1 Course Staff

Instructors Email Office Hours
Dan Holtby djholtby@uwaterloo.ca Wednesday 12:00pm to 2:00pm
Thursday 1:30pm to 3:30pm
(while in-person classes are cancelled)
Gregor Richards gregor.richards@uwaterloo.ca Tuesday 2:00pm to 3:30pm
Nomair Naeem nanaeem@uwaterloo.ca Wednesday 10:00am to 12:00pm
ISA Keira Xing cs241@uwaterloo.ca Weekdays 10:00am to 12:00pm
IA Matt D’Souza
Edward Lee

Instructional Support Coordinator Email for appointment
Gang Lu glu@uwaterloo.ca

8 Office Hours

9 Discussion Forum

10 Submitting Assignments: Marmoset

11 Group Work and Collaboration

12 Other Policies

13 University-wide Policies
2 Course Description

This course presents the relationship between high-level languages and the computer architecture that underlies their implementation, including basic machine architecture, assemblers, specification and translation of programming languages, linkers and loaders, block-structured languages, parameter passing mechanisms, and comparison of programming languages.

Prerequisites: (CS 138 or 246) or (a grade of 85% or higher in one of CS 136 or 146); Computer Science and BMath (Data Science) students only. Antirequisites: CS 230, ECE 351.

Course Web Site: http://www.student.cs.uwaterloo.ca/~cs241 lists the course syllabus, assignment specifications and resource material.

2.1 Course Objectives

By the end of the course, students should be able to

- Write short machine- and assembly-language programs to perform simple data manipulation
- Write a basic assembler supporting labels
- Give formal specifications for regular languages, including regular expressions and bubble diagrams
- Write a scanner capable of dealing with a typical high-level programming language (given the specification)
- Give a grammar for a context-free language and create derivations for strings in a context-free language
- Write a parser for an LR(1) language given a low-level representation of the LR-parsing automaton (e.g., as derived from an automatic parser generator)
- Perform Context-Sensitive Analysis including type checking for high-level languages
- Write a simple code generator for an imperative language, i.e., one doing little or no optimization
- Apply appropriate design decisions when programming in C/C++ based on a detailed understanding of the way memory is used by a running C/C++ program

Note: When writing programs, students must be able to design, code, debug, test, and successfully run the programs.

3 Teaching style: Flipped Classroom

This in-person offering of CS241 will be using a Flipped Classroom style of teaching. Flipped classes differ from typical classes in that students are introduced to new material before they attend class. In-class time is used to highlight important concepts often through active learning experiences such as hands-on problem solving. To allow time for pre-class work, we have shortened lecture time; each student is expected to attend only one lecture based on the group they have been put in to. Additionally, tutorials have been canceled.

A typical week of CS241 will look as follows:
• Course notes and associated videos will be made available at least a week in advance of the lecture that covers the material. Students are expected to read the assigned reading before they attend the lecture for that reading.

• Students will complete a pre-class Reading Quiz; a short, timed quiz with multiple-choice questions. Reading Quizzes will be released on Learn typically at the same time as the relevant reading and will be due on Mondays at noon. More details can be found in the course evaluation section.

• Students will attend the lecture with their designated group. Students in each section have been divided into two groups. Students in the Tuesday group will attend lectures on Tuesdays during their designated time. Students in the Thursday Group will attend the Thursday lectures. Tuesday and Thursday lectures will cover exactly the same material.

• During your Group’s in-person meeting, the instructor will use a variety of teaching strategies including covering module highlights, giving you problems to solve or asking multiple-choice clicker questions. See the clicker page on the course website for more details on acquiring the technology to answer clicker questions.

3.1 Flipped Classroom FAQ

In designing the course, the instructors have thought long and hard on the impact our decisions have on your learning and experience during the term. We have answered below some questions that we think you might have.

