

Course Outline Template

COMP 1234A for Term (Fall/Winter/Summer) 20XX (Preliminary Version)

Introduction to Computer Science I

Course Information

Instructor: Jane Doe

Contact: Jane.Doe@carleton.ca

Classroom: Room location is posted on the public class schedule

Lectures: Tuesdays & Thursdays, 6:05 - 8:55 (online)

Tutorials: Check your schedule on Carleton Central

Course Website: <https://brightspace.carleton.ca/d2l/home>

Teaching Assistants

A list of teaching assistants and their contact/office hours information will be posted once the course starts.

Course Calendar Description

Copy and paste info from current [academic calendar](#). Include prerequisite and preclusions if listed. (Prerequisites may change over time, always make sure what you have listed is accurately reflecting the current calendar)

Required Textbook(s) and Other Resources

List all textbooks, course books, online resources or links required for the course.

SCS Laptop Requirement (only applies to on campus courses)

Everyone enrolled in a 1st year COMP course after the 2020/21 school year is required to have a laptop. This applies to students enrolled in a 1st year COMP course, which includes COMP1001, 1005 and 1006. For more information please visit [SCS Laptop Requirement - School of Computer Science \(carleton.ca\)](#).

Topics Covered

Detailed list of topics to be covered including dates and required reading for each week.

- Important dates and deadlines can be found [here](#), including class suspension for fall, winter breaks, and statutory holidays.

Assessment Scheme

Important things to consider when creating a marking scheme:

- List all elements that will contribute to the final grade and the grade breakdown. Be specific. (note: you should include requirements students must fulfill in order to pass the course, e.g. 'must pass term work', 'must pass final exam', etc).
- Provide clear and concise information regarding instructions and expectations during (e.g. allocated time, format, open book etc.) and after (posting of marks, reviewing work and who to contact for discrepancies or questions) in-class tests, assignments, midterms, presentations and final exams.
- Due dates for major deliverables should be indicated and should be made prominent (**Bold**, **highlight**, **text colour** or ALL CAPS). If there are to be changes to the due dates, students must receive at least 2 weeks notice.
- Due dates of tests/assignments and take-home finals: make sure that these dates conform to University Rules. See section [4.1 Examinations Regulations](#).
- Instructions on the submission and return of assignments and essays. Note that the granting of student requests for any term work deferral must conform to University Rules. See the drop down menu section [4.4 Deferred Term Work](#).
- Include a section on what constitutes plagiarism and the difference between good and bad collaboration (copying or sharing assignments with classmates). Not all students understand that it has many forms and so it's best to educate students beforehand and provide scenarios. Sample text:

"If you are unsure of the expectations regarding academic integrity (how to use and cite references, how much collaboration with lab- or classmates is appropriate), ASK your instructor. Sharing assignment or quiz specifications or posting them online (to sites like Chegg, CourseHero, OneClass, etc.) is considered academic misconduct. You are never permitted to post, share, or upload course materials without explicit permission from your instructor. Academic integrity offences are reported to the office of the Dean of Science. Penalties for such offences can be found on the ODS webpage: <https://science.carleton.ca/academic-integrity/>."

Important Considerations (Optional- example)

Having a statement similar to the one below could assist in alleviating misunderstandings and conflict.

"Late assignments are never accepted for any reason. Assignments submissions are handled electronically (i.e., through cuLearn) and there is no "grace period" with respect to a deadline - an assignment submitted even one minute after the deadline is late and will receive a mark of zero.

Technical problems do not exempt you from this requirement, so if you wait until the last minute and then have issues with your connection, you will still receive a mark of zero. Consequently, you are advised to:

- periodically upload you progress (e.g. upload your progress at least daily)
- attempt to submit your final submission at least one hour in advance of the due date and time

For each assignment, you will be submitting one or more files that contain source code, and these files must be given the correct filename and be provided in the specified format. Assignments that are incorrectly named or in the incorrect format will be penalized and may receive a mark of zero.

If any of the source code files you submit does not run, it will receive a mark of zero. Consequently, after you upload your submission to cuLearn you should re-download it immediately and ensure that:

- your submission is the correct file type and has the correct filename
- each of your source code files can be run from the terminal on our official virtual machine
- each of your source code files can be viewed in a text editor (for marking purposes)

You are expected to demonstrate good programming practices at all times and your code may be penalized if it is poorly written. You are also expected to do the necessary preparatory work (i.e., devising an algorithm) before you start coding. You may be asked to present either pseudocode or a flowchart before you will receive any assistance from the instructor or a teaching assistant.

