

UBC ATSC 303 2019W Academic Policy and Evaluation Rubric

Academic Policy

- UBC guidelines on Academic Misconduct:
<http://www.calendar.ubc.ca/vancouver/?tree=3,54,111,959>
- UBC guidelines on Disciplinary Measures:
<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,54,111,960>
- Lab assignments
 - We encourage students to discuss assignments with each other and with instructors to facilitate learning
 - Data collection will be done in groups for most labs; collected data will be posted on the website and labeled by team members' names
 - However, despite the high level of cooperation and discussion among classmates in this course, **ALL LAB ASSIGNMENTS MUST BE COMPLETED INDIVIDUALLY**
 - Each student is responsible for their own data analysis, plots, calculations, and write-ups, despite team members using the same data
 - Students who submit reports that are similar beyond what might be reasonably expected of individual work would be considered in breach of Academic Misconduct 2.1.II
 - All guilty parties will be given a mark of 0 on the assignment in question, on first offence (Disciplinary Measures 3.2)
 - Further offences will result in additional consequences, including but not limited to failing the course (Disciplinary Measures 3.2)

- Exams
 - The midterm and final exams are each divided into an individual portion and a group portion
 - During the individual portion of the exam, each student is allowed one crib sheet and a calculator with no communication capabilities; no other devices or aids are permitted, and no communication between students is allowed
 - During the group portion of the exam, discussion between students is allowed and encouraged. No other devices or aids other than the individual crib sheets and calculators are permitted
 - Cellphones, cameras, or other devices capable of communicating exam questions/answers outside of the exam room are prohibited
 - Violators would be considered in breach of Academic Misconduct 2.1.III, 2.1.IV, 2.1.V, 2.4, or 2.5, depending on the circumstances
 - Offences will result in severe consequences, including but not limited to failing the course (Disciplinary Measures 3.2)

Evaluation Rubric

- All labs must be typed and printed out. Calculations can be written in by hand, if desired, but must be legible. Plots must be made with software (e.g. Excel, Python, Matlab, R, etc.). (-10% for any assignment in breach of this rule)
 - **Hardware/software problems** prohibiting students from following this rule must be brought up to the instructors at least **24 hours prior** to the due date (start of Wednesday lecture) to avoid the penalty
 - Students who need to **email** their assignments to the instructors must inform them of their **intention** to do so at least **24 hours prior** to the due date; this is **only permitted if the student expects to miss the Wednesday lecture**
- Late assignments will be docked 10% if submitted after the Wednesday class meeting, but on the same day, and 10% per day following this

- All labs must include the student's name, the names of the team members for the lab, as well as the lab computers and dataloggers used (-5% for any assignment in breach of this rule)
- Leniency to the demands above may be granted in extraordinary circumstances
- All lab and exam questions are labeled with a maximum score (e.g. /5), to indicate the maximum number of points that can be awarded
- Partial marks may be awarded (e.g. 3.5/5)
- Questions can involve Plotting, Calculation, or Discussion, or combinations of these three categories; questions are not explicitly labeled, but are categorized based on what is demanded within the wording
- Plotting
 - (25%) Proper labeling of axes, titles, and legends, including units
 - **If the labeling (or lack of labeling) results in confusion as to what variables and/or magnitudes are being visualized, the entire plot will be given a score of 0**
 - (25%) Proper visualization
 - Appropriate choice of colours and chart type
 - In meteorology, height (z or P) is always plotted on the y-axis
 - (50%) Correct plot is produced based on the data collected
- Calculation
 - (25%) Correct equations are written
 - (25%) Reasonable work is shown, including steps for derivations or intermediate values for multi-step calculations
 - (50%) Correct answer is given, with correct units (-25% for incorrect or missing units)
 - **If no work is shown, the entire Calculation question will be given a score of 0, even if the answer is correct**

- Discussion
 - (50%) Reasonable arguments given with reference to data and/or concepts/laws (citing equation numbers, slide numbers, or page numbers, as appropriate)
 - (50%) Correct answer is given