• If flipped classrooms are a better teaching technique, why was it never used before?
  Creating a flipped course requires a lot of upfront effort in the form of notes or videos that students would be required to use before attending class. Prior to covid, most courses were taught either using bare-bones slides or with an instructor writing on the board. Due to covid, instructors worked overtime to create digital assets for online teaching. Now that the hardest hurdle of flipping a course has been overcome, it makes sense to flip courses; we expect many courses will be flipped in the next few terms.

• If lecture time does not introduce new material, do I still need to come to class?
  You should but you do not have to. For the Winter 2022 term, we have designed the flipped classroom experience so that in-person attendance is optional. This design is very useful in a term like this where no one knows whether we will be allowed to be in-person. The digital assets made available to students are exactly the same that were used for the latest online offering of the course. It is our hope that the in-person experience (if we are allowed) will help you better engage with the material and lead to a higher level of learning that might help with the midterm and final exam (which were not administered in the online offering).

• Doesn’t reading course notes ahead of time increase my workload?
  Yes it does! And that is exactly why we have canceled one of your lectures and the tutorial. We encourage you to use that freed up time in your schedule to read the course notes (see below as well).

• Why does each student only attend one lecture a week?
  We chose to break each lecture section into two groups; the Tuesday and Thursday Groups. This has multiple advantages. First, asking students to read course notes and watch videos and also attend class increases work load. By removing one lecture and tutorial we hope that the overall workload for the course remains roughly the same. Second, pedagogical teaching research shows that students learn better in smaller classroom settings. We could have reduced our work by canceling one of the lectures and made all students in a section show up the same day once a week. However, we feel
that given this opportunity we would like to teach you in a smaller class size setting which would hopefully lead to better interaction and learning.

- **Why are there not more videos?**
  When we first designed the online version of this course, we felt strongly that online teaching should not be a synonym for video lectures. We felt that passively watching videos is not the best way to learn and that students should be actively involved in their learning. Based on these opinions, we chose to write course notes with a focus on being concise and making the notes easy to read (well as easy as CS material can be). Additionally, we chose to add a lot of examples and practice problems with solutions to the course notes. For us, the decision to make a video on a particular topic was grounded on a need for such a video, i.e., we only made high-quality videos on the few topics that we thought needed further illustration through animations and accompanying narration.

4  **Evaluation Structure**

- Final Exam (scheduled by Registrar’s Office) worth 25%
- Midterm Exam (March 9th, 430 to 620pm) worth 15%
- 10 assignments worth 5% each for a total worth 50%
- 10 Reading quizzes worth 1% each for a total of 10%

The midterm and final exam are **NOT** optional; if the University allows us to hold the exams, you must write these exams in-person. There are no plans to support online exams nor is there an alternate course grade scheme in which, the weight of an exam that was held in-person can be spread across other course components.

Contingency plans: In the event that the midterm and/or final exam cannot be help in-person (e.g. due to covid related restrictions), the weight of the canceled exam(s) will be shifted equally across all assignments. This means that there is a chance that the assignments could be weighted up to 90%. Additionally, if covid restrictions require it, lectures will be canceled. If in-person lectures begin but an instructor is unable to attend (e.g. due to covid related concerns), the instructors are planning to have backup instructors available. However, a need might arise to cancel one or more in-person lecture(s). This shall only happen as a last resort if all other efforts have been exhausted.

4.1  **Assigned Readings: Perusall and Reading Quizzes**

In this flipped version of the course, students first see new content through course notes available as PDF documents. While there are supplementary videos, these are optional and are only meant to clarify concepts from the notes. It is therefore important that you spend time actively reading and digesting the course material in the notes.

We provide access to course notes in two ways:

1. direct download from [https://student.cs.uwaterloo.ca/~cs241/cgi-bin/courseNotes.php](https://student.cs.uwaterloo.ca/~cs241/cgi-bin/courseNotes.php)
2. online on the Perusall platform
We highly recommend the second option. Perusall is an online “social e-reader” that allows the entire class to read the notes collaboratively. Perusall allows students to highlight sections of the notes and leave comments or ask questions directly on the notes. Other students see these annotations and can read them or respond to them, and small discussion threads emerge on parts of the notes that students find confusing or interesting. We have used Perusall in past online offerings of CS241 and students liked the ability to ask questions and get answers directly within the course notes, as opposed to waiting for office hours or posting a screenshot of the notes on Piazza. We continue to use Piazza for non-course-notes related questions.

