



LAND ACKNOWLEDGEMENT

The University of Windsor sits on the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomi. We respect the longstanding relationships with First Nations people in this place in the 100-mile Windsor-Essex peninsula and the straits – les détroits – of Detroit

INSTRUCTOR
:

Dr. C. I. Ezeife

E-mail: cezeife@uwindsor.ca

Office Location: CS Room; office phone: 519-253-3000 ext. 3012

Office Hours: M: 5:30pm – 6:20pm

Classes: Mon : 2:30 – 5:20pm in Room As announced on bright space.

To attend any possible online class, Log on to Brightspace LMS (learning management system).

<https://brightspace.uwindsor.ca/d2l/login>.

Then, click on Virtual classroom, and join Comp 8100 Class session for the day.

Note: Office hours will be held in my office in CS. The following link is for joining any MSTeams group for class or during my office hours if meeting moves online:

<https://teams.microsoft.com/l/channel/19%3a0QL2Li0Ed7Fr51z4mkuwVrAFNUAs6RTi3xdYEpZHxEQ1%40thread.tacv2/General?groupId=2c683b73-805c-4418-9c8c-92de9629144b&tenantId=12f933b3-3d61-4b19-9a4d-689021de8cc9>

Note: Only email originating from a valid University of Windsor student account will be accepted from students wishing to contact the instructor or use the Brightspace email tool within the course site. Please include your full name, student ID and related course section in your correspondence. Do not spam with multiple or lengthy emails. Should you not receive timely feedback to your inquiries reach out during office hours directly, or in the event of no response contact the CS office at csinfo@uwindsor.ca for support to access the instructor.

Never used Microsoft Teams before?

Download the free MS-Teams client for your device and login using your UWindsor account (uwidid). There are two ways to reach me, one using the direct chat to [Click or tap here to enter text](#). and another to our class group if you like to connect with your peers. It is a simple messenger type application allowing you to do chat, voice and video conferences with your prof and fellow students.

[Getting Started - Students | Information Technology Services \(uwindsor.ca\)](#)

TEACHING ASSISTANT(S):

Please refer to the Brightspace for the TA/GA contact information and updated office hours.

Note: Graduate courses do not have TA/GA

The teaching assistant(s) will be holding regular weekly office hours dedicated to help students. It is highly recommended that you take advantage of this resource by seeking interactive assistance towards understanding the course materials and guidance for completing the homework. Graders are also accessible to review your graded work and help make corrections or fix grading errors. If you are facing difficulties in the course, please contact the instructor or the teaching assistant(s). You are expected to spend sufficient time to complete all the readings and the assigned work.

If you are not able to get hold of the teaching assistant(s) during posted office hours, or do not get timely response from them please report the matter promptly to the course instructor with the situation details.

If you identify an exceptional assistant who goes above and beyond, please inform the instructor and consider nominating the person for related university/faculty awards for their commitment.

The School of Computer Science provides free tutoring services for all Undergraduate Students
[Home Page – CS Current CS Current Students \(uwindsor.ca\)](#)

PRE-
REQUISITES
:
LECTURES/
LABS:

A Computer Science MSc or MAC student

No student is allowed to take a course more than two times without permission from the Dean.

Mon : 2:30 – 5:20pm (Room : As announced in bright space). More information above.

COURSE
DESCRIPTION
*:

Purpose of the Course

This course aims at preparing students to conduct research in their thesis area. In particular, the course will help students to learn how to develop literature review, and write a survey paper on a specific topic.

Students will conduct a survey by reading a number (not less than 20) of published articles in their thesis research area and **write a SURVEY PAPER of existing work in that area**. It is important that the survey is COMPREHENSIVE. This means that the subject must be sufficiently narrow that there are not too many research papers worldwide on the subject. Students **MUST NOT COPY** any material without using quotes and appropriate reference. The remainder of these notes will help students achieve these objectives.

REMEMBER that you are to write a SURVEY OF RESEARCH. Identify top most important research work related to your survey topic published in good journals or conferences of ACM, IEEE, Springer's LNCS series and others. For each work, concentrate on explaining what the researchers have contributed to the topic area, the algorithmic solution to the problem they are solving with clear input, output and the steps for achieving the desired result, and what, if any problems remain to be solved. Using an example to summarize the solution of the work provides more clarity to the summary and is recommended.

