**06-xx-xxx-xx (Course Name)**

Course Syllabus

**Faculty of Engineering, Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**University of Windsor, Canada**

Semester:\_\_\_\_\_\_\_\_

Please note: this syllabus will be reviewed during our first class meeting, and an electronic copy will be posted on the course website within Blackboard

### Instructor information

* Name:
* Office:
* Office Hours: (and by appointment)
* Office Phone Number: 519-253-3000 x\_\_\_\_\_
* Email: \_\_\_\_\_\_\_\_\_\_\_@uwindsor.ca (24hr response time Mon.-Fri.)
* Mailbox:
* Website:

### Graduate Assistant (GA) information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Office | Office Hours (and by appointment) | Office Phone Number (extension #) | Email (24hr response time Mon.-Fri.) | Mailbox |
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### Class and lab information

* Class
  + Location:
  + Time:
* Lab or tutorial :
  + Location:
  + Time:
* Additional, approximate study hours:
* Estimated division of Learning hours:
  + hands-on labs and activities:
  + group work:
  + lecture:
  + individual work:
  + class discussion:
* Lecture: \_\_\_\_ hours/week
* Laboratory or tutorial: \_\_\_\_\_\_ hours/week
* Credit weight:
* Course format: (i.e., face-to-face, online, etc.)
* Pre-requisites, from the current University of Windsor Undergraduate Calendar or Graduate Calendar (<http://web4.uwindsor.ca/calendars>):
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Course Description

From the current University of Windsor Undergraduate Calendar or Graduate Calendar (<http://web4.uwindsor.ca/calendars>):

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Resources

* Course Blackboard site
* Primary text
  + \_\_\_\_\_\_\_\_\_
* Additional resources
  + \_\_\_\_\_\_\_\_\_
* Web resources
  + Keywords:
  + Organizations:

### The Implied Contract

The instructor will strive to

* establish an educational environment conducive to learning,
* provide quality instruction, and
* provide differentiating assessment, *i.e.*, not every student deserves an A.

You, as a student in this class, will strive to

* prepare for class,
* attend class and engage in your instruction,
* complete the assigned work, and
* prepare for the tests.

**NOTE: For Summer 2017**

University Closed/No Classes on:

* Monday, May 22, 2017:    Victoria Day
* Friday, June 30, 2017:     Canada Day
* Monday, August 7, 2017:  Civic Holiday

These are the Make-up Dates:

* Make-Up Date for Monday, August 7th classes:       Tuesday, August 8, 2017
* Make-Up Date for Friday, June 30th classes:          Wednesday, August 9, 2017
* Make-up Date for Monday, May 22nd classes:          Thursday, August 10, 2017

### Course Schedule

The following course schedule is approximate.

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Date** | **Subject, activity, assignment, etc.** | **Textbook Chapter or Readings** |
| 1 |  |  |  |
| 2 |  |  |  |
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| 3 |  |  |  |
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**Note:** Per University of Windsor Senate Bylaw 51,

“The last seven calendar days prior to, and including, the last day of classes in each period of instruction of twelve (or greater) weeks in duration must be free from any procedures for which a mark will be assigned, including the submission of assignments such as essays, term papers, and take home examinations. Courses that are presented by a specialized teaching method, where the testing procedures are an integral part of the instructional process, shall be exempt from this regulation subject to approval of the Dean of the Faculty in which the course is given.”

**Important Dates**

|  |  |
| --- | --- |
| May 19, 2017 | The last date to **ADD** a course or change sections is two weeks after the start of classes for 12-week session courses |
| May 26, 2017 | Last day for student to make a formal request to instructor(s) for **accommodation for missed mandatory academic events** (tests, midterms, labs) **due to Religious Observance or attendance at a recognized University-sponsored event** should be done within the first three weeks of the academic term. For 6 week course the deadline is end of the first week of classes. |
| June 5, 2017 | **Application for Alternative Final Examination(s) Due to Conflict with Religious Conviction or attendance at a recognized University-sponsored event**: Submission Deadline to the Office of the Registrar is the end of the fourth week of classes. For 6 week course the deadline is the end of the second week of classes. |
| June 5, 2017 | **Application for Alternative Final Examination(s) Due to 3 Exams Scheduled on the Same Day:** Submission Deadline to the Office of the Registrar is the end of the fourth week of classes. For 6 week course the deadline is the end of the second week of classes. |
| July 17, 2017 | Last day to **voluntarily withdraw** from 12-week session course. After this date students remain registered in the course and receive a final grade as appropriate. Last day for partial tuition refund. |
| Date | **Final** examination for the course. |

