McMaster University: Faculty of Science

ISCI 4A12 Course Outline 2016-17

Description and objectives

ISCI 4A12 is a 12 credit course open only to students in Level IV of the Honours Integrated Science program. The course consists of a 9-unit thesis component and 3-unit seminar component. ISCI 4A12 aims to:

- Provide students with the opportunity to conduct original research under the supervision of a full-time or associate faculty member of McMaster University;
- Engage students in collaborative discussion regarding individual research topics;
- Develop student skills in the areas of research question formulation, research design, experimentation and/or field data collection, analysis of data and communication of research findings;
- Develop student skills in the areas of research proposal writing, literature review, peer review, science communication, illustration of research findings, and thesis writing;
- Challenge students to present and defend their research findings to faculty and the general public in an oral presentation at the end-of-year iSci Symposium and in relevant departmental symposia;
- Assist students in the preparation of materials for post-graduate opportunities (e.g. graduate school, professional school and scholarship applications).

Program Website:

http://www.science.mcmaster.ca/isci/

Avenue to Learn site

http://avenue.mcmaster.ca/

Course Coordinator: Dr. Carolyn Eyles eylesc@mcmaster.ca

Course Administrator: Ms. Sunita Nadella nadellsr@mcmaster.ca

Instructional Team:

<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colgoni, Andrew</td>
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</tr>
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Course requirements:

This course takes place over two terms, usually the Fall and Winter terms. The time commitment students need to allocate to this course will vary with the project, supervisor and student. As a general rule, students should expect to spend a minimum of 15 hours per week, with
more time allocated to research early in the first term and to analysis and writing in the second term. It is not unusual for supervisors to require more than 15 hours per week, including time during evenings and weekends. Ideally, the experimental phase of the project should be completed by the end of January so that the remaining time in February and March can be devoted to analysis, writing and editing. All laboratory or field work must cease by early February to allow for data analysis, writing and submission of the thesis.

Course Components and Grading Scheme

Students in the course are evaluated on the basis of the following components:

A. Thesis component (150 points: equivalent to 9 units)

<table>
<thead>
<tr>
<th>Component</th>
<th>Suggested Weighting</th>
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<tbody>
<tr>
<td>Research proposal (due Monday, October 3, 2016, 16:30)</td>
<td>5% (7.5 points)</td>
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<tr>
<td>Literature review (due Monday, November 14, 2016, 16:30)</td>
<td>15% (22.5 points)</td>
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<tr>
<td>Draft (due Monday, March 13, 2017, 16:30)</td>
<td>10% (15 points)</td>
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<tr>
<td>Written Thesis (due Thursday, April 6, 2017, 16:30)</td>
<td>40% (60 points)</td>
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<tr>
<td>Work performed to collect &amp; analyze data (e.g. activities performed in the laboratory or field or using or generating data on computers). Marks due to Course Administrator - noon (12:00), Friday, April 21, 2017</td>
<td>20% (30 points)</td>
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<tr>
<td>Oral presentation at the Integrated Science Symposium</td>
<td>10% (15 points)</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100% (150 POINTS)</td>
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All laboratory experimentation must be completed early in the second term and will form the basis of the draft. The supervisor MUST attend the presentation session during the iSci Symposium to ask questions of the student, and to grade the student on this component. Other members of the iSci instructional team may also contribute to the evaluation of the student’s oral presentation. After the supervisor provides comments on the first draft of the thesis, the student must make the corrections and submit the final thesis in a pdf format to the Course Administrator. If permission is granted by the supervisor, the document will be posted on the web or else archived in electronic format by the program.

Any modifications of the mark breakdown for the thesis must be discussed and approved by the supervisor, student and Course Coordinator.