- **Teaching Format:** There will be very few, formal lectures at the beginning and end of the term and there may be a library tour class to learn how to use digital resources to find relevant references. The focus will be **one-on-one contact** with individual students to help them with their technical report writing. There will be a few classes to discuss intermittent reports and report writing standards. The intermittent reports have to be submitted and discussed in class but are not assigned marks. Doing the intermittent reports well will certainly improve your final submission. Submission and discussion of the intermittent reports should be part of your log – discussed more in a section below.

**This description is from the official senate-approved calendar*

(source: <https://ctl2.uwindsor.ca/cuma/public/courses/pdf/b8e5151e-246b-494c-a358-a8668a0e2d9a>)

LEARNING
OUTCOMES:

At the end of the course, the successful student will know and be able to:

Click or tap here to enter text. **LEARNING OUTCOMES**

- 1. To prepare students for conducting research upon which their thesis will be based.**
- 2. To teach students technical writing skills, including quick review of good grammar.**

NOTE: By successfully completing this course, students would have progressed towards gathering training needed to embark on independent original research needed for writing research thesis.

Note: Students are strongly encouraged to be participating in the course development and update process. Please feel free to make recommendations for changes to the Learning Outcomes, Course Description, and Course Topics to the instructor or the program chair.

REQUIRED
TEXTBOOK:

RECOMMENDED Materials:

C. I. Ezeife, *Course Notes for Comp 8100 (60-510)*, Literature Review and Survey, University of Windsor, Fall 2023.

Reference Materials:

1. APA format
2. How to conduct research
3. How to use Latex

- Campus Bookstore: <https://www.uwindsor.ca/bookstore/>
- Leddy Library: <https://leddy.uwindsor.ca/>

COURSE
EVALUATION
:

Assessment of students taking Comp 8100 (60-510) will be based on three components of the survey report. These will be weighted as follows:

Bibliography (quality and presentation)	30%
Annotations on Bibliography	20%
Survey Report	50%
STUDENTS WILL LOSE 1 MARK FOR EVERY LATE ASSIGNMENT	POSSIBLE LOSS OF 10% - NOTE THAT the passing mark for a grad course is 70%

COURSE
SCHEDULE:

Topics*

(The instructor reserves the right to change the outline to accommodate student pace and understanding of the subject matter.)

Schedule of Student Activities

Students should keep a log book recording progress and recommendations made by the instructor. If the student's progress as stated in the log book is unsatisfactory at any time, the student may be asked to withdraw from the course or be given a failing grade. Students should come to office hours with their course log so it can be reviewed for progress. The next table contains an approximate schedule of tasks to be undertaken by the student from week one to week 12:

Comp-8100 (60-510) TENTATIVE SCHEDULE and Weekly Assignments (FALL 2023)

Week	Activity
0 (Sept 7)	Very first week of classes starting on Thursday (no class for Comp-8100 (60-510))
1 (Sept 11)	Think up a survey title. Discuss this with your research supervisor and with Dr. Ezeife. Your survey should be broad enough to include your potential thesis research area. The topic should be narrow enough so that only 100 important recent (last five years) references are relevant. You may need to change the survey title as you begin to identify relevant references. Assignment#1: is due the following Monday and involves submitting student name, supervisor, area of Master's/Doctoral research, and a tentative topic for survey through brightspace.
2 (Sept 18)	Introduction and discussion of use of library. Assignment#2: is due the following Monday and requires students to submit a tentative survey title at this meeting with a list of search terms, papers returned, exactly-on-topic papers, and extra papers found by looking at citations.

