# DEPARTMENT OF MATHEMATICAL AND COMPUTATIONAL SCIENCES
# UNIVERSITY OF TORONTO MISSISSAUGA

## CSC290H5F LEC0101
## Communication Skills for Computer Scientists
## Course Outline - Fall 2019

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| **Class Location & Time** | Mon, 03:00 PM - 05:00 PM MN 1270 |
| **Instructor** | Lisa Zhang |
| **Office Location** | DH3078 |
| **Office Hours** | Wednesday 11am-12pm, Friday 11am-12pm |
| **E-mail Address** | lczhang [at] cs [dot] toronto [dot] edu |
| **Course Web Site** | https://www.cs.toronto.edu/~lczhang/290/ |

## Course Description

Targeted instruction and significant practice in the communications required for careers in computer science. The curriculum covers written, oral and interpersonal communication. Students will hand in short pieces of writing each week, will make oral presentations several times in the semester, and will work together in simulated project meetings and other realistic scenarios of pair and small group interaction. This can be used to satisfy the writing requirement in CSC programs. [24L, 12T]

*Prerequisite:* CSC148H5
*Exclusion:* CSC290H1 (SCI)
*Distribution Requirement:* SCI

Students who lack a pre/co-requisite can be removed at any time unless they have received an explicit waiver from the department. The waiver form can be downloaded from here.

## Textbooks and Other Materials

There are no textbooks for this course. Readings will be posted on the course website or on Quercus.

## Assessment and Deadlines

| Type | Description | Due Date | Weight |
|---|---|---|---|
| Assignment | Regular Blog Posts | On-going | 12% |
| Assignment | Critical Review | 2019-10-06 | 10% |
| Assignment | Critical Review Edits | 2019-11-03 | 2% |
| Presentations | Group Project and Presentations | On-going | 31% |
| Term Test | Midterm Test | 2019-11-04 | 15% |
| Final Exam | Final Exam | TBA | 30% |
| | | **Total** | 100% |

## More Details for Assessment and Deadlines

### Assignment Submission

Submit your critical review assignment on Quercus. Submit all other assignments on MarkUs. Most deadlines are on Sundays 9pm.

### Group Project

Part of the learning goals for this course is to learn to work with others as a team, and to communicate with team members effectively. As such, the group assignment for this course must be completed as a group. The group assignment will be divided into the following parts:

- Project Proposal (5%)

- Design Review Presentation (5%)
- Code Commit (2%)
- Documentation (2%)
- Project Repository (7%)
- Final Presentation (10%)

Some parts are due earlier than others. Every student must participate in all parts of the group assignment in order to earn the marks. For example, if you contribute to part 1 of the group assignment but do not contribute to part 2, you will not earn part marks for your contribution to part 1. Similarly, you may not skip your contribution to part 1 of the group assignment and expect to rejoin the group in order to receive part marks for just part 2 of the assignment. If group members are not contributing to the group project, please notify the instructor immediately.

The "Code Commit" and "Documentation" portions of the group project are submitted and graded individually. Also, 20% of each presentation mark will be based on individual performance.

**Requests for Regrading**

If you wish to have something regraded, send an email request to the instructor detailing the exact issue with the grading. Requests for regrades must be received within one week of the graded work being returned. If a regrade is requested then the entire assignment will be regraded. Work that is regraded will be very carefully reviewed, and the total grade for the work may be increased, or it may remain the same, or it may be decreased.

## Penalties for Lateness

Each student will receive six grace tokens; each grace token can be used for a four-hour extension for an assignment. For example, you may choose to use all six grace tokens on the first assignment, extending its deadline by 24 hours. Or, you may wish to use three tokens for each of two assignments, extending each deadline by 12 hours. No other late work is accepted.

**The penalty-free late submission is not applicable to any work submitted as a group.**

Grace tokens are tracked automatically. When you submit an assignment late, you do not need to explicitly say you are using a grace token; just submit your work within the grace token periods.

