

**DEPARTMENT OF MATHEMATICAL AND COMPUTATIONAL SCIENCES
UNIVERSITY OF TORONTO MISSISSAUGA**

**CSC290H5F LEC0101
Communication Skills for Computer Scientists
Course Outline - Fall 2018**

Class Location & Time	Mon, 03:00 PM - 05:00 PM IB 140
Instructor	Lisa Zhang
Office Location	DH3068
Office Hours	WEDS 13:00-15:00
E-mail Address	lczhang@cs.toronto.edu
Course Web Site	https://www.cs.toronto.edu/~lczhang/290

Course Description

Targeted instruction and significant practice in the communications required for careers in computer science. The curriculum covers written, oral and interpersonal communication. Students will hand in short pieces of writing each week, will make oral presentations several times in the semester, and will work together in simulated project meetings and other realistic scenarios of pair and small group interaction. This can be used to satisfy the writing requirement in CSC programs. [24L, 12T]

Prerequisite: CSC148H5

Exclusion: CSC290H1 (SCI)

Distribution Requirement: SCI

Students who lack a pre/co-requisite can be removed at any time unless they have received an explicit waiver from the department. The waiver form can be downloaded from [here](#).

Textbooks and Other Materials

There are no textbooks for this course. Readings will be linked from the course website, or posted on the course Quercus page.

Assessment and Deadlines

Type	Description	Due Date	Weight
Assignment	Regular Blog Posts	On-going	10%
Assignment	Critical Review Article 1	2018-09-30	8%
Assignment	Critical Review Article 1 Edits	2018-10-28	2%
Assignment	Critical Review Article 2	2018-12-02	10%
Presentations	Group Assignment & Presentation	On-going	25%
Class Participation	Participation	On-going	5%
Term Test	Midterm Test	2018-10-29	10%
Final Exam	Final Exam	TBA	30%
Total			100%

More Details for Assessment and Deadlines

Participation

Students are expected to attend all tutorials and complete tutorial exercises to earn participation marks.

Group Work

Part of the learning goals for this course is to learn to work with other as a team. As such, the group assignment for this course must be completed as a group. The group assignment will be divided up into parts. Some parts are due earlier than others. Every student

must participate in all parts of the group assignment in order to earn the marks.

For example, if you contribute to part 1 of the group assignment but do not contribute to part 2, you will not earn part marks for your contribution to part 1. Similarly, you may not skip your contribution to part 1 of the group assignment and expect to rejoin the group in order to receive part marks for just part 2 of the assignment.

Assignment Submission

Group work components and deadlines will be announced in class, and posted on the course website. They should all be submitted to MarkUs prior to the deadline.

Blog post will be due on Sundays. Submit a link to your blog post to MarkUs prior to the deadline.

Critical review articles and edits should be submitted to Quercus.

Requests for Regrading

If you wish to have something regraded then you will have to send me a written (email) request with an explanation of what you believe the problem to be. Requests for regrades must be received within two weeks of the graded work being returned. If a regrade is requested then the entire assignment will be regraded. Work that is regraded will be very carefully reviewed, and the total grade for the work may be increased, or it may remain the same, or it may be decreased.

Penalties for Lateness

Each student will receive six grace tokens; each grace token can be used for a 8-hour extension for an assignment. For example, you may choose to use all grace tokens on a blog post, extending its deadline by 48 hours. Or, you may wish to use one token each for different assignments, extending each deadline by 8 hours. No other late work will be accepted.

The penalty-free late submission is not applicable to group work assignments and presentations.

Grace tokens are tracked automatically using MarkUs. When you submit an assignment late using MarkUs, you do not need to explicitly say you are using a grace token; just submit your work within the grace token periods. **When you submit an assignment late using Quercus, you must email the instructor before the assignment deadline.**

Assignments submitted electronically will be timestamped based on the server time, not the student's local/PC time.

Procedures and Rules

Missed Term Work

Students should immediately contact the instructor via email, and no later than the due date, if a deadline cannot be met. In the case of medical problems, you are required to have a doctor complete a *UTM medical certificate*, which must say "I saw [student's name] on [date] and it is my medical opinion based on my examination that the student is medically unfit to complete his work at this time. He/she should be able to continue with their studies by [date]." Medical notes saying that the Doctor saw you after you recovered are not adequate and will not be accepted.