3 (Sept 25)	Review of progress on bibliography, intro to Latex, and discussion of annotation format and possible further revision of survey titles. <u>Assignment#3</u>: is due the following Monday: requires students present a list of all exactly-on-topic paper references in the APA (<i>American Psychological Association</i>) Surveys format (see example survey on the course website), 10-20 most-important papers with reasons for choice, and one annotation for at least one exactly-on-topic paper. **From now onward, all submissions include the references
4 (Oct 2)	Discussion of final survey titles. <u>Assignment#4</u>: due the following Monday: requires a revised annotation for one paper.
5 (Oct 9)	Thanksgiving day, Reading Week (Sat., Oct. 7 – Sun., Oct. 15, 2023; No Classes
6 (Oct 16)	Discussion of annotations. <u>Assignment#5</u>: due the following Monday: requires draft annotations of 4 more most-important papers (making it 5 papers annotated so far).
7 (Oct 23)	Discussion of annotations. <u>Assignment#6</u>: due the following Monday includes draft annotations of 3 more most-important papers (making it 8 papers so far annotated).
8 (Oct 30)	Discussion of annotations. <u>Assignment#7</u>: due the following Monday: includes Students to submit 2 remaining draft annotations, and converting annotations into full report. Formulate contents page with section headings and sub-headings by grouping of related papers (e.g., in chronological order, in sub areas of topic, etc.)
9 (Nov 6)	Discuss student progress. <u>Assignment#8</u>: due the following Monday: requires a draft survey report with contents of about half of the survey including at least 5 of the annotated papers, with the whole introduction.
10 (Nov 13)	Discussion of Draft Contents. <u>Assignment#9</u>: due the following Monday: requires draft report also adding contents of the remaining annotated 5 papers.
11 (Nov 20)	Discussion of Draft Submissions. <u>Assignment#10</u>: due the following Monday: requires a draft of the near complete survey with abstract, introduction and conclusion, references, with annotations as Appendix.
12 (Nov 27)	Discussion of Draft Submissions. <u>Assignment#11</u>: due the following Monday (Dec. 4): submit final draft of survey. Also, do SET by now.

**** Note: the assignment for each week is listed in the schedule and will be due the following Monday. The final version of the survey for grading must be submitted no later than one week after the Monday of the last week of classes or on December 11, 2023.**

**Note: Students are advised that the schedule and topics described above are tentative and that the material and/or depth and order of presentation are subject to change at the discretion of the instructor and student pace. This course assumes the student will allocate a significant amount of independent study and time spent on reading and researching materials as needed. You are strongly encouraged to ensure you allow sufficient time needed to succeed in this course.*

Important Dates: Fall 2023 (<https://www.uwindsor.ca/registrar/events-listing>)

IMPORTANT DATES:

Thurs., Sept. 7 – First Day of Fall 2023 classes
 Wed., Sept. 20 – Last Day to Add/Drop
 Wed., Oct. 4 – Financial Drop Date
 Sat. – Sun., Oct. 7-15 – Reading Week
 Mon., Oct. 9 – Thanksgiving Day (no classes, University closed)
 Wed., Nov. 15 – Last Day to Voluntarily Withdraw through regular drop method for Fall 2023 Courses (Grad & UG)
 Wed., Dec. 6 – Last day of Fall 2023 Classes
 Sat. – Wed., Dec. 9 -20 – Final Exams for Fall 2023 Courses
 Thurs., Dec. 21 – Alternate Final Exams for Fall 2023 Courses
 Sat. – Tue., Dec. 23 – Jan 2, 2024 – University closed for December Holiday recess
 Mon. Jan. 8, 2024 - first Day of Winter 2024 Classes

RESOURCES :

The course website is on <https://brightspace.uwindsor.ca/d2l/login> or directly through: <https://cezeife.myweb.cs.uwindsor.ca/courses/60-510/index.html>.

Please check it frequently for announcements and other useful info.

GRADING:

A numeric grade on a scale of 0 to 100 will be assigned (rounded integer).

CONVERSION OF MARKS (% marking scheme)

Only raw % scores are assigned in course work and meaning of scores in transcripts are:

% Score	Grade	% Score	Grade	Comments
90-100	A+	63-66.99	C	<p>All grades below 50% are considered failures. (see mark/grades descriptor page of calendar www.uwindsor.ca/calendar for details).</p> <p>The University of Windsor uses a percentage marking and grading scale</p>
85-89.99	A	60-62.99	C-	
80-84.99	A-	57-59.99	D+	
77-79.99	B+	53-56.99	D	
73-76.99	B	50-52.99	D-	
70-72.99	B-	0-49.99	F	
67-69.99	C+			

Survey Title/Topic

The survey topic should encompass the subject of the students' thesis. The survey title/topic is to be chosen by the student after discussion with his/her research supervisor and also with the instructor of this course. The title may be revised up to the third week of the semester, at which time it will be finalized. Note that the final title requires approval by the instructor of this course. The topic should be sufficiently specific to enable the student to conduct a comprehensive survey. Students will be expected to identify nearly all accessible references that exist.