Any change in submission deadline for any component of the thesis must be justified at least 5 days in advance, in writing to the Course Coordinator. The Coordinator will penalize late submissions by up to 5% per day.
B. Seminar component (50 points: equivalent to 3 units)

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<th>Component</th>
<th>Suggested Weighting</th>
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<tr>
<td><strong>Term 1: Participation</strong></td>
<td>16% (8 points)</td>
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<tr>
<td>Peer review of three research proposals (2 points each)</td>
<td>12% (6 points)</td>
</tr>
<tr>
<td>Peer review of one literature review</td>
<td>16% (8 points)</td>
</tr>
<tr>
<td>Professional development: 2 ‘reflections’ @ 2 points each</td>
<td>8% (4 points)</td>
</tr>
<tr>
<td><strong>Term 2: Participation</strong></td>
<td>16% (8 points)</td>
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<tr>
<td>Peer review of one draft</td>
<td>12% (6 points)</td>
</tr>
<tr>
<td>Abstract for ‘public’ audience and/or mentorship activities associated with Synthesis symposium</td>
<td>12% (6 points)</td>
</tr>
<tr>
<td>Professional development: 2 ‘reflections’ @ 2 points each</td>
<td>8% (4 points)</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>100% (50 POINTS)</td>
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SCHEDULE OF ACTIVITIES (these are subject to change so please check Avenue regularly)

**Term 1: Class times:** Tuesdays 13.30 – 15.20 and 17.30 – 18.20 (check times below)
Thursdays 14.30 – 15.20 when required

**Week 1:** Tues Sept 6 (13.30- 14.20): INTRODUCTION TO COURSE
RESEARCH PROPOSALS/ SCHOLARSHIP APPLICATIONS:
Overall timeline for application process, paperwork required, transcripts, reference letters, etc.
INITIAL MEETING WITH THESIS SUPERVISOR: No later than: Friday, September 9

**Week 2:** Tues Sept 13 (14.30 – 15.20): PRESENTATION OF THESIS TOPICS/UPDATES ON PROGRESS
(17.30 – 18.20) PRESENTATION OF THESIS TOPICS/UPDATES ON PROGRESS
CONFIRMATION OF SAFETY TRAINING: No later than: Friday, September 16, 16:30 p.m. Confirmation must be signed by student and supervisor. Please submit to Course Coordinator.

**Week 3:** Tues Sept 20 (13.30 – 14.20): RESEARCH PROPOSALS – Q & A
(14.30 – 15.20): CAREER OPPORTUNITIES/JOB SEARCH
Week 4: Tues Sept 27 (13.30 – 14.20): RESEARCH PROPOSAL PEER-TO-PEER FEEDBACK
(In class): Class session based on written feedback (groups of 4)
(14.30 – 15.20): GRADUATE/PROFESSIONAL SCHOOL INFORMATION: Invited speaker: Dr. Allison Sills, Department of Physics & Astronomy
Session on choosing a graduate school/program/supervisor/mentor
Letter of intent, personal statement, essays for graduate school apps
RESEARCH PROPOSAL: Due: Monday, October 3, 16:30.
Proposals should be submitted directly to your supervisor.
Marks & Comments due to Administrator: Monday, Oct. 17, 16:30.

Week 5: Tues Oct 4 (13.30 – 14.20): CV WORKSHOP I: What should be included in your cv,
what not to include. Bring draft cv to class
Invited speaker: Dr. Sarah Symons: Peer review of draft cvs in class
(14.30 – 15.20): LITERATURE REVIEWS. What should be included in a literature review.
Thurs Oct 6 (14.30 – 15.20): CV WORKSHOP II: peer reviews
Reflection #1 - on CV Workshop. Due Friday Oct. 7, 23:59 via Avenue dropbox

MID TERM BREAK (Oct 10-14)

Thurs Oct 20: (14.30 – 15.20): Class discussion of literature reviews/research progress

Week 7: Tues Oct 25: (13.30 – 15.20): INTERVIEW WORKSHOP I: Graduate school interviews
Discussion of interview styles, preparation, practice and follow-up
Reflection #2: on Interview Workshop. Due Friday Oct 28, 23:59 via Avenue dropbox.
Draft LITERATURE REVIEW due: Wednesday, November 2, 23:59pm via Avenue dropbox. Drafts exchanged between students for peer review.

Week 8: Tues Nov 1: No class: OPEN CONSULTATION SESSION DURING WEEK: (Sign-up Sheet)

Peer Review of LITERATURE REVIEW due: Sunday, November 6, 23:59pm via Avenue dropbox

Week 9: Tues Nov 8: LITERATURE REVIEW FEEDBACK SESSION (peer to peer): Self-scheduled

LITERATURE REVIEW: Due: Monday, November 14, 16:30pm
Literature review should be submitted directly to your supervisor.
Marks & Comments due to Administrator: Monday, November 28, 16:30 pm.