### Learning Outcomes

In this course, students will…

|  |  |  |
| --- | --- | --- |
| Number | Learning Outcome | Learning Outcome Code (i.e., 1a) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |

### Evaluation Methods

The course grade will be evaluated as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Method of Evaluation** | **% of Final Grade** | **Due Dates**\* | **Related Learning Outcomes** |
| Assignments or reports  (approx. quantity and group or individual) |  |  | (e.g., Learning Outcomes 1, 3, and 5 from table above) |
| Midterm exam  (open- or closed-book) |  |  |  |
| Final project  (group or individual) |  |  |  |
| Final exam  (open- or closed-book) |  |  |  |
| Projects  (approx. quantity and group or individual) |  |  |  |
| Participation  (description) |  |  |  |

**\* According to** [**Bylaw 51**](http://athena.uwindsor.ca/units/senate/main.nsf/947f0bc672983a17852568b60051f690/bf28934998d7c7c3852578c3006e22d7/$FILE/Bylaw%2051%20-%20Examination%20Procedures%20(Amended%20091209).pdf)**, Section 1.1.2 and 1.1.3 respectively,** http://athena.uwindsor.ca/units/senate/main.nsf/947f0bc672983a17852568b60051f690/bf28934998d7c7c3852578c3006e22d7/$FILE/Bylaw%2051%20-%20Examination%20Procedures%20(Amended%20091209).pdf

“n society and the environment: "**Two to three hour examination slots** will normally be scheduled in the formal final examination periods in each semester for all courses which terminate in that semester. All final testing procedures (written test, oral interview, essay, take home test, etc.) shall take place (or fall due, as the case may be) during the two to three-hour final examination slot so scheduled. The actual duration of testing procedures during the scheduled final examination slot may be less than the scheduled time, at the discretion of the individual instructor” ([Bylaw 51, Section 1.1.2](http://athena.uwindsor.ca/units/senate/main.nsf/947f0bc672983a17852568b60051f690/bf28934998d7c7c3852578c3006e22d7/$FILE/Bylaw%2051%20-%20Examination%20Procedures%20(Amended%20091209).pdf)).

**“The last seven calendar days** prior to, and including, the last day of classes in each period of instruction of twelve (or greater) weeks in duration must be free from any procedures for which a mark will be assigned, including the submission of assignments such as essays, term papers, and take home examinations. Courses that are presented by a specialized teaching method, where the testing procedures are an integral part of the instructional process, shall be exempt from this regulation subject to approval of the Dean of the Faculty in which the course is given” ([Bylaw 51, Section 1.1.3](http://athena.uwindsor.ca/units/senate/main.nsf/947f0bc672983a17852568b60051f690/bf28934998d7c7c3852578c3006e22d7/$FILE/Bylaw%2051%20-%20Examination%20Procedures%20(Amended%20091209).pdf)).

### Grading

Grades for the course will be consistent with the following table, per the

[University of Windsor Policy M5: Marks/Grade Descriptors](http://web4.uwindsor.ca/units/senate/main.nsf/947f0bc672983a17852568b60051f690/2b7064df28cf09d985257b87005d2d87/$FILE/Policy%20M5%20-%20Marks-Grade%20Descriptors.pdf)

http://web4.uwindsor.ca/units/senate/main.nsf/947f0bc672983a17852568b60051f690/2b7064df28cf09d985257b87005d2d87/$FILE/Policy%20M5%20-%20Marks-Grade%20Descriptors.pdf

Undergraduate Course:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Letter** | A+ | A | A- | B+ | B | B- | C+ | C | C- | D+ | D | D- | F |
| **% Range** | 90-100 | 85-89.9 | 80-84.9 | 77-79.9 | 73-76.9 | 70-72.9 | 67-69.9 | 63-66.9 | 60-62.9 | 57-59.9 | 53-56.9 | 50-52.9 | 0-49.9 |

Graduate Course:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Letter** | A+ | A | A- | B+ | B | B- | C+ | C | C- | F |
| **% Range** | 90-100 | 85-89.9 | 80-84.9 | 77-79.9 | 73-76.9 | 70-72.9 | 67-69.9 | 63-66.9 | 60-62.9 | 0-59.9 |

### Assessment Considerations

### Late assignments, reports, or projects

* + It is expected that students who are experiencing difficulty meeting a deadline will contact the course instructor as soon as possible to discuss the situation in advance of the deadline.