START WITH A HIGHLY-SPECIALIZED TOPIC AND THEN MAKE IT MORE GENERAL IF NECESSARY.

The Bibliography

The final bibliography should include at least 20 references. 10 of these should be identified as the most important papers and should constitute the basis of the main text of the survey.

The Annotations

You need to write an annotation for each of the 10 most important papers. These annotations when done well are converted to the full survey. The annotation should be structured as shown on the next page. Note that past tense is used to describe experiments etc. which the authors conducted, but PRESENT tense is used to describe what the authors say in their paper.

Each annotation must have 8 headings as given in bold font below:

- 1. The problem which the researchers/authors addressed.** Define their topic, the problem it is solving, the paper's contributions and the importance of this topic with example areas of its application (Not what they created (the proposed algorithm or system), but the overall problem which they tried to solve).
- 2. A list of previous work by others** who attempted to solve the same problem and which the authors refer to. All work here need to be cited in the report (that is, existing systems that this work improved on or built on. These work by others should be in the list of important list of references).
- 3. Shortcomings of previous work** that the authors refer to (state that no shortcomings of previous work were mentioned by the authors if they did not do so). Some of these shortcomings may have been solved by this paper.
- 4. A description of this paper's proposed solution: the new idea, algorithm, architecture, protocol, system, etc.,** which the authors invented and which they describe (present tense) in the

paper. Include the input data, output data and the sequence of steps for deriving the solution. Use a simple example to run the algorithm with hand. If no new idea was invented, what new experiment, analysis did the authors conduct? (this part 4 is the most important part of annotation to be converted later to your report summary)

5. **Experiments and/or analysis** of the new idea, algorithm, architecture, protocol, etc. (do not make this the big focus)

6. **Results that the authors claim to have achieved.** (Note that you must state that the authors “Claim to have ...”).

7. **Citations to the paper by other researchers within your 20 collected most important papers** (you will only be able to do this after you have completed all of the annotations).

8. **Other evidence of impact of the paper** (for example, google citation counts, use of the new algorithm in some commercial software).

The Survey

Most surveys should approximate the following dimensions:

1. Text for the main report including the abstract, diagrams and references should be approximately 5000 words long not including the annotations on bibliography which are attached as an appendix.

2. Abstract, 200 words long (do not write the abstract or the introduction until you have written everything else).

3. Approximately 10 main papers should be used as the basis of the report, with approximately 20 in the bibliography.

Surveys are usually structured as follows. Alternatives are acceptable with permission:

1. Title and author

2. Abstract

3. Introduction: presents clear definition of the subject of survey, its application areas, and importance of the topic with some examples. Also include one paragraph at the end of Introduction describing how many papers you identified on this topic, from where, who are the main researchers, and the structure (outline) of the rest of the survey.

4. Survey of Research :

4.1. Category I – YOU CHOOSE AN APPROPRIATE CATEGORY NAME

4.1.1. Subsubsection 1

4.1.2. Subsubsection 2, etc.

4.1.x Summary and table: (in ascending year order of only the related papers summarized)

Year	Paper Title	Authors	Major Contribution
20xx	xxxxx	xxx	xxxxxxx
20yy	xxxxx	xx	xxxxxxxxxxxxxxxx

4.2. Category II – YOU CHOOSE AN APPROPRIATE CATEGORY NAME

4.2.1. Subsubsection 1

4.2.2. Subsubsection 2, etc

4,2,x Summary of research and table: (in ascending year order of only the related papers summarized)

Year	Paper Title	Authors	Major Contribution
20xx	xxxxx	xxx	xxxxxxx
20yy	xxxxx	xx	xxxxxxxxxxxxxxxx

4.3. Category III - YOU CHOOSE AN APPROPRIATE CATEGORY NAME

4.3.1. Subsubsection 1

4.3.2. Subsubsection 2, etc

4.3.x Summary of research and table: (in ascending year order of only the related papers summarized)