OPEN CONSULTATION SESSION DURING WEEK: (Sign-up Sheet)
Discussion of literature review, research progress.

Week 11: Tues Nov 22 (13.30 – 15.20): STUDENT PROGRESS REVIEW: In class, 2 minute presentations on research progress to date

Week 12: Tues Nov 29: No class
OPEN CONSULTATION TO REVIEW EMPLOYMENT/GRAD SCHOOL / PROFESSIONAL SCHOOL APPS: Sign-up sheet
One-on-One feedback session to discuss CV, Letter of Intent or Personal Statement

Week 13: Tues Dec 6: No class
OPEN CONSULTATION TO REVIEW EMPLOYMENT/GRAD SCHOOL / PROFESSIONAL SCHOOL APPS: Sign-up sheet
One-on-One feedback session to discuss CV, Letter of Intent or Personal Statement
Term 2: (Dates are for week beginning – no class times are scheduled as yet)

Week 1 (Jan 2): STUDENT UPDATES: individual presentations on research progress

Week 2 (Jan 9): DATA ANALYSIS WORKSHOPS II: Students sign up for workshops covering different analytical tools, statistics programs, qualitative/quantitative approaches, as appropriate for analysis of their own data. Students are encouraged to bring data to work on in this session.

Reflection #3: research progress and research plan & timeline for January – April. Due Friday Jan. 13, 23:59pm via Avenue dropbox

Week 3 (Jan 16): POST-GRADUATE LIFE
Invited speaker: tba

Week 4 (Jan 23): INTERVIEW WORKSHOP II: Employment interviews
Discussion of interview styles, preparation, MMIs

Week 5 (Jan 30): OPEN CONSULTATION ON RESEARCH PROGRESS:
Students can ask specific questions about their own data or issues with their research. Groups can meet with iCore to discuss research progress

Week 6 (Feb 6): OPEN TIME FOR STUDENTS: We suggest you make use of this class time in your laboratory or thesis location in order to complete data collection. We will not be having a formal class period.

Week 7 (Feb 13): OPEN TIME FOR STUDENTS: We suggest you make use of this class time in your laboratory or thesis location in order to complete data collection. We will not be having a formal class period.

END OF ACTIVE RESEARCH: No later than: Friday, February 24, 2017

Reading Week (Feb 15-20):

Week 8 (Feb 27): OPEN CONSULTATION SESSION DURING WEEK: (Sign-up Sheet)

DRAFT THESIS for Peer-to-Peer review due: Friday March 3, 23:59pm via Avenue dropbox.

DRAFT THESIS must also be shared with your peer reviewer directly. Course Coordinator will NOT be sending drafts to peer pairs. It is your
responsibility to send your draft to your peer pair and organizing time with peer for feedback.

Week 9 (Mar 6): STUDENT PRACTICE PRESENTATIONS:
Practice and receive feedback on final oral presentations
Peer review of DRAFT THESIS due: March 8, 2:30pm via Avenue dropbox.
DRAFT THESIS: Due: Monday March 13, 16:30 pm.
Draft thesis should be submitted directly to your supervisor.
Marks & Comments due to Administrator: Monday March 27, 16:30 pm.

Week 10 (Mar 13): STUDENT PRACTICE PRESENTATIONS continued:
Practice and receive feedback on final oral presentations
Reflection #4: Research reflections. Due Monday Mar 20, 23:59pm via Avenue dropbox.

Week 11 (Mar 20): Pedagogical Research Session
OPEN CONSULTATION ON RESEARCH PROGRESS AVAILABLE: If you would like to consult with the Course Administrator or Coordinator please contact them directly.

Week 12 (Mar 27): FINAL ORAL PRESENTATIONS: Symposium week

Week 13 (April 3): FINAL ORAL PRESENTATIONS: Symposium week
WRITTEN THESIS: Due: Thursday, April 6, 2015, 16:30 pm.
Submit your final written thesis to your supervisor, and a pdf version to Course Administrator for archiving.
Marks & comments due to Administrator: NO LATER than noon (12:00 p.m.), Friday, April 21.
DATA COLLECTION & ANALYSIS: Marks & comments due to Administrator: No later than noon (12:00pm), Friday, April 21.