To gain access to Perusall, go to the CS241 Learn account, click on the module named “Perusall” and then click through to be taken to the CS241 Perusall account.

The success of a flipped classroom course depends on students keeping up with the assigned pre-class readings. We have allotted 10% of the overall grade to these readings. This 10% is split across 10 Reading Quizzes worth 1% each. There is one additional quiz, on the first Monday of the term. This quiz is designated as a practice quiz. Each quiz will be a timed Learn Quiz with up to 10 questions. Each quiz will be released on Learn typically at the same time as the relevant reading, and will be due on Mondays at noon. You can do the quiz any time before the deadline, but once you start the quiz, you must complete it within 120 minutes. This time is an over estimation of what we think it will take to complete the quiz. You are expected to complete the quiz on your own with no external help. Most of the questions are meant to test your recall of the reading you just finished and should not require you to consult the course notes. You will be able to see the correct answers by viewing your quiz attempt on Learn once the deadline has passed.

If you lose marks on the Reading Quiz, it may be possible to regain some marks by contributing to Perusall in a useful way. Our metric for “useful contribution” will evolve based on our observations and student feedback. The goal of the metric is to reward asking questions and posting comments that are helpful to other students, while discouraging gaming the system or spamming to get marks. Perusall has a proprietary algorithm for evaluating the “quality” of questions and comments, and it seems rather picky about what counts as “high quality”. Our metric for “useful contribution” will not be purely based on this algorithm, but will likely incorporate it as a sort of “filter” to determine who is making helpful comments and who is not. Thus, posting low effort comments like “I agree!” is unlikely to help you regain any lost marks. Try to ask thoughtful questions that others will find useful, or post informative answers to existing questions. Students who choose to download PDF versions of the notes lose the ability to gain these “top-up” marks.

Do not repost or quote questions from the reading quiz on Perusall. If you do this, you will get a score of zero on the relevant quiz. Even if you make slight changes to the wording or numbers in the questions, this is still not allowed. However, you are encouraged to ask for clarification about the concepts behind the reading quiz questions, as long as you do not refer to the quiz or give away quiz content.

4.2 Assignments

There will be 10 assignments. For most students, the course material can only be learned well by carefully working through each assignment. Real-time feedback on the correctness of your work is provided by the Marmoset submission and testing server, https://marmoset.student.cs.uwaterloo.ca. All assignments must be submitted electronically to Marmoset and results are normally quickly available.

We recommend that you start working on the assignments early. Use Marmoset to assess your progress (and grade) after convincing yourself of correctness using your own self-designed tests. By the time you submit to Marmoset, you should be convinced by your own thorough testing that your program is perfect. (Hint: the test suites and automated testing that you were introduced to in CS 246 would also work very well in CS 241. Consider using them here.) A link to the Marmoset system and instructions for using it
may also be found on the course web page.

Most programming questions on assignments can be done in C++/Racket. However, occasionally there might be questions that restrict you to use only C++.