Year	Paper Title	Authors	Major Contribution
20xx	xxxxx	xxx	xxxxxxx
20yy	xxxxx	xx	xxxxxxxxxxxxxxxxx

5. Concluding Comments on Research :

5.1. Summary of research and table (table contains all rows from the tables 4.1.x, 4.2.x, 4.3.x etc.)

Year	Paper Title	Authors	Major Contribution
20xx	xxxxx	xxx	xxxxxxx
20yy	xxxxx	xx	xxxxxxxxxxxxxxxxx

5.2. Future work identified by researchers surveyed

6. References

7. Appendix A: Annotations on Bibliography

The number and content of the categories will depend on the milestone and important papers identified. You should choose the categories after you have completed the annotations. This will allow you to group the papers into categories and sub subsections. You can put one or more papers into each sub subsection. Do not use any more than three levels (i.e do not use 4.2.1.3)

The contents of the category subsections should be derived from the annotations with some introductory comments to each category. You can begin by simply cutting and pasting the annotation into section 4.1.1, 4.1.2. etc.

It is important that the papers in each subsection be presented in date order. The sub subsections should be ordered by the date of the earliest paper in each sub subsection. The categories should be ordered by the date of the earliest paper in each category. This will give a chronological development of the subject.

The “Concluding Comments” section should have a “Summary” subsection at the beginning containing a table with four columns: Title of paper, Date published, Authors, Major Contribution. The papers should be listed in ascending date order.

IMPORTANT: The style of the writing, format of the references etc. should be the same as in the sample survey which will be available on the course website or brightspace for the course. Please note that all material submitted for review must comply with the APA style and format.

ASSIGNMENTS AND COURSE WORK

1. Completed report must be handed in five minutes before the beginning of class on the day on which they are due. Late reports will not normally be accepted.
2. All reports should include a title page clearly marked on the outside with student’s name, student number, course, Semester and instructor’s name.
3. No make-up tests will be given for missed tests.
4. All parts of the course must be done to obtain a final grade in the course.

5. The following confidentiality agreement and statement of honesty will need to be signed by students for all handed-in course work to discourage and prevent academic dishonesty and cheating. Note that if two assignments are found to be a copy of each other, a mark of 0 will be assigned to both assignments.

CONFIDENTIALITY AGREEMENT & STATEMENT OF HONESTY

I confirm that I will keep the content of this assignment/examination confidential. I confirm that I have not received any unauthorized assistance in preparing for or doing this assignment/examination. I confirm knowing that a mark of 0 may be assigned for copied work.

Student Signature

Student Name (please print)

Student I.D. Number

Date

PENALTIES AND DISCIPLINARY ACTION FOR DEFICIENT TERM WORK

1. Seminar attendance is compulsory. Students are expected to read the papers being presented to be able to make meaningful contributions in seminars. Failing to do this leads to loss of some marks.
2. While collaboration with course mates is encouraged for discussing class topics, students are expected to develop individual research abilities in the area and hand in projects and reports prepared individually by themselves. In other words, cheating is not allowed in this course.

Policy on cheating

The professors and teaching assistants will report any suspicion of cheating to the Director of the School of Computer Science. If sufficient evidence is available, the Director will begin a formal process according to the University Senate Bylaws. The instructor will not negotiate with students who are accused of cheating but will pass all information to the Director of the School of Computer Science. The following behaviour will be regarded as cheating (together with other acts that would normally be regarded as cheating in the broad sense of the term):

1) Copying assignments, 2) Allowing another student to copy an assignment from you and present it as their own work, 3) Copying from another student during a test or exam, 4) Referring to notes, textbooks, etc. during a test or exam, 5) Talking during a test or an exam, 6) Not sitting at the pre-assigned seat during a test or exam, 7) Communicating with another student in any way during a test or exam, 8) Having access to the exam/test paper prior to the exam/test, 9) Asking a teaching assistant for the answer to a question during an exam/test, 10) Presenting another's work as your own, 11) Modifying answers after they have been marked, 12) Any other behaviour which attempts unfairly to give you an advantage over other students in the grade-assessment process, 13) Refusing to obey the instructions of the officer in charge of an examination.

