General Class Standards

TL;DR
- Activities and weekly assignments are due by the end of your class day + 2 business days (excludes weekends and statutory holidays).
- Quizzes must be started within the first 10 minutes of class time. Please pay special notice to the period at the end of that sentence.
- Due date extensions for weekly activities, assignments, and the final project can be purchased at 20% per calendar day.
- Activities and assignments are evaluated based on your submission as of the due date.
  - You must decide what effort something deserves and be responsible & accountable for that.
  - In a professional setting, clients who get buggy software or shoddy workmanship will not pay you more to fix it. If you fix it immediately, they will pay the original agreed upon amount. If you do not fix it immediately, getting full and timely payment will be an unrealistic expectation; expect no more than discounted payment for a late fix. After all, how much is junk, even repaired junk, worth? In either case, you have not only lost a paying client, but also your reputation.

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

"None of us is as good as all of us." Please attend 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 and to take notes during that time.

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

Some courses begin the class with a quiz. If you are late and miss the quiz, your instructor will have sympathy for unanticipated, unavoidable, and *documented* absence together with timely notice of same. Any notice after end-of-business that day is

untimely. Any notice without documentation needs a credible story to substantiate why you didn't show up for work that day.

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 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 (aaannnXXX) in the email subject. Include your User ID or student number where applicable in your message. Ironically, your instructor cannot see your UserID@mySeneca.ca – only your name.

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](#).

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 (there had better be some) 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 school's policy.

If you accidently 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.

The very last date final assignments can be submitted is by noon on Friday (or the last day) of exam week 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

It is not a penalty; you are 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 a 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.

Academic referencing of sources is standard practice for quotations or paraphrased ideas you present in your submission. Attributing the sources from where we learned something is an ethical tradition: to recognize and honour those from whom we learned those words and ideas, so that we represent ourselves fairly, and to be mindful not to

confuse ourselves, or have anyone else misconstrue us, with the source. Oh, and all the cool people do it.

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 Integrity 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 result: 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 has been through a paraphrase generator will receive zero marks.

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 copy anything, don't write anything down, don't take pictures. Neither give nor 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".

Notes for students about Academic Integrity adapted from
Malan, D. J., Yu, B., & Lloyd, D. (2020). Teaching Academic Honesty in CS50. In J. Zhang, M. Sherriff, S. Heckman, P. Cutter, & A. Monge (Eds.), *Proceedings of the 51st ACM Technical Symposium on Computer Science Education* (pp. 282–288). ACM. https://doi.org/10.1145/3328778.3366940

A simple guideline to academic integrity is talk all you want, don't write anything down (analogue or digital); share ideas, but not answers or code. The philosophy on academic integrity and honesty can be stated as "be reasonable." What is considered reasonable and unreasonable is described below.
Interactions with classmates and others is encouraged to gain understanding and mastery of a course's material. Talking through problems and ideas is part of learning. However, there remains a line between enlisting the help of another and submitting the work of another. These notes show both sides of that line.
The essence of all work you submit must be your own. Collaboration on individually graded work is not permitted; although you may ask others for help, that help cannot include you using any of their work. When asking for help, you may show your work to another. This is a one-way street. The person helping may not show their work to you. "But hey, if you [the helper] were to *also ask me for help*, then you can legally show your work to me." That would be dishonest of both parties. It is just weaselling. If the person helping you also needs help, they should ask someone else, not you.
On individual evaluations such as quizzes, tests, and exams, no collaboration is permitted. You may ask only your instructor for help, and then, only to ensure you understand the questions and instructions.

Below are guidelines that (in exhaustively) characterize acts considered reasonable and unreasonable. If in doubt, don't do it until you get *written* approval from your instructor. *It is <u>not</u> easier to get forgiveness than permission*. Acts committed and considered unreasonable will be reported to the Academic Integrity Committee. Consequences range from a "written warning or reprimand" to "permanent expulsion from Seneca". See the [Academic Integrity Policy](#).
<u>Reasonable actions:</u>

Computer Principles for Programmers – General Class Standards

• Discussing a course's material with others for the purpose of understanding the concepts better. Talk all you want, don't write anything down. (No recording of that discussion. You are seeking comprehension, not documentation.)
• Verbal communication with classmates about specific problems with assigned work, *and* properly citing those discussions if you use another's idea in your answer or solution. Verbal means a real-time conversation with only spoken words.
• Helping a classmate identify a specific problem with their assignment *after* you have submitted yours. Identifying a problem does not mean supplying an answer, it means helping them understand their problem with their work, and not telling them the way you did it.
• Incorporating anything you find online or elsewhere into your own work – provided those things are not answers to assigned work – only if you cite the origins of what you used from others.
• Reviewing past semesters' tests and quizzes and answers thereto.
• Showing your work to someone so that they might help you identify and understand a problem. It does not mean getting the answer from them, it means help to recognize your problem: is it a conceptual misunderstanding, the misuse of a technique, a knowledge, research, or skills gap?
• Submitting the same or similar work to this course that you have submitted previously to this or another course is permissible only with prior permission from your instructor.
• Asking or receiving help from an instructor during a quiz, test, or examination.
• Turning to the web or elsewhere for instruction beyond the course's own resources, for references, and for solutions to technical difficulties, *but not* for outright answers to satisfy assigned work.
• Whiteboarding and developing solutions with others using outlines, diagrams, or abstractions (e.g. pseudocode) is fine, but not to the point that it could be submitted as finished work.
• Working with a tutor to help you with the course, provided the tutor does not do your work for you.

Not Reasonable
• Accessing an answer to assigned work prior to (re-)submitting your own.
• Accessing or attempting to access an account, file, printout, or repository that is not your own.
• Asking to see another person's answer to a problem or assignment before submitting or re-submitting your own.
• Using solutions or techniques you discovered outside of the course's own resources in your own work without acknowledgement, citation, or referencing – even while respecting this policy's other constraints.

• Giving or showing an answer for assigned work to another student when it is they – not you – who is asking for help to solve it.

• Looking at or viewing another individual's work during a quiz, test, or exam.

• Paying or offering to pay an individual for work that you submit as (part of) your own.

• Providing or making available answers to graded work to individuals who might take this course in the future.

• Searching for or soliciting outright answers to graded work online or elsewhere.

• Splitting an assignment's workload with another individual and combining your work.

• Submitting (after possibly modifying) the work of another individual beyond small and cited excerpts.

• Submitting, without the permission of your instructor, the same or similar work to one course that you have submitted or will submit to another.

• Using unauthorized sources or receiving help from a person other than the instructor/invigilator during a quiz, test, or exam.

• Viewing another's answer to a problem or assignment and basing your own answer upon it.