### Missed Assignments, Tests, Reports, or Projects

* + Documentation must be submitted to the Office of the Associate Dean no later than 72 hours following the absence. Documentation shall include the Faculty of Engineering Medical Form or other appropriate documents.
  + In all instances, students that miss a test will be subject to a make-up test at **the instructor’s earliest convenience** in a time slot that does not conflict with your scheduled classes. The test can be either an oral or written examination. There is no bargaining with the instructor to change the date of the make-up test.
  + **Transferring the weight to the midterm/final exam may apply, if deemed appropriate.**

* **Late Registration into Course**
  + Students who register late for the course are responsible to familiarize themselves with course information that they missed prior to registration. No special accommodation will be provided for missed assignments/assessments.

### Calculators

* + Approved calculator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other Electronic Devices Aside from Calculators**

|  |  |
| --- | --- |
|  | Electronic devices aside from calculators are **NOT** permitted during tests/exams. |
|  | Other electronic devices aside from calculators are permitted during tests/exams. Acceptable electronic devices include: \_\_\_\_\_\_\_\_\_\_\_ |

### Acceptable Use of Technology During Class

The use of technology during lectures and tutorials is limited to resources associated with this course, such as lecture notes and property data information. Social media and general web surfing are never acceptable uses of technology during class; additionally, you distract the students around you. If a situation arises where you need to communicate by e-mail or cell phone, please respect your fellow students and leave the classroom to attend to the matter. You may return to class when the matter is resolved.

### The Student Evaluation of Teaching (SET)

The SET will be administered in the course during the last two weeks of the semester.

**Accommodation**

Students with disabilities who require academic accommodations in this course must contact an Advisor in Student Disability Services (SDS) to complete SDS Registration and receive the necessary Letters of Accommodation. After registering with Student Disability Services, you must present your Letter of Accommodation and discuss your needs with me as early in the term as possible. Please note that deadlines for the submission of documentation and completed forms to Student Disability Services are available on their website: www.uwindsor.ca/disability.

### Exams and fire alarms

Pulling a fire alarm (e.g. during an exam) is a serious offence. The Criminal Code of Canada dictates that initiating a false alarm is a **criminal offence**. Such an offence could result in a criminal record, a large fine, as well as disciplinary action under the University of Windsor Bylaw 31 where serious consequences would be likely (see Appendices for student misconduct).

Note that this sort of offence will affect your eligibility for the Iron Ring; additionally, a criminal record may preclude you from becoming a registered professional engineer. If you are considering pulling a fire alarm as a way to avoid a test, you are advised instead to own up to your poor preparation, take the F on the test, and ask yourself whether you have the dedication to become an engineer.

In the event that a fire alarm disrupts an exam session, the decision on how to proceed or not proceed with the exam will be made by the instructor. Therefore, if students are evacuated from the building due to a fire alarm they should wait outside and receive instructions from the instructor.

If a fire alarm sounds during a test, the instructor reserves the right to void the test and substitute a new test of greater difficulty during the next class period.

### General Class Expectations

### Attendance and punctuality

* Attendance in classes and labs is critical to student success; students should seize the opportunity to share and discuss information in labs, tutorials, and classes. The course is designed to move swiftly and efficiently. If a student is going to miss a class or lab, s/he should inform the instructor and GA before missing the class or lab.

### Communication

* Students are encouraged to utilize office hours to ask questions. Emails will be responded to within 24 hours Monday to Friday. Only emails sent from a uwindsor email address will be responded to. Emails should be sent with courtesy; they should include an informative subject line, a salutation (e.g., Hello Dr. Name), a body, and a closing (e.g., Best regards, Name).

### Group work

* Groups are encouraged to develop ground rules, identify roles and responsibilities, set timelines, and set standards of communication for the group.

***Academic Integrity***

All incidents of academic dishonesty will be documented with the Associate Dean of Engineering – Academic. University procedures will be followed. Such incidents may include, but are not limited to: submission of assignments other than your own, receiving or sharing prior knowledge of test questions, sharing or receiving information during a test by any means (including electronic), possession of any electronic device (including cell phones) during a test except for an approved calculator, sharing or receiving knowledge of a test with students who have not yet written the test, sharing a calculator or formula sheet during the test, using a solutions manual to prepare submitted assignments.