Students who are found guilty of any form of cheating will be given a grade of F for the whole course.

Several University of Windsor students have been caught cheating during the last few years. In most cases the evidence was sufficient to invoke a disciplinary process which resulted in various forms of punishment including letters of censure, loss of marks, failing grades, and expulsions. Do not cheat, if you are caught and found guilty, you could be thrown out of the university and will have to explain why when you go looking for a job.

Passing grade:

A minimum grade of 50% is required to pass this course (70% for grad courses). Your individual program may have higher requirements to maintain good standing; please consult your program requirements and plan accordingly. If you are registered in a course and do not attend or participate or write any evaluations will be assigned a grade of NR (No report). You must withdraw from the course if you do not wish to attend it; not showing up does not constitute withdrawal and will impact your academic record.

Voluntary withdrawal (dropping the course):

You may drop a course within the first 2 weeks add/drop period (1 week in case of 6-week courses) without it showing up on your academic record. Please check with the Registrar's office calendar on the important dates for withdrawing voluntarily from a course after the add/drop period should you feel you need to withdraw. It is strongly recommended that you seek academic advice from your instructor or an academic advisor prior to withdrawing from courses.

Absences due to medical or other extenuating circumstances:

Medical leaves, illness, death (in the family), and other difficult circumstances as determined in bylaw 54 are at times unavoidable and would interrupt your academic career. You must report any issues to the instructor as soon as possible prior to considering any academic accommodations. The instructor reserves the right to determine if an accommodation is merited and the nature of the accommodation related to the course evaluation. All requests for alternate considerations on medical grounds or other difficult matters must be made in writing (email) to the instructor along with supporting documents prior to the end of the course. No alternate accommodations will be considered after the end of the course.

Makeup and missed assessment policy:

If you miss a test, assignment or other assessment in the course you will receive a zero mark for the missed work. If you wish to have alternate considerations due to a valid reason (as per senate bylaw 54) you must inform the instructor in writing (email) as soon as possible, preferably before the assessment, and not later than seven calendar days. Considerations for any make-up or late submissions will be done on a case-by-case basis on compassionate grounds while maintaining fairness as much as possible. No alternate considerations will be given to any missed assessment if the instructor is not informed within seven calendar days after its due date. The instructor will refuse any unsubstantiated and late requests.

Grade appeal:

Informal reviews and appeals of the marks for assignments, midterm, exams and/or projects will be considered only if requested within 10 days after the release of the corresponding grades. After the 10-day period students will have to submit a formal appeal if they wish within 6 weeks. See Senate Bylaws 54 (Undergraduate Students) and Senate Bylaws 55 (Graduate Students) for more details on appealing about grades.

Other Notes:

1.A. Undergraduate Students: (Please review Bylaw 54) The last seven calendar days prior to, and including, the last day of classes are free from any procedures for which a mark will be assigned. (Extensions on compassionate grounds are excluded). (In the case six weeks courses, the last three calendar days before the start of the examination period are free from any assessment procedures).

1.B. Unannounced quizzes/graded activities will not exceed 5% of the final grade.

1.C. Participation marks in online courses will not exceed 20% of the final grade.

2. The final exam schedule is announced by the Registrar's office, normally after the add/drop period, and students are expected to be available for the entire exam period and not make any prior travel plans, vacations, or other commitments until after the exam dates are announced. No alternate exams accommodations will be made on those grounds.

3. No forms of assessment shall be scheduled or made-due on days identified as break days such as reading weeks, holidays, or days that the University is officially closed.

SPTs: The Student Perceptions of Teaching (SPTs) forms will be administered in the last two weeks of classes for courses 12-24 weeks in duration, in the last week of classes for courses 6-11 weeks in duration, or in the last two days of classes for courses of 5 or fewer weeks in duration. Students should be provided with up to 15 minutes at the beginning of a class to complete the SPTs online. [Senate Policy](#).