4.2.1 Assignments by module

<table>
<thead>
<tr>
<th>Module</th>
<th>Topics</th>
<th>Practiced In</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Number Representations</td>
<td>Assignment 1</td>
</tr>
<tr>
<td>2</td>
<td>Machine Language</td>
<td>Assignment 1</td>
</tr>
<tr>
<td>2</td>
<td>Assembly Language</td>
<td>Assignment 2</td>
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<tr>
<td>2</td>
<td>Assemblers</td>
<td>Assignment 3</td>
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<tr>
<td>3</td>
<td>Regular Languages</td>
<td>Assignment 4</td>
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<tr>
<td>3</td>
<td>Scanning</td>
<td>Assignment 5</td>
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<td>4</td>
<td>Context-free Grammars</td>
<td>Assignment 5 &amp; 6</td>
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<tr>
<td>5</td>
<td>Top Down Parsing</td>
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<tr>
<td>6</td>
<td>Bottom Up Parsing</td>
<td>Assignment 6</td>
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<tr>
<td>7</td>
<td>Context-Sensitive Analysis</td>
<td>Assignment 7</td>
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<tr>
<td>8</td>
<td>Code Generation</td>
<td>Assignment 8 &amp; 9</td>
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<tr>
<td>9</td>
<td>Memory Management</td>
<td>Assignment 10</td>
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<tr>
<td>10</td>
<td>Linking and Loading</td>
<td>Assignment 10</td>
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</tbody>
</table>

4.2.2 Assignment Slip Days/Extensions

Each student will have the ability to use up to three 24 hour extensions for assignments (not quizzes). These extensions are meant to handle emergencies close to assignment deadlines or short illnesses. Budget them carefully; do not waste them. If you end up using up all your assignment extensions, you will NOT be granted any additional extensions.

If you are using assignment extensions, you must use a whole number of them on an assignment (Example: you cannot use 1.5 assignment extensions, you must use 2 if you are 36-hours late).

Assignment extensions can be used all together on one assignment, or split across different assignments. Extensions can be used after the assignment deadline, and will apply retroactively. However, they must be used within 72 hours of the original assignment deadline.

You do not need a reason to use assignment extensions, you may use them as you please.

Once you have made an extension request, you cannot take it back.

Details on how to request an extension will be posted on Piazza.

4.2.3 Missed Assessments

You must notify the instructor of any severe, long-lasting problem that prevents you from completing an assessment. There will be no deferred, makeup or extra credit for a missed assessment. Under extenuating circumstances, that are pre-approved within a week of the missed assessment, the instructor may assign a higher weight to later assessments. To be considered for this option, any rule instituted by the Math Faculty regarding the Verification of Illness, will be applicable. The notification of an illness is not a
guarantee that an accommodation will be made. If a student requests an exemption from more than two assignments, they will either receive a DNW or INC depending on their performance in the rest of the course.

### 4.2.4 Marmoset downtime

If Marmoset fails to accept submissions for more than two of the six hours immediately prior to the deadline, or is down at the deadline, a 12-hour extension will be granted. For an extension to be granted, Marmoset must fail to accept submissions; failure or delay in displaying results is not grounds for extension. It is bad practice, and risky, to rely on Marmoset as your primary means of testing. The failure must be due to a problem with Marmoset or a widespread network failure. Your home connection is your own responsibility.

### 4.3 Winter 2022: centralized AccessAbility accommodations

Because of the uncertainty surrounding the Winter 2022 term, and particularly because we are starting the term remotely, students who would like to request accommodation because they are unable to come to campus, would simply be more comfortable not doing so, or who are somewhere in between are directed to AccessAbility Services (AAS) [https://uwaterloo.ca/accessability-services/](https://uwaterloo.ca/accessability-services/).
5 Printable Schedule: Tuesday Group

(Students in the Thursday group should skip to the next page)

* In case of University closure, lectures are canceled.