SUBMISSION OF FINAL GRADES: Tuesday April 25, 2017
The Course Coordinator & Administrator will be responsible for the compilation of marks accumulated by all students registered in the course, and for submission of the grade sheet.
Pass-fail criteria

Passing ISCI 4A12 requires passing (i.e. grade of 50% or higher) BOTH the Thesis AND Seminar components.

Responsibilities of the Supervisor

Supervisors are responsible for the immediate direction and instruction of the student and should commit on average, a minimum of 30 minutes of contact time each week with the student. Supervisors will communicate their own expectations in terms of the day-to-day conduct of the student in the laboratory/clinic/field, as well as protocols used to track research progress and to collect data (i.e. use of lab or field notebooks, etc.). Since it is impractical to insist on a single format for all disciplines and project types, supervisors are responsible for setting guidelines and terms of reference for the research proposal or literature review for their own students. These should be provided to the students early in the first term. The supervisor should also provide regular oral or written feedback to the student in regards to level of productivity, and degree of satisfaction of the student’s progress. Students should be clear on what is expected of them throughout the course.

All research conducted by students as part of their thesis must comply in spirit as well as in fact with the Tri-Council Policy for Research Ethics. All projects to be undertaken that may involve human or animal participants must be subject to Research Ethics Screening and Approval. It is incumbent upon every supervisor to ensure that every student conducts work safely, and that all necessary equipment has been made available. Supervisors must ensure that appropriate safety training has been taken by all students before they commence laboratory or field work. This includes at minimum taking WHMIS core training, and may include other additional training as determined by the supervisor.

It is important for supervisors to track the progress of the students regularly throughout the term, and to ensure that laboratory work does not continue beyond February. In the event that experiments do not generate hoped-for results, the supervisor should not expect students to start anew on a different project in mid-course. It is the responsibility of the supervisor to ensure that students have sufficient time to complete their analysis, writing and editing of the first draft, in time for final submission of the thesis by early April. The supervisor will also be responsible for evaluating the student’s performance in the collection and analysis of their data. This evaluation will be submitted at the same time as the evaluation of the written thesis.

Responsibilities of the Student

It is the responsibility of the student to keep the supervisor up-to-date throughout the year regarding progress on the project and any change in the project topic or proposal. We recommend that the student organize a meeting with their supervisor before handing in their Research Proposal to discuss the nature and scope of their project. During this meeting the student should also discuss
expectations for the research proposal, literature review, draft, final thesis and laboratory or field component of their grade. If appropriate, the student may request to see copies of theses completed by former thesis students. The grade sheet for the Proposal, Literature Review and Draft must be signed by the student; this ensures that the student obtains appropriate feedback and is aware of the grade attained for each component. If the supervisor does not notify the student of his/her grade within one week of the due date for return of the grade sheet (see List of Important Dates), the student should inform the Course Administrator. A student can direct any issue of a scientific nature to the supervisor at any time; however, if conflicts arise that cannot be solved between the student and supervisor it is the responsibility and right of the student to ask the Course Coordinator to intervene.

Appropriate safety training must be completed before the student commences any laboratory or field work. This includes at minimum completing WHMIS core training, and may include other additional training as determined by the supervisor. The student is responsible for bringing written confirmation of training dates and location of training to the School of Interdisciplinary Science office (GSB 105) no later than Friday, September 16, 2016.

**Responsibilities of the Coordinator & Administrator**

The Course Coordinator & Administrator deal with the functional aspects of the course and initially determine if a student should be allowed to register in ISCI 4A12.

There will be an initial meeting in September, during which all students will meet with the Course Coordinator & Administrator to discuss course expectations and deadlines. All students in the course can meet throughout the year with the Coordinator and/or Administrator to discuss various issues relating to deadlines, course requirements, etc. and to get guidance on time management and how to communicate effectively with the supervisor. Conversely, supervisors may discuss any issue arising during the course of the project with the Coordinator & Administrator. The Coordinator can provide individual counseling if problems cannot be solved between student and supervisor.