SUPPORT CONTACTS: The School of Computer Science has a team of support staff and access to student academic advisors to assist you through any inquiries you may have about our courses and programs. Please use one of the following emails:
For CompSci undergraduate programs and advising, including IT certificate: cinfo@uwindsor.ca
For CS Tutors (free tutoring support for all CS undergrad courses): <http://tutor.cs.uwindsor.ca/>
For Computer Science Society: <https://css.uwindsor.ca/>
For CompSci graduate programs (MSc, MSc-AI stream, and PhD): cgradinfo@uwindsor.ca
For CompSci professional graduate programs (MAC/MAC-AI stream): macprogram@uwindsor.ca
For the office of the Director of the School of Computer Science: cdir@uwindsor.ca
For CompSci technical support: <https://help.cs.uwindsor.ca/>
For International Student Centre: <https://www.uwindsor.ca/international-student-centre/>
For Student Accessibility Services: <https://www.uwindsor.ca/studentaccessibility/>
For other general inquiries: <https://ask.uwindsor.ca/>
For student counselling services (ext. 4616): <https://www.uwindsor.ca/studentcounselling/>
For student health services (ext. 7002): <https://www.uwindsor.ca/studenthealthservices/>
For student Peer Support Centre (ext. 4551): <https://www.uwindsor.ca/studentexperience/wellness/>
For USci Faculty of Science student support network: <https://www.uwindsor.ca/science/usci/>

Need help?

My Student Support Program (MySSP) is an immediate and fully confidential 24/7 mental health

support that can be accessed for free through chat, online, and telephone. This service is available to all University of Windsor students and offered in over 30 languages.
Call: 1-844-451-9700, or visit <https://myissp.com/>

Good2Talk provides free, 24/7 single-session professional counselling and referral by phone to post-secondary students in Ontario. Services are provided in English and French, with translation services available in 100+ languages.

- Call: 1-866-925-5454 (reach professional counsellors)
- Text: GOOD2TALKON to 686868 (reach trained volunteers)

Wellness Together Canada provides free, 24/7 professional mental health and substance use counselling by phone to anyone in Canada and Canadians abroad. Service is provided in English and French, with translation services available by request.

- Call: 1-866-585-0445 (reach professional counsellors)
- Text: WELLNESS to 686868 (reach trained volunteers)

**STUDENT
ACCOMMODATIONS:**

Students with disability:

Students who require academic accommodations in this course due to a documented disability must contact an Advisor in Student Accessibility Services (SAS) to complete SAS Registration and receive the necessary Letters of Accommodation. After registering with SAS, you must present your Letter of Accommodation and discuss your needs with the course instructor as early in the term as possible. Please note that deadlines for the submission of documentation and completed forms to SAS are available on their website:

- <http://www.uwindsor.ca/studentaccessibility/>

Exam conflicts:

If you have a conflict with two exams at the same time, you will need to talk to both instructors and ask which one is willing to move your exam to a different day or time.

If you have a conflict with examinations due to the following reasons, view the [Office of Registrar Alternative Final Exam Policy](#):

- Conflict with religious conviction during the regularly scheduled time slot.
- Three or more final examinations in a 24-hour period.

Religious Observances:

Requests for accommodation of specific religious or spiritual observance must be presented to the instructor no later than 2 weeks prior to the conflict in question (in the case of final examinations within two weeks of the release of the examination schedule). In extenuating circumstances, this deadline may be extended. If the dates are not known well in advance because they are linked to other conditions, requests should be submitted as soon as possible in advance of the required observance. Timely requests will prevent difficulties in arranging constructive accommodations. [religious accommodation for students.01mar2013.web_ver.pdf \(uwindsor.ca\)](#)

**PRIVACY
AND
COPYRIGHTS
:**

Content confidentiality:

Lectures, examinations, quizzes, assignments, and projects given in this course are protected by copyright. Reproduction or dissemination of examinations or the contents or format of examinations/quizzes in any manner whatsoever (e.g., sharing content with other students or websites), without the express permission of the instructor, is strictly prohibited. Students who violate this rule or engage in any other form of academic dishonesty will be subject to disciplinary action under [Senate Bylaw 31](#): Student Affairs and Integrity.

Recording of lectures:

Lectures and discussions can be recorded by requesting explicit permission from the instructor. Students planning to do so shall send a request (via email is sufficient) before the lecture is delivered. Students, however, are not allowed to post or share any recorded material to any other individual or party outside of this course.

See [Senate Policy on recording lectures](#).