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>Week 1: Jan 5th-7th</td>
<td>Lecture Intro and Module 1 (non-flipped)</td>
<td>Practice Quiz Module 2 (till Sec 3.5) Jan 10th, noon</td>
<td>Lecture Module 2 (till Section 3.5)</td>
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<tr>
<td>Week 2: Jan 10th - 14th</td>
<td></td>
<td>Quiz Module 2 (till end) Jan 17th, noon</td>
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<td>A1 Due: Jan 19th, 5pm</td>
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<tr>
<td>Week 3: Jan 17th - 21st</td>
<td></td>
<td>Lecture Module 2 (till end)</td>
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<td>Week 4: Jan 24th - 28th</td>
<td></td>
<td>Quiz Module 3, Jan 24th, noon</td>
<td>Lecture Module 3</td>
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<td>A2 Due: Jan 28th,5pm</td>
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<td>Week 5: Jan 31st - Feb4th</td>
<td></td>
<td>Quiz Module 4, Jan 31st, noon</td>
<td>Lecture Module 4</td>
<td></td>
<td>A3 Due: Feb 4th,5pm</td>
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<td>Week 6: Feb 7th - 10th</td>
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<td>Quiz Module 5, Feb 7th, noon</td>
<td>Lecture Module 5</td>
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<td>A4 Due: Feb 11th,5pm</td>
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<td>Week 7: Feb 14th - 18th</td>
<td></td>
<td>Quiz Module 6, Feb 14th, noon</td>
<td>Lecture Module 6</td>
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<td>A5 Due: Feb 18th,5pm</td>
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<td>Feb 21st-25th</td>
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<td></td>
<td>Reading Week</td>
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<td>Week 8: Feb 28th - Mar4th</td>
<td></td>
<td>Quiz Module 7, Feb 28th, noon</td>
<td>Lecture Module 7</td>
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<td>A6 Due: Mar 4th,5pm</td>
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<td>Week 9: Mar 7th - 11th</td>
<td></td>
<td>Quiz Module 8 (Part 1) Mar 7th, noon</td>
<td>Lecture Module 8 (Part 1)</td>
<td>MIDTERM Mar 9th, 4:30-6:20</td>
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<tr>
<td>Week 10: Mar 14th - 18th</td>
<td></td>
<td>Quiz Module 8 (Part 2) Mar 14th, noon</td>
<td>Lecture Module 8 (Part 2)</td>
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<td>A7 Due: Mar 16th, 5pm</td>
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<td>Week 11: Mar 21st - 25th</td>
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<td>Quiz Module 9 Mar 21st, noon</td>
<td>Lecture Module 9</td>
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<td>A8 Due: Mar 23rd, 5pm</td>
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<tr>
<td>Week 12: Mar 28th - Apr1st</td>
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<td>Quiz Module 10 Mar 28th, noon</td>
<td>Lecture Module 10</td>
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<td>A9 Due: Mar 30th, 5pm</td>
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<tr>
<td>Week 13: Apr 4th - 5th</td>
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<td></td>
<td>Canceled Lecture</td>
<td>A10 Due: Apr 5th, 5pm</td>
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# 6 Printable Schedule: Thursday Group

(Students in the Tuesday group should see the previous page)

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<table>
<thead>
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<td></td>
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<td>• A10 Due: Apr 5th, 5pm</td>
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Feb 21st-25th

Reading Week
7  Tutorials

There will be no tutorials this term.

8  Office Hours

All office hours will be held remotely using MS Teams. At the start of the term, make sure that you can connect to Teams. Contact CSCF if you encounter issues. Office hour appointments will be booked online. Visit the following website to get details: Office Hours Page

9  Discussion Forum

CS 241 will be using Piazza to make announcements and answer questions about course material and the assignments. You are expected to check the forum regularly, at least once per day. Important course information will appear in pinned posts. Any information that appears in a pinned post is considered to be disseminated and we will assume that you have read it.

9.1 Rules for using Piazza

a. When asking about a particular problem on an assignment, make sure to use the appropriate folder based on the assignment number.

b. Before posting a question, read all relevant existing posts. Your question might already have been answered.

c. You may post private questions which are only visible to instructors. Note that students can show up anonymous to other students but not to instructors.

d. Do not post any questions asking for hints or help with failing Marmoset release test cases. In order to pass these test cases you should be rereading the assignment question, consulting the reference material and creating your own test cases. The instructors and staff for CS241 will never give any hints for Marmoset release test cases, and students are strictly forbidden from doing so as well.