Undergraduate Academic Advisor

The Undergraduate Advisor for the School of Computer Science is available in Room 5302C HP; or by email at scs.ug.advisor@cunet.carleton.ca. The undergraduate advisors can assist with information about prerequisites and preclusions, course substitutions/equivalencies, understanding your academic audit and the remaining requirements for graduation. The undergraduate advisors will also refer students to appropriate resources such as the Science Student Success Centre, Learning Support Services and Writing Tutorial Services.

SCS Computer Laboratory

SCS students can access one of the designated labs for your course. The lab schedule can be found at: <https://carleton.ca/scs/tech-support/computer-laboratories/>. All SCS computer lab and technical support information can be found at: <https://carleton.ca/scs/technical-support/>. Technical support is available in room HP5161 Monday to Friday from 9:00 until 17:00 or by emailing SCS.Tech.Support@cunet.carleton.ca.

University Policies

For information about Carleton's academic year, including registration and withdrawal dates, see [Carleton's Academic Calendar](#).

Pregnancy Obligation. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit [Equity Services](#).

Religious Obligation. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit <https://carleton.ca/equity/focus/discrimination-harassment/religious-spiritual-observances/>.

Academic Accommodations for Students with Disabilities If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with your instructor as soon as possible to ensure accommodation arrangements are made. For more details, visit the [Paul Menton Centre](#) website.

Survivors of Sexual Violence. As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: carleton.ca/sexual-violence-support

Accommodation for Student Activities. Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, see [the policy](#).

Student Academic Integrity Policy. Every student should be familiar with the Carleton University student academic integrity policy. A student found in violation of academic integrity standards may be awarded penalties which range from a reprimand to receiving a grade of *F* in the course or even being expelled from the program or University. Examples of punishable offences include: plagiarism and unauthorized co-operation or collaboration. Information on this policy may be found [here](#).

Plagiarism. As defined by Senate, "plagiarism is presenting, whether intentional or not, the ideas, expression of ideas or work of others as one's own". Such reported offences will be reviewed by the office of the Dean of Science. Standard penalty guidelines can be found [here](#).

Unauthorized Co-operation or Collaboration. Senate policy states that "to ensure fairness and equity in assessment of term work, students shall not co-operate or collaborate in the completion of an academic assignment, in whole or in part, when the instructor has indicated that the assignment is to be completed on an individual basis". Please refer to the course outline statement or the instructor concerning this issue.

Special Information

It is important to remember that COVID is still present in Ottawa. The situation can change at any time and the risks of new variants and outbreaks are very real. There are number of actions you can take to lower your risk and the risk you pose to those around you including being vaccinated, wearing a mask, staying home when you're sick, washing your hands and maintaining proper respiratory and cough etiquette.

Feeling sick? Remaining vigilant and not attending work or school when sick or with symptoms is critically important. If you feel ill or exhibit COVID-19 symptoms do not come to class or campus. If you feel ill or exhibit symptoms while on campus or in class, please leave campus immediately. In all situations, you must follow Carleton's symptom reporting protocols.

Masks: Carleton has paused the COVID-19 Mask policy, but continues to strongly recommend masking when indoors, particularly if physical distancing cannot be maintained. It may become necessary to quickly reinstate the mask requirement if pandemic circumstances were to change.

Vaccines: While proof of vaccination is no longer required as of May 1 to attend campus or in-person activity, it may become necessary for the University to bring back proof of vaccination requirements on short notice if the situation and public health advice changes. Students are strongly encouraged to get a full course of vaccination, including booster doses as soon as they are eligible, and submit their booster dose information in cuScreen as soon as possible. Please note that Carleton cannot guarantee that it will be able to offer virtual or hybrid learning options for those who are unable to attend the campus.

All members of the Carleton community are required to follow requirements and guidelines regarding health and safety which may change from time to time. For the most recent information about Carleton's COVID-19 website and review the Frequently Asked Questions (FAQs). Should you have additional questions after reviewing, please contact covidinfo@carleton.ca.