**SAFETY,
ACADEMIC
INTEGRITY,
AND**

Equity, Diversity, and Inclusiveness (EDI)

This course, along with all its components such as lab sections are, without question, safe places for students of all races, genders, sexes, ages, sexual orientations, religions, disabilities, and socioeconomic statuses. Disrespectful attitude, sarcastic comments, offensive language, or language that could be translated as offensive and/or marginalize anyone are absolutely unacceptable. Immediate actions will be taken by the instructor to protect the safety and comfort of the students. An ethnically rich and diverse

multi-cultural world should be celebrated in the classroom. The instructor, too, must treat every student equally and with the respect and compassion that all students deserve. Furthermore, UWindsor is committed to combatting sexual misconduct. All members are required to report any instances of sexual misconduct, including harassment and sexual violence, to the [Sexual Misconduct Response & Prevention Office](#) so that the victim may be provided appropriate resources and support options.

- <https://www.uwindsor.ca/sexual-assault/>
- For police/ambulance emergency call 911 (in Canada)
- For campus police call 519-253-3000 ext. 4444 for emergency, and 1234 for non-emergency issues.

Academic Integrity

Please refer to: <https://www.uwindsor.ca/academic-integrity/>

As defined in the University of Windsor's [Student Code of Conduct](#), plagiarism is the act of copying, reproducing or paraphrasing significant portions of one's own work, or someone else's published or unpublished material (from any source, including the internet), without proper acknowledgement, representing these as new or as one's own.

Tips and resources to help you prevent plagiarism:

https://www.uwindsor.ca/academic-integrity/sites/uwindsor.ca.academic-integrity/files/tips_for_preventing_plagiarism.pdf

The instructor will put a great deal of effort into helping students to understand and learn the material in the course. However, the instructor will not tolerate any form of cheating. The instructor will report any suspicion of academic integrity to the Director of the School of Computer Science. If sufficient evidence is available, the Director will begin a formal process according to the University Senate Bylaws which will lead to more review, a strict punishment if convicted, and a note on your permanent student record.

The following behaviours will be regarded as cheating:

- *Copying assignments or quizzes or presenting someone else's work as your own.*
- *Allowing another student to copy an assignment/project from you and present it as their own work; protect your own work and never share it with anyone!*
- *Copying from another student or any other unauthorized source during a test or exam.*
- *Falsifying your identity during the exam or having someone else assist or complete your assessment.*
- *Referring to notes, textbooks, and any unauthorized sources during a test or exam (unless otherwise stated).*
- *Speaking or communicating without permission during a test or exam.*
- *Not sitting at the pre-assigned seat during a test or exam.*
- *Communicating with another student in any way during a test or exam.*
- *Having unauthorized access to the exam/test paper prior to the exam/test.*
- *Explicitly asking a proctor for the answer to a question during an exam/test.*
- *Modifying answers after they have been marked.*
- *Any other behaviour which attempts unfairly to give you some advantage over other students during the grade-assessment process.*
- *Refusing to obey the instructions of the officer in charge of an examination.*

The list given above is not exhaustive. More examples are given in Appendix A, [Senate Bylaws 31](#) – Complete guidelines and procedures on the sanctions imposed by the university are also listed in Table A.1 of the [Senate Bylaws 31](#)

In this course any assessment that is deemed plagiarized or in violation of the academic integrity policy will NOT BE GRADED and receive a grade of ZERO unless a different ruling is provided by the adjudication committee formally reviewing the case.

Examples of sanctioning include: (from Table A.1 in Appendix A of Bylaw 31)

For first offence: mark reduction up to zero, censure 6-12 months; and for subsequent offence: suspension 4-24 months, censure up until graduation.

Plagiarism detection software:

Plagiarism-detection software *SafeAssign* may be used for all student assignments in this course. You will be advised how to submit your assignments. Note that students' assignments that are submitted to the plagiarism-detection software become part of the institutional database. This assists in protecting your intellectual property. However, you also have the right to request that your assignment(s) not be run through the student assignments database. If you choose to do so, that request must be communicated to the course instructor in writing at the beginning of the course. The instructor reserves the right to choose another plagiarism detection software and students would be notified of this once it is put in use.