10  Submitting Assignments: Marmoset

Use Marmoset to submit and test your CS241 assignments.

a. If your submitted program does not compile or run successfully on its own, your submission will receive a result of “did not compile” and the detailed test results will contain something similar to the error message you get if you ran your program yourself. In this case, your submission will not be tested with any of the tests.

b. If your submitted program runs successfully on its own, it will be tested with all of the public tests.

c. If your submission fails any public test, the detailed test results will display an error message for that public test. In this case, you will not be able to release test your submission until your submission passes the public test.
d. If it passes all of the public tests, you will have the option to see information for the release tests. If you do so, you will use up one of your “release tokens” for that question. Normally, for every assignment question, you will be initially given 3 release tokens. If you use up one or more of them, one release token will regenerate once every 12 hours, until you have 3 release tokens again. Start your work early if you want to have more chances to see the results of the release tests. If the deadline will expire before your token regenerates, you can still submit, though you will not be able to tell how your submission did on the tests.

e. Marmoset automatically tests each submission with all of the release tests, in some order specified by the course staff. If your submission fails a release test and you use a token to see the results, you will only see that test and one more test in the detailed test results. If your submission passes all the release tests, you will not see any release tests in the detailed test results, but you will be credited with full marks for that question.

f. If you fail a release test, the information we are willing to give you for that test will be displayed by Marmoset. You will not be given additional details. Some tests are blind, i.e., no additional information is provided. Again, do not ask about or speculate about the test cases on Piazza. The correct action when failing a release test is to re-examine your own test suite and redesign it to find the error in your code or your assumptions.

g. You can continue to submit and see the result of release tests after the deadline has passed. It’s a good idea to finish questions on which you ran out of time, to make sure that you’ve done all the learning.

h. Release tokens are provided as a courtesy to supplement your own testing. They are not something to which you are entitled. Release tokens can go away at any time, either as a result of Marmoset malfunctioning, or deliberately (for example, in response to widespread abuse). Loss of release tokens will not be considered grounds for assignment due date extensions.

i. Some questions might have secret tests. Secret test details (whether your submission passed or failed the test) will only become visible a few days after the assignment deadline (this process is manually activated by the course staff).

11 Group Work and Collaboration

Students are required to know what constitutes academic integrity. For details, see University of Waterloo’s Office of Academic Integrity website. The three most common academic offenses that CS241 students in previous terms have committed are as follows.

1. Unauthorized collaboration: Using a classmate’s assignment as the basis or as a reference for your own or allowing someone else to do this with your assignment.

2. Use of another student’s previous assignment, test, solution: You may not work off of, or refer to in any way, a copy of an assignment a student submitted in a previous term.

3. Submission of another student’s assignment to Marmoset: It is a good practice to simply not share your computer with other students in the class. If you must do so, you must be extremely careful to protect your work so that you avoid anyone submitting your work and conversely, you avoid submitting someone else’s work to Marmoset. By submitting to Marmoset, you are stating that the submission is your own work.
All assignments in CS241 are to be done individually. You are welcome to discuss general ideas regarding assignments with other students in the class, but no code-level sharing is permitted. You may not view someone else’s code, nor share your code with someone else, either in person or via electronic communication. When code is shared, both parties have committed an academic offence.

Marmoset tokens cannot be shared; it is an offence to “borrow” someone else’s Marmoset account for the purpose of using extra release tokens for testing, or for any other purpose.

You cannot submit a program that simply prints or returns values in order to match expected test results rather than making an actual, reasonable attempt to solve the problem as required in the assignment question specification.

If you have taken this course before, it is okay to base this term’s assignments on your past assignments but you must continue to develop and refine your solution; i.e. you cannot simply submit a copy of the old assignment. We want to see that you are still spending time and effort to improve your work. It is an offence to submit for credit anything that has previously been submitted for credit in the same or any other course, unless permission is explicitly granted to do so.

Each assignment is worth a significant portion of your final grade, the penalty for an offence under Policy 71 is a grade of 0 on the assignment questions and an additional 5% deduction from your course grade. Additionally, be aware that if you are caught cheating on an assignment, any code from that assignment cannot be used on subsequent assignments.