*Per the University of Windsor Bylaw 31: Student Affairs and Integrity*

http://athena.uwindsor.ca/units/senate/main.nsf/947f0bc672983a17852568b60051f690/06e37bd761de3505852578c30069a8f8/$FILE/Bylaw%2031%20-%20Student%20Affairs%20Amended%2020080110%20-%20RW%20reviewed%20Sept%2028,%202011.pdf

***Plagiarism:*** *the act of copying, reproducing or paraphrasing portions of someone else's published or unpublished material (from any source, including the internet), without proper acknowledgement. Plagiarism applies to all intellectual endeavours: creation and presentation of music, drawings, designs, dance, photography and other artistic and technical works. In the case of oral presentations, the use of material that is not one’s own, without proper acknowledgment or attribution, constitutes plagiarism and, hence, academic dishonesty. (Students have the responsibility to learn and use the conventions of documentation as accepted in their area of study.)*

For more information on academic integrity and student misconduct please see the appendices.

### Supplemental Privileges

|  |  |
| --- | --- |
|  | A supplemental examination is **NOT** allowed in this course. |
|  | A supplemental examination is allowed in this course. |
|  | The final grade for the supplemental evaluation will (or will not necessarily) include the student’s term work grade. |

According to the University of Windsor Undergraduate Calendar,

<http://web4.uwindsor.ca/units/registrar/calendars/undergraduate/cur.nsf/982f0e5f06b5c9a285256d6e006cff78/74d6d0d3706f9f1d852572bc0060cbf0!OpenDocument>

*The Academic Standing Committee may grant a supplemental evaluation privilege for a failed course provided that the student:*

*(a) has failed only one course in the evaluation period; and  
(b) has a grade below 50%; and  
(c) has a cumulative average of 60% or better.*

*If a supplemental evaluation privilege is granted and the student decides to exercise this privilege, the student must register for the supplemental and pay the appropriate fee. Once a student has registered for a supplemental evaluation and the required evaluation method has been prescribed, the evaluation will occur at the time and place prescribed by the Faculty of Engineering. Failure to write after registering for the supplemental evaluation will result in a grade of F being assigned. Both the resulting grade and the original grade will be shown on the student's transcript and will be included in the determination of the student's cumulative average.*

**Use of Plagiarism-Detection Software in This Course**

|  |
| --- |
| Plagiarism-detection software, [*insert specific software name*], will **NOT** be used in this course. |
| Plagiarism-detection software, [*insert specific software name*], may be used in this course. |

1. *Rationale.* The University believes in the right of all students to be part of a University community where academic integrity is expected, maintained, enforced, and safeguarded; it expects that all students will be evaluated and graded on their own individual work; it recognizes that students often have to use the ideas of others as expressed in written, published, or unpublished work in the preparation of essays, assignments, reports, theses, and publications. However, it expects that both the data and ideas obtained from any and all published or unpublished material will be properly acknowledged and sources disclosed. Failure to follow this practice constitutes plagiarism. The University, through the availability of plagiarism-detection software, desires to encourage responsible student behaviour, prevent plagiarism, improve student learning, and ensure greater accountability.  
  
2. *Procedure.* Plagiarism-detection software, [*insert specific software name*]*,* will be used for all student assignments in this course. You will be advised how to submit your assignments. Note that students’ assignments that are submitted to the plagiarism-detection software become part of the database. This assists in protecting your intellectual property. However, you also have the right to request that your assignment(s) not be run through the student assignments database. If you choose to do so, that request must be communicated to me in writing at the beginning of the course.  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Option 1:* Alternate clauses to replace sentences 1 and 2 of paragraph 2 above

• [Plagiarism-detection software] may be used for some or all student assignments in this course, at the instructor’s discretion. You may be asked to submit your assignments to the instructor in electronic form who will then submit the assignments to plagiarism-detection software if deemed necessary. (NOTE:  this depends on the plagiarism checking tool)

• [Plagiarism-detection software] may be used for some or all student assignments in this course, at the instructor’s discretion. You may be asked to submit your assignments in electronic form directly to the plagiarism-detection software. *Option 2:* Alternate clause to replace sentence 3 of paragraph 2 above where the professor makes an alternate arrangement regarding the submission of assignments to the database:

• Note that students’ assignments that are submitted to the plagiarism-detection software will not become part of the institutional database as a result of the instructor’s choosing that option for this course.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3. *Privacy and Copyright.* Your privacy is protected even if your name and/or student number is on your assignments because the plagiarism-detection software does not make students’ assignments available to outside third parties. Further, you retain the copyright in your work. Copyright, in relation to a work, is defined in Canada’s Copyright Act, R.S.C. 1985, c. C-42, s. 3(1), which is available on the Department of Justice Canada website. Plagiarism-detection software use of student work complies with Canadian copyright and privacy laws.  
  