You should complete and submit the work as soon as you are able to. Do not wait to hear back what the decision is regarding your request for a due date extension. Due date extensions that are granted will run from the original due date, not the date of the decision. If a due date extension is granted, then the duration of the extension will be based on the documentation supplied with the request.

Missed Final Exam

Students who cannot write a final examination due to illness or other serious causes must file an [online petition](#) **within 72 hours of the missed examination**. Original supporting documentation must also be submitted to the Office of the Registrar **within 72 hours of the missed exam**. Late petitions will **NOT** be considered. If illness is cited as the reason for a deferred exam request, a U of T Verification of Student Illness or Injury Form must show that you were **examined and diagnosed at the time of illness and on the date of the exam, or by the day after at the latest**. Students must also record their absence on ACORN on the day of the missed exam or by the day after at the latest. Upon approval of a deferred exam request, a non-refundable fee of \$70 is required for each examination approved.

Academic Integrity

Honesty and fairness are fundamental to the University of Toronto's mission. Plagiarism is a form of academic fraud and is treated very seriously. The work that you submit must be your own and cannot contain anyone else's work or ideas without proper attribution. You are expected to read the handout How not to plagiarize (<http://www.writing.utoronto.ca/advice/using-sources/how->

[not-to-plagiarize](#)) and to be familiar with the Code of behaviour on academic matters, which is linked from the UTM calendar under the link Codes and policies.

Academic integrity is essential to the pursuit of learning and scholarship in a university, and to ensuring that a degree from the University of Toronto is a strong signal of each student's individual academic achievement. As a result, the University treats cases of cheating and plagiarism very seriously. The University of Toronto's Code of Behaviour on Academic Matters outlines the behaviours that constitute academic dishonesty and the process for addressing academic offences. Potential offences include, but are not limited to:

In papers and assignments:

- Using someone else's ideas or words without appropriate acknowledgement.
- Submitting your own work in more than one course without the permission of the instructor.
- Making up sources or facts.
- Obtaining or providing unauthorized assistance on any assignment.

On tests and exams:

- Using or possessing unauthorized aids.
- Looking at someone else's answers during an exam or test.
- Misrepresenting your identity.

In academic work:

- Falsifying institutional documents or grades.
- Falsifying or altering any documentation required by the University, including (but not limited to) doctor's notes.

All suspected cases of academic dishonesty will be investigated following procedures outlined in the Code of Behaviour on Academic Matters. If you have questions or concerns about what constitutes appropriate academic behaviour or appropriate research and citation methods, you are expected to seek out additional information on academic integrity from your instructor or from other institutional resources (see <http://www.utm.utoronto.ca/academic-integrity/resources/students>).

Use of TurnItIn.com

Turnitin.com will be used to assist in the evaluation of the originality of some of the term work. Turnitin.com is only a tool which will assist in detecting plagiarism.

Normally, students will be required to submit their course essays to Turnitin.com for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their essays to be included as source documents in the Turnitin.com reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin.com service are described on the Turnitin.com web site - <http://turnitin.com/>. If students prefer not to submit their essays to Turnitin.com, they must meet with the professor or TA before the assignments' due dates (i.e., two weeks).

Final Exam Information

Duration: 2 hours
Aids Permitted: None

Additional Information

Course Overview

CSC290 will develop communication skills that Computer Scientists require in their role as students, developers, and managers. We will explore topics such as writing summaries and arguments, modelling systems and processes using UML, working as part of a team, and public speaking and presentations. Developing a skill is accomplished by consistent, thoughtful practice. Students in CSC290 will regularly read, write, and present throughout the term.

Accessibility

The University of Toronto and your instructors are committed to accessibility. If you require accommodation, or there is anything course-related we can do to help, please get in touch.

AccessAbility staff (located in Room 2037, Davis Building) are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations. Please call 905-569-4699 or email access.utm@utoronto.ca. The sooner you let us know

your needs the quicker we can assist you in achieving your learning goals in this course.

Last Date to drop course from Academic Record and GPA is November 8, 2018.