Assignments submitted electronically will be timestamped based on the server time, not the student's local/PC time.

## Procedures and Rules

**Missed Term Work**

Students should immediately contact the instructor via email, and no later than the due date, if a deadline cannot be met. In the case of medical problems, you are required to have a doctor complete a *UTM medical certificate*, which must say "I saw [student's name] on [date] and it is my medical opinion based on my examination that the student is medically unfit to complete his work at this time. He/she should be able to continue with their studies by [date]." Medical notes saying that the Doctor saw you after you recovered are not adequate and will not be accepted.

You should complete and submit the work as soon as you are able to. Do not wait to hear back what the decision is regarding your request for a due date extension. Due date extensions that are granted will run from the original due date, not the date of the decision. If a due date extension is granted, then the duration of the extension will be based on the documentation supplied with the request.

**Missed Final Exam**

Students who cannot write a final examination due to illness or other serious causes must file an online petition **within 72 hours of the missed examination**. Original supporting documentation must also be submitted to the Office of the Registrar **within 72 hours of the missed exam**. Late petitions will **NOT** be considered. If illness is cited as the reason for a deferred exam request, a U of T Verification of Student Illness or Injury Form must show that you were **examined and diagnosed at the time of illness and on the date of the exam, or by the day after at the latest**. Students must also record their absence on ACORN on the day of the missed exam or by the day after at the latest. Upon approval of a deferred exam request, a non-refundable fee of $70 is required for each examination approved.

**Academic Integrity**

Honesty and fairness are fundamental to the University of Toronto's mission. Plagiarism is a form of academic fraud and is treated very seriously. The work that you submit must be your own and cannot contain anyone elses work or ideas without proper attribution. You are expected to read the handout How not to plagiarize (http://www.writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize) and to be familiar with the Code of behaviour on academic matters, which is linked from the UTM calendar under

the link Codes and policies.

Academic integrity is essential to the pursuit of learning and scholarship in a university, and to ensuring that a degree from the University of Toronto is a strong signal of each student's individual academic achievement. As a result, the University treats cases of cheating and plagiarism very seriously. The University of Toronto's Code of Behaviour on Academic Matters outlines the behaviours that constitute academic dishonesty and the process for addressing academic offences. Potential offences include, but are not limited to:

In papers and assignments:

- Using someone else's ideas or words without appropriate acknowledgement.
- Submitting your own work in more than one course without the permission of the instructor.
- Making up sources or facts.
- Obtaining or providing unauthorized assistance on any assignment.

On tests and exams:

- Using or possessing unauthorized aids.
- Looking at someone else's answers during an exam or test.
- Misrepresenting your identity.

In academic work:

- Falsifying institutional documents or grades.
- Falsifying or altering any documentation required by the University, including (but not limited to) doctor's notes.

All suspected cases of academic dishonesty will be investigated following procedures outlined in the Code of Behaviour on Academic Matters. If you have questions or concerns about what constitutes appropriate academic behaviour or appropriate research and citation methods, you are expected to seek out additional information on academic integrity from your instructor or from other institutional resources (see http://www.utm.utoronto.ca/academic-integrity/resources/students).

## Final Exam Information

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| Duration: | 2 hours |
| Aids Permitted: | None |

## Additional Information

**Use of TurnItIn.com**

Turnitin.com will be used to assist in the evaluation of the originality of some of the term work. Turnitin.com is only a tool which will assist in detecting plagiarism.

Normally, students will be required to submit their course essays to Turnitin.com for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their essays to be included as source documents in the Turnitin.com reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin.com service are described on the Turnitin.com web site - http://turnitin.com/. If students' prefer not to submit their essays to Turnitin.com, they must meet with the professor or TA before the assignments' due dates (i.e., two weeks).

Last Date to drop course from Academic Record and GPA is November 7, 2019.