4. *Originality Reports.* If the results of an originality report may be used to charge you with academic misconduct, you will be notified of the result of the report, and you will be given the opportunity to respond before any disciplinary penalty is imposed.  
  
5.  Plagiarism.  Information about plagiarism and appropriate acknowledgement of sources can be found at the Office of Academic Integrity: <http://www1.uwindsor.ca/academicintegrity/>

For further assessment considerations, please see the Appendices.

### Engineers’ Canada, Canadian Engineering Accreditation Board (CEAB) Criteria

**What are the CEAB Graduate Attributes Criteria?** This information, including the CEAB Graduate Attribute Criteria descriptions, is taken from <http://www.engineerscanada.ca/e/files/report_ceab_08.pdf>.

***The criteria are intended to*** *provide a broad basis for identifying acceptable undergraduate engineering programs, to prevent over-specialization in curricula, to provide sufficient freedom to accommodate innovation in education, to allow adaptation to different regional factors, and to permit the expression of the institution’s individual qualities, ideals, and educational objectives. They are intended to support the continuous improvement of the quality of engineering education.*

This course will develop the following CEAB Graduate Attributes Criteria via Learning Outcomes:

|  |  |
| --- | --- |
| CEAB Graduate Attributes Criteria | Course Learning Outcomes |
| 1. A knowledge base for engineering  *Demonstrated competence in University level mathematics, natural sciences, engineering fundamentals, and specialized engineering knowledge appropriate to the program.* | (e.g., Learning Outcomes 1, 3, and 5 from table above) |
| 2. Problem analysis  *An ability to use appropriate knowledge and skills to identify, formulate, analyze, and solve complex engineering problems in order to reach substantiated conclusions.* |  |
| 3. Investigation  *An ability to conduct investigations of complex problems by methods that include appropriate experiments, analysis and interpretation of data, and synthesis of information in order to reach valid conclusions.* |  |
| 4. Design  *An ability to design solutions for complex, open-ended engineering problems and to design systems, components or processes that meet specified needs with appropriate attention to health and safety risks, applicable standards, economic, environmental, cultural and societal considerations.* |  |
| 5. Use of engineering tools  *An ability to create, select, apply, adapt, and extend appropriate techniques, resources, and modern engineering tools to a range of engineering activities, from simple to complex, with an understanding of the associated limitations.* |  |
| 6. Individual and team work  *An ability to work effectively as a member and leader in teams, preferably in a multi-disciplinary setting.* |  |
| 7. Communication skills  *An ability to communicate complex engineering concepts within the profession and with society at large. Such abilities include reading, writing, speaking and listening, and the ability to comprehend and write effective reports and design documentation, and to give and effectively respond to clear instructions.* |  |
| 8. Professionalism  *An understanding of the roles and responsibilities of the professional engineer in society, especially the primary role of protection of the public and the public interest.* |  |
| 9. Impact of engineering on society and the environment  *An ability to analyse social and environmental aspects of engineering activities. Such abilities include an understanding of the interactions that engineering has with the economic, social, health, safety, legal, and cultural aspects of society; the uncertainties in the prediction of such interactions; and the concepts of sustainable design and development and environmental stewardship.* |  |
| 10. Ethics and equity  *An ability to apply professional ethics, accountability, and equity.* |  |
| 11. Economics and project management  *An ability to appropriately incorporate economics and business practices including project, risk and change management into the practice of engineering, and to understand their limitations.* |  |
| 12. Life-long learning  *An ability to identify and to address their own educational needs in a changing world, sufficiently to maintain their competence and contribute to the advancement of knowledge.* |  |

### CEAB Hours

|  |  |
| --- | --- |
| **Subject Areas** | **Accreditation Units**  One hour of lecture (corresponding to 50 minutes of activity) = 1AU  One hour of laboratory or scheduled tutorial = 0.5 AU |
| Mathematics |  |
| Natural Sciences |  |
| Engineering Science |  |
| Engineering Design |  |
| Complementary Studies |  |

Will there be a laboratory experience and safety procedures instruction?  Yes No

### Services Available to Students at the University of Windsor

Students are encouraged to discuss any disabilities, including questions and concerns regarding disabilities, with the course instructor. Let’s plan a comfortable and productive learning experience for everyone. The following services are also available to students:

* Student disability services: <http://www.uwindsor.ca/disability>
* Skills to enhance personal success (S.T.E.P.S):
  + <http://www.uwindsor.ca/lifeline/steps-skills-to-enhance-personal-success>
* Student counseling centre: <http://www.uwindsor.ca/scc>
* Academic advising centre: <http://www.uwindsor.ca/advising/>