

Course Policies (MUST READ!)

Ensure you read the course policies.

Seminars and Quizzes

There is a weekly seminar. The main purpose of seminars are to go over more examples and expand the topics covered in the lectures. Furthermore, there is a quiz in 8 of the seminars (see the dates in course outline). At the end of every week of lectures we identify a set of approximately 20 questions (mostly from the solved exercises in the book), relevant to the sections covered. In the next weeks seminars the TA's will go over those problems and discuss them along with some other questions. In the week after in the seminars, you will have a quiz (in the first 30 minutes of the seminar) on a couple of exact same questions. The main purpose is for you to study the material and try to solve those exercises on your own. Then read the solutions and find out how you did.

No formula sheets for quizzes allowed nor given.

Tests and Exams

Tests and Final exams are closed book. No calculators, cellphones, computers, books, notes, or any other aids are allowed. You will be required to show your student id at each exam. You will be given a formula sheet for the tests and exams. This formula sheet will be posted on Canvas **one week before the test/exam** so you will know what you will get during the exam (this is only for Term Tests and Final exam; **not** for quizzes).

The coverage of materials for each test is clearly indicated on the course-outline page in "Important dates" section.

The final exam is cumulative (i.e. everything discussed in the course).

Excused Absences

For every quiz or test that is missed for **any** reason (means you did not write the quiz or the test), it will automatically be considered an EA and the weight of that piece of work is moved to your final exam. So you do not need to notify me that you will miss any quiz or test or why you are missing it.

IMPORTANT: However, be aware that the intention of quizzes and tests are for you to practice and prepare the materials as we move forward in the course. If you choose not to do any of these and simply delay studying the material until the final exam, that will very likely result in poor performance on the final and poor grade at the end. If you don't do more than 50% of the term work you may not be eligible for a deferred final exam if you miss it (even for valid reasons). You will automatically fail the course.

Important:

If your Final Exam mark is better than any of your quizzes or tests, that piece of work that you had a lower mark will be considered EA (as if you didn't write it) and the weight will be moved to your Final Exam. This way, if you write a quiz or test, you can only get a better grade than just simply writing the Final Exam. This applies to both term tests and all quizzes.

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Re-evaluation

Any questions or concerns about marks on a particular piece of work must be brought to the instructor's attention within two weeks of its return date. Beyond that, remarking requests will not be accepted. Remarking requests for quizzes should be brought to the TA's in the seminars.

Missed/Deferred Final Examination:

A student who cannot write the final examination due to incapacitating illness, severe domestic affliction or other compelling reasons can apply for a deferred final examination. Such an application must be made to the student's Faculty office within two working days of the missed examination and must be supported by appropriate documentation or a Statutory Declaration (see calendar on [Attendance \(https://calendar.ualberta.ca/content.php?catoid=44&navoid=13550#attendance\)](https://calendar.ualberta.ca/content.php?catoid=44&navoid=13550#attendance)). Deferred examinations are a privilege and not a right; there is no guarantee that a deferred examination will be granted. The Faculty may deny deferral requests in cases where less than 50% of term work has been completed. Misrepresentation of facts to gain a deferred examination is a serious breach of the Student Academic Integrity Policy.

Assigning grades

Final grades will be assigned in accordance with [#Evaluation Procedures and Grading System](http://calendar.ualberta.ca/content.php?catoid=6&navoid=806) section of the University Calendar: "Grades reflect judgements of student achievement made by instructors and must correspond to the associated descriptor. These judgements are based on a combination of absolute achievement and relative performance in a class." The descriptors are Excellent: A+, A, A-, Good: B+, B, B-, Satisfactory: C+, C, C-, Poor: D+, Minimal Pass: D, Failure: F or F4.

Grades are unofficial until approved by the Department and/or Faculty offering the course.

The break points are not predetermined but generally 50's is D, 60's is C, 70's is B, and 80's is A. You need 90% for A+ and a minimum of 50% to pass. There is no curve or special/fixed break points. This information will not be released.

