guilty of academic dishonesty. If one student copies from another or if one gives an assignment to another, *both* will be charged.

Cheating is construed as misrepresenting oneself (or being misrepresented by another) at a test/exam, talking during a test, use of aids that are not permitted (e.g. notes hidden on your person), peeking at another student's test paper, or any other clandestine method of acquiring information during a test or exam.

Plagiarism is the copying of another person's work without citation or reference. You may not submit an assignment that contains uncited/unreferenced material—in whole or in part—which was copied from another student, a website, a textbook, or any other source. This includes material obtained from students who have previously taken this course, your own material from a previously taken course, or the "official" answers which may have been issued in the past. Simple [paraphrasing](#) is still plagiarism unless the paraphrased text is clearly cited and referenced.

N.B. Avoid the use of paraphrasing tools. "Evade the utilization of rephrasing implements" is a sample of what you'll get: the poor use of a thesaurus by a mindless algorithm. Paraphrase generators do not hide plagiarism, they make it glaringly obvious. A submission containing any text that's been through a paraphrase generator will get at least a zero.

Cheating or plagiarism wastes your time and money. Why bother going to college without getting an education? College graduates applying for jobs are usually interviewed by experts who can quickly tell if you really learned something. If you are hired, the initial probationary period allows your employer to fire you at the first sign of incompetence. However, if you manage to fool everyone throughout this process, you will be working for idiots and that will be its own punishment.

Cheating or plagiarism wastes the professor's time. Discovering plagiarism is much easier than it used to be what with search engines and code comparison utilities. Charging a student with plagiarism or cheating is as difficult and time consuming as it has always been. But professors will do it.

Plagiarism can cause professional disaster. If a client pays for research or a white paper which was copied—unattributed and without permission—and the client discovers this (e.g. by Googling any questions they have), your company will face significant financial and legal penalties from both the client and the source of the information. If you were to use open source software in a way that was contrary to the [FOSS license agreement](#), your company could face significant financial or legal penalties (you cannot sell your new app without being sued). Plagiarism is not just an arcane academic issue. It can get you fired. It can ruin your company.

How not to cheat

Helping each other is one of the best ways to learn. To avoid copying from each other...

Talk all you want. Don't write anything down (or take pictures). Do not give or get files.

**"Neither a borrower nor a lender be, For loan oft loses both itself and friend"
— Hamlet, Act-I, Scene-III, Lines 75-76**

If you are the helper: sign off all your computer sessions. Close your books, put away all your notes, printouts and similar materials. Then, go to your colleague's screen or printout and work with them on *their* problem using *their* approach. Help them debug *their* code. Do not show them how you did it. Your aim here is to ask [Socratic questions](#), not offer your own brilliant answers.

If you are the person being helped: do not look at your colleague's solution or answer to a question. Your objective is to get help understanding the problem (which is more useful than the answer). Don't just ask for the answer ([Don't Panic, it's 42](#)). It's too easy to end up copying someone else's solution and thereby risking a charge of plagiarism. Also, you cannot ask for help when writing tests or the exam.

Simply rewording someone else's answer or changing variable names in a program and presenting the work as your own is still copying – you are copying the solution. Trivial differences in the code or the wording do not change plagiarism into "my own work".

In test situations, it is recommend that you sit far away from your friends.