The Course Coordinator & Administrator will also maintain an Avenue to Learn shell (http://avenue.mcmaster.ca) for the course and use it to remind students of important deadlines, to provide updates about the organization of the course, and to update the online grade book. It is also the responsibility of the Course Coordinator to impose heavy penalties for any deadline missed by the student, in the submission of course materials. Finally, in the rare event of a disagreement between the supervisor and the student over the marking of the written thesis, it is the responsibility of the Course Coordinator to find a faculty member in the supervisor’s area of expertise who will remark the written thesis.

The Administrator is responsible for handling the application forms submitted (in the preceding academic year) by students intending to enrol in this course, to make sure that students meet prerequisites and to assist the Coordinator in managing the enrolment of students in ISCI 4A12.
The Course Administrator may also assist the Course Coordinator with their duties (outlined in the paragraphs above), as needed. The Course Administrator is finally responsible at the end of the year to handle the archival of the written thesis submitted by each student.

**Ethics Approval**

**Animal Care Approval**
All students conducting research involving animal subjects must complete the appropriate animal care course before beginning their thesis research and no later than September 16, 2016. It is the responsibility of the thesis supervisor to email the Course Coordinator by September 16 that the animal care course has been completed.

**Human Ethics Approval**
The Tri-Council Policy Statement, “Ethical Conduct for Research Involving Humans,” describes the policies of the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council (NSERC), and the Social Sciences and Humanities Research Council (SSHRC). This current policy took effect September 1, 1999.
Research requiring review includes not only experimental protocols, but also research involving naturalistic observation, questionnaires, interviews, and secondary use of data that are not in the public domain. For further information regarding human ethics policies and resources, visit: [http://www.mcmaster.ca/ors/ethics/](http://www.mcmaster.ca/ors/ethics/)
All ethics applications should be submitted to the McMaster Research Ethics Board secretary, Michael J. Wilson, ethicsoffice@mcmaster.ca. Applications will then be sent to the appropriate committee for review. Research may not begin until the University Research Ethics Board has given its approval. The application will be approved only for the academic year in which it is made. If the project will continue in a subsequent year without any change, the applicant needs to request renewal of the approval.

**Pre-Placement Immunization Form**
If a student’s thesis research will be conducted in a hospital setting (e.g., Chedoke, St. Joseph’s Hospital, McMaster Medical Centre etc.), the student is required by Ontario law to complete a Pre-placement Immunization Form prior to any research collection. This is a medical history of immunizations (e.g., Rubella, Red Measles, Hepatitis B, Diphtheria). If an individual’s immunizations are not up to date, (s)he will be required to obtain these vaccinations, which may result in multiple doctor appointments and possible fees (if they are not covered by medical insurance).
Absences

Absence from iConS, Tutorials or Workshops: If you are absent from any scheduled ISCI 4A12 session, it is your responsibility to make up missed work. If you are absent from a scheduled session that has an associated piece of assessment (e.g. reflection exercise, presentation) without authorization your mark will be recorded as 0 (see Procedure for authorized absence, below).

Procedure for authorized absence:
If you are absent from the university for a minor medical reason, lasting fewer than 3 days, you may report your absence, once per term, without documentation, using the McMaster Student Absence Form. Absences for a longer duration or for other reasons must be reported to your Faculty office, with documentation, and relief from term work may not necessarily be granted. When using the MSAF, report your absence to Sunita Nadella via nadellsr@mcmaster.ca. You must then contact the Course Coordinator immediately (normally within 2 working days) by email. Please refer to the contact list on the first page of this outline for appropriate email addresses. Your Course Coordinator will indicate what relief may be granted for the work you have missed, and relevant details such as revised deadlines, or time and location of a make-up assignment. Please note that the MSAF may not be used for final thesis deliverables.

Missed deadlines

Any late submissions will result in a penalty of 20% per day unless faculty is notified of any problems well in advance.

Missed assessment activities

Assessment activities missed for reasons of unauthorized absence will be graded 0%. Authorized absence will result in rescheduling or compensation from other assessment activities.