STUDENT RESPONSIBILITIES

Academic Integrity and Student Conduct:

The University of Alberta is committed to the highest standards of academic integrity and honesty, as well as maintaining a learning environment that fosters the safety, security, and the inherent dignity of each member of the community, ensuring students conduct themselves accordingly. Students are expected to be familiar with the standards of academic honesty and appropriate student conduct, and to uphold the policies of the University in this respect.

Students are particularly urged to familiarize themselves with the provisions of the [Student Academic Integrity Policy](https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=193&s=https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/Academic.aspx)

(<https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=193&s=https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/Academic.aspx>) and

the [Student Conduct Policy](https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=190&s=https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/Academic.aspx)

(<https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=190&s=https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/Academic.aspx>), and

avoid any behaviour that could potentially result in suspicions of academic misconduct (e.g., cheating, plagiarism, misrepresentation of facts, participation in an offence) and non-academic misconduct (e.g., discrimination, harassment, physical assault). Academic and non-academic misconduct are taken very seriously and can result in suspension or expulsion from the University.

All students are expected to consult the [Academic Integrity website](https://www.ualberta.ca/current-students/academic-resources/academic-integrity) (<https://www.ualberta.ca/current-students/academic-resources/academic-integrity>) for clarification on the various academic offences. All forms of academic dishonesty are unacceptable at the University. Unfamiliarity of the rules, procrastination or personal pressures are not acceptable excuses for committing an offence. Listen to your instructor, be a good person, ask for help when you need it, and do your own work -- this will lead you toward a path to success. Any academic integrity concern in this course will be reported to the College of Natural and Applied Sciences. Suspected cases of non-academic misconduct will be reported to the Dean of Students. The College, the Faculty, and the Dean of Students are committed to student rights and responsibilities, and adhere to due process and administrative fairness, as outlined in the [Student Academic Integrity Policy](https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=193&s=https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/Academic.aspx) (<https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=193&s=https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/Academic.aspx>) and the [Student Conduct Policy](https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=190&s=https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/Academic.aspx) (<https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=190&s=https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/Academic.aspx>). Please refer to the policy websites for details on inappropriate behaviours and possible sanctions.

The College of Natural and Applied Sciences (CNAS) has created an [Academic Integrity for CNAS Students](https://eclass.srv.ualberta.ca/course/view.php?id=88399) (<https://eclass.srv.ualberta.ca/course/view.php?id=88399>) eClass site. Students can self enroll and review the various resources provided, including the importance of academic integrity, examples of academic misconduct & possible sanctions, and the academic misconduct & appeal process. They can also complete assessments to test their knowledge and earn a completion certificate.

Cell Phones:

Cell phones are to be turned off during lectures, labs, and seminars.

Students Eligible for Accessibility-Related Accommodations:

Eligible students have both rights and responsibilities with regard to accessibility-related accommodations. Consequently, scheduling exam accommodations in accordance with [Accessibility Resources](https://www.ualberta.ca/current-students/accessibility-) (<https://www.ualberta.ca/current-students/accessibility->

[resources/index.html](https://www.ualberta.ca/current-students/accessibility-resources/index.html))_deadlines and procedures is essential. Please note adherence to procedures and deadlines is required for U of A to provide accommodations. Contact [Accessibility Resources \(https://www.ualberta.ca/current-students/accessibility-resources/index.html\)](https://www.ualberta.ca/current-students/accessibility-resources/index.html) for further information.

Recording and/or Distribution of Course Materials:

Audio or video recording, digital or otherwise, of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Student or instructor content, digital or otherwise, created and/or used within the context of the course is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the content author(s).

Department and University Policies

See [this link \(https://www.ualberta.ca/computing-science/resources/policy-information/department-course-policies.html\)](https://www.ualberta.ca/computing-science/resources/policy-information/department-course-policies.html) for Department and University Policies on:

- Grading system
- Course outlines
- Academic integrity
- Collaboration
- Communications
- University policies