

CPSC 351: More about Course Administration

Instructor

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- **Office Hours:** 3:00–3:50pm, on Tuesdays and Thursdays, in ICT 613. **Students who are unable to attend office hours should contact the instructor, in advance by email, to arrange an alternate meeting time.**

Modality of Course

This is a *in-person course*.

Lectures

This is a **flipped course**: Students are expected to work through material — *before* scheduled lecture times — that is provided ahead of time on the course web site. Students are certainly welcome to attend lecture presentations if they not completed the preparatory reading but they might not understand the presentation as well as they otherwise would have.

The lecture presentation will generally focus on an **activity** that is related to the preparatory reading — and it will not be structured like a traditional “lecture”, at all. The instructor will generally carry out the activity — focusing on the process being used — so that students can have a better idea of how to carry out the activity themselves. Sometimes students will be asked to do a bit of work as well, in order to assess their comprehension of material being

¹Email is the preferred way to contact me outside of lecture and office hours. I will try to reply to student emails within two business days after they have been received.

presented. Lectures **will not** be recorded. However, a completed outline, showing a solution for the lecture problem, will be made available on the course web page after the lecture.

Meeting times are as follows.

- Section L01: 10:00am–12:45pm, Tuesdays and Thursdays, in person, in ICT 114. Lecture **will not** be recorded. **Tophat** will be used to assess participation in lecture presentations.

Attendance at lectures is highly recommended: Especially if you are also completing the assigned readings, this will make it easier for you to keep up with the course as the term progresses. It also gives you a chance to ask questions about the course material and get to know the instructor and other students in the course.

Participation in the lectures will also help you to be prepared for the tutorials, which are described next.

Tutorials

The best way to learn what you need to, for this course, is to **use course material to solve problems**. Thus a **tutorial exercise** that includes one or more **problems to be solved** will be made available, on the course web site, at least one week before its tutorial — and students will be expected to try to solve these problems before the tutorial begins.

Tutorials begin during the first week of classes (on either Wednesday, May 6, or Thursday, May 7). Meeting times are as follows. However, it is possible (depending on enrolment levels) that not all sections will be available.

- Section T01: Tuesdays and Thursdays, 1:00–2:50pm in MS 325.
- Section T02: Tuesdays and Thursdays, 4:00–5:50pm in MS 325.
- Section T03: Mondays and Wednesdays, 10:00–11:50am in MS 325.

Note: Tutorial locations often change in the first few weeks of each academic session. Please check your student portal for changes in early May.

Since the goal, here, is for students to solve problems, **teaching assistants will not be presenting solutions for the problems on the exercises during the tutorials**. Instead, their goal will be to help students when they get stuck and to help students evaluate the solutions that they have obtained. Solutions for exercise problems will be made available on the course web site after the tutorials.

Once again, **participation in the tutorials is strongly recommended**. It is sometimes easy to think that you can solve a problem, when you have not tried to do this but have seen a

solution presented to you — and then discover that you do not know how to solve it, after all, when you need to.

Participation in the tutorials will, ideally, help you be more successful when solving problems on **assignments** and **tests**.

Assessment

Components and Weightings

When computing your grade, the following components and weightings will be used.

Participation	5%
Assignments (2, equally weighted)	45%
Midterm Test	20%
Final Examination	30%

Computation of Total Grade

A **percentage grade** will be computed for each course component. An overall percentage grade will then be computed using the weightings given above. This will be *rounded up* to the nearest integer, to obtain an integer between 0 and 100. A letter grade will then be calculated using the letter-to-grade conversion table shown below.

A+	95–100	C+	66–69
A	90–94	C	62–65
A–	85–89	C–	58–61
B+	80–84	D+	55–57
B	75–79	D	50–54
B–	70–74	F	0–49

Note: In order to obtain a grade above “D+” students **must** obtain a **weighted-average** grade of “C–” (58%) or better on the *test component* for this course — that is, for the midterm test and final examination.

Participation

Participation marks can be earned by doing each of the following:

- Answer Tophat questions during lectures

- Attend tutorials,
- Participate in tutorials by presenting solutions or providing constructive feedback.
- Use the “ITP Metric” tools provided, in this course, to give constructive feedback to other members of your assignment group.
- Use surveys (provided at several points during the course) to give feedback that can be used to improve this course.

Additional material about participation will be provided in a separate document. Note, though, that ***you must attend lectures and tutorials to receive virtually all the participation makes that are available.***

Assignments

There will be two equally weighted assignments — each worth 22.5% of a student’s final grade. Each assignment will have two components, with the first component worth 10% and with the second component worth 12.5%.

Additional details, about how these components are related, will be provided when the first assignment is released. Each component is due at 11:59 pm on the date shown for it:

Assignment #1 — First Component	Friday, May 15
Assignment #1 — Second Component	Friday, May 22
Assignment #2 — First Component	Monday, June 8
Assignment #2 — Second Component	Monday, June 15

Students will complete assignments in groups of either three or four students. This term — in order to ensure that administrative details are handled efficiently in a course where time is limited — groups will be generated by the instructor, using D2L’s tools for this.

One of the goals for this term’s assignment will be to provide ***rapid feedback*** for the first component of each assignment, in order to allow groups of students as much time as possible to use this, when making decisions about how to complete the second components of assignments. Thus, ***no extensions, of any kind, will be granted for the first component of these assignments.*** Students reporting illness or personal emergencies, who would normally look for extensions here, will be accommodated in other ways.

The second component for an assignment can be submitted for assessment for up to 48 hours after it is due. 10% of the total weight of the second component will be subtracted from the mark for a late submission that is late by at most 24 hours. 25% of the weight of this component will be subtracted from the mark for a late submission that is more than 24 hours late, but at most 48 hours late. Submissions that are more than 48 hours late will not be accepted.

Tests

The midterm test will be written on Wednesday, May 27, from 6:00 until 7:30pm. The final examination will be a two-hour registrar-scheduled examination that is held during the examination period.

Students will be allowed to use a double-sided letter-sized page of notes (that may be either printed or handwritten) as an aid for each test. No other aids will be allowed. ***All tests will be in person.***

No “make-up tests” (or other opportunities to try again, if your performance on a test was unsatisfactory) will be made available — deadlines are too tight for this to be feasible, if marking is to be completed in a reasonable amount of time.