11.1 Use of MOSS

MOSS (Measure of Software Similarities) is used in CS241 as a mean of comparing students’ assignments in order to support academic integrity.

12 Other Policies

12.1 Intellectual Property

Students should be aware that this course contains the intellectual property of their instructor, TA, and the University of Waterloo. Intellectual property includes items such as:

- Lecture content, spoken and written (and any audio/video recording thereof);
- Lecture handouts, presentations, and other materials prepared for the course (e.g., PowerPoint slides, PDF documents);
- Questions or solution sets from various types of assessments (e.g., assignments, quizzes, tests, final exams); and
- Work protected by copyright (e.g., any work authored by the instructor or TA or used by the instructor or TA with permission of the copyright owner).

Course materials and the intellectual property contained therein, are used to enhance a student’s educational experience. However, sharing this intellectual property without the intellectual property owner’s permission is a violation of intellectual property rights. For this reason, it is necessary to ask the instructor, TA and/or the University of Waterloo for permission before uploading and sharing the intellectual
property of others online (e.g., to an online repository).

Please alert the instructor if you become aware of intellectual property belonging to others (past or present) circulating, either through the student body or online. The intellectual property rights owner deserves to know (and may have already given their consent).

12.2 Mental Health Support

The Faculty of Math encourages students to seek out mental health support if needed.

On-campus Resources:

- Campus Wellness https://uwaterloo.ca/campus-wellness/
- Counselling Services: counselling.services@uwaterloo.ca/ 519-888-4567 ext 32655
- MATES: one-to-one peer support program offered by Federation of Students (FEDS) and Counselling Services: mates@uwaterloo.ca
- Health Services: located across the creek from the Student Life Centre, 519-888-4096.

Off-campus Resources:

- Good2Talk (24/7): Free confidential help line for post-secondary students. Phone: 1-866-925-5454
- Here 24/7: Mental Health and Crisis Service Team. Phone: 1-844-437-3247
- OK2BME: set of support services for lesbian, gay, bisexual, transgender or questioning teens in Waterloo. Phone: 519-884-0000 extension 213
- If you or anyone you know experiences any academic stress, difficult life events, or feelings like anxiety or depression, we strongly encourage you to seek support.

12.3 Diversity

It is our intent that students from all diverse backgrounds and perspectives be well served by this course, and that students’ learning needs be addressed both in and out of class. We recognize the immense value of the diversity in identities, perspectives, and contributions that students bring, and the benefit it has on our educational environment. Your suggestions are encouraged and appreciated. Please let us know ways to improve the effectiveness of the course for you personally or for other students or student groups. In particular:

- We will gladly honour your request to address you by an alternate/preferred name or gender pronoun. Please advise us of this preference early in the semester so we may make appropriate changes to our records.
- We will honour your religious holidays and celebrations. Please inform of us these at the start of the course.
- We will follow AccessAbility Services guidelines and protocols on how to best support students with different learning needs.
13 University-wide Policies

**Academic integrity:** In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. [Check the Office of Academic Integrity for more information.]

**Grievance:** A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70, Student Petitions and Grievances, Section 4. When in doubt, please be certain to contact the department’s administrative assistant who will provide further assistance.

**Discipline:** A student is expected to know what constitutes academic integrity to avoid committing an academic offence, and to take responsibility for his/her actions. [Check the Office of Academic Integrity for more information.] A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about “rules” for group work/collaboration should seek guidance from the course instructor, academic advisor, or the undergraduate associate dean. For information on categories of offences and types of penalties, students should refer to Policy 71, Student Discipline. For typical penalties, check Guidelines for the Assessment of Penalties.

**Appeals:** A decision made or penalty imposed under Policy 70, Student Petitions and Grievances (other than a petition) or Policy 71, Student Discipline may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to Policy 72, Student Appeals.

**Note for students with specific learning needs:** AccessAbility Services, located in Needles Hall, Room 1401, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with AccessAbility Services at the beginning of each academic term.