Checking Your Grades

You will have one week from the date that an assessed piece of work is returned to you to appeal your mark. If you wish to appeal a grade, you must submit to the Course Coordinator a written note justifying why you wish to have the work remarked, with the associated piece of work attached. If your Course Coordinator considers the written justification to be insufficient (e.g. simply wanting a higher grade is insufficient), the work will not be re-graded. If the justification is considered sufficient, the entire piece of work will be re-graded. You must therefore understand that your mark can increase or decrease.

Your marks will be recorded on Avenue. It is your responsibility to check that all grades entered into Avenue are recorded properly. You must notify your Course Coordinator about any errors with regards to how your mark was entered. You have until 48 hours prior to the end of term to discuss any Avenue mark issues.
Student Conduct
You acknowledge that your behaviour in all aspects of this course should meet the standards of the McMaster University Student Code of Conduct. You understand that any inappropriate behaviour directed against any of your colleagues, or the instructional team will not be tolerated. Disruptive behaviour during any iSci session such as talking, sleeping or non-iSci computing while an individual presents information, or constantly being late, will also not be tolerated. Abuse, ridicule, slander, inappropriate language, and discrimination towards instructors, teaching staff, teaching assistants and other students will not be tolerated in any capacity. Shared spaces such as iStudy are to be considered inclusive and safe.

Student Responsibilities
The level of student participation in this course is much higher than traditionally-taught courses. To get the most out of the course, you must be prepared to:

- attend all sessions, make up all missed work for all absences, and provide documentation for authorized absences;
- interact frequently with your thesis supervisor, Course Coordinator and Administrator;
- plan and manage your own time;
- complete preparatory tasks (such as reading, writing assignments, and initial research) in advance of sessions;
- develop and use reflective learning skills (for example identifying learning objectives, planning and carrying out research tasks, acting on academic feedback);
- work as an effective, efficient, and responsive member of the ISCI4A12 class;
- check the course Avenue site and your McMaster e-mail daily for updates;
- review, understand and abide by the ISCI 4A12 Student Responsibilities Contract; and
- follow all university policies and guidelines, and in all ways be a responsible university member.

Communication between students and faculty
Any e-mails addressed to faculty or staff must have a brief, relevant subject line, must include your student number, must come from a mcmaster.ca e-mail account or via Avenue, and must copy in all relevant parties (e.g. other markers, other group members). We suggest you put your student number in your e-mail signature. All e-mail communication addressed to students will be sent to their mcmaster.ca e-mail account or via Avenue.

All assignments must be handed in via Avenue, in the specified file format (usually pdf). Author(s) name and student numbers must be clearly marked on the first page of the work handed in. Work that is late, handed in to the wrong person, inadequately identified, or in the wrong format, risks losing marks. Faculty will endeavour to return marks within two weeks of hand-in.
Senate Student Policies

You should note the Senate’s Student Policies (http://www.mcmaster.ca/policy/Students-AcademicStudies/). Senate Policy Statements are also available from the Senate Secretariat Office, Room 104, Gilmour Hall. In particular you should read the Academic Integrity Policy, specifically Appendix 3: http://www.mcmaster.ca/univsec/policy/AcademicIntegrity.pdf

Academic dishonesty consists of misrepresentation by deception or by other fraudulent means and can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university. It is your responsibility to understand what constitutes academic dishonesty.

The following illustrate only four of many forms of academic dishonesty:

- plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained;
- copying or using unauthorized aids in laboratory exercises
- improper collaboration in group work; and
- copying or using unauthorized aids tests and examinations.

All students are reminded of the importance of academic integrity, and the serious consequences of academic dishonesty.

Copyright Policy

In this course you will have access to material that is subject to copyright laws. This includes (but is not limited to) textbooks and all resources developed by the instructors such as lab manuals, demonstration videos, quizzes, assignments, tests, class notes and class slides. Under no circumstance are you allowed to share or redistribute this material in any printed or electronic form without the explicit written consent of the copyright holder. This includes posting any course material on Internet bulletin boards, course repositories, social networks, etc.

The instructors and the university reserve the right to alter this outline if necessary.

The instructors and university reserve the right to modify elements of the course during the term. The university may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check their McMaster email and course websites weekly during the term and to note any changes.