



# **Course Outline**

| 1. COURSE INFORMATIO               | ON   |   |   |  |  |  |
|------------------------------------|--|---|---|--|--|--|
| Session Offered                    | Fall 202   | Fall 2021   |   |  |  |  |
| Course Name                        | Chemica  | Chemical Engineering Concepts   |   |  |  |  |
| Course Code                        | BIO TEC  | BIO TECH 2EC3   |   |  |  |  |
| Date(s) and Time(s) of<br>lectures | announ   | We 11:30AM - 12:20PM; Virtual (Synchronous) via zoom (see Avenue's announcement for the link)<br>Th 11:30AM - 1:20PM; Online (Asynchronous)   |   |  |  |  |
| Program Name                       | Biotech  | Biotechnology   |   |  |  |  |
| Calendar Description               | balance<br>heats, p  | Material balances: single and multi-unit systems with possible reactions. Energy balance: energy conservation including enthalpy calculations, steam tables, specific heats, phase changes, and reactions. Survey of momentum, heat and mass transfer; basics of chemical process design. |   |  |  |  |
| Instructor(s)                      | Dr. Ami  | Dr. Amin R.<br>Rajabzadeh<br>By Appointments: Th 1:30PI   |   | - 3:30PM   |  |  |
| Lab Instructor                     | Mr. Pou  | iria Baghaei  | E-Mail: <u>baghaeip@mcmaster.ca</u>   |  |  |  |
| 2. COURSE SPECIFICS                | l  |   |   |  |  |  |
|                                    | <u> </u>   |   |   |  |  |  |
| Course Description                 | flowcha<br>reaction<br>First lav<br>and clos<br>chemica  | orts. Balancing<br>ns. Chemical rea<br>v of thermodyn<br>se systems. Use<br>al and biologica  | mass on single and multi-un<br>action stoichiometry and its ap<br>amics. Mechanical energy bala<br>of thermodynamic tables. App<br>I processes with possible phase  | nce. Energy balance on open<br>blication of energy balances on<br>e change and reaction.   |  |  |
|                                    | flowcha<br>reaction<br>First lav<br>and clos<br>chemica  | orts. Balancing<br>ns. Chemical rea<br>v of thermodyn<br>se systems. Use<br>al and biologica  | mass on single and multi-un<br>action stoichiometry and its ap<br>amics. Mechanical energy bala<br>of thermodynamic tables. App<br>I processes with possible phase<br>ation of heats of reactions and   | it processes without and with<br>plication on material balances.<br>nce. Energy balance on open<br>plication of energy balances on<br>e change and reaction.<br>combustion.  |  |  |
| Instruction Type                   | flowcha<br>reaction<br>First lav<br>and clos<br>chemica<br>Calculat  | orts. Balancing<br>ns. Chemical rea<br>of thermodyn<br>se systems. Use<br>al and biologica<br>tion and applica<br>Classroom ins<br>Laboratory, w  | mass on single and multi-un<br>action stoichiometry and its ap<br>amics. Mechanical energy bala<br>of thermodynamic tables. App<br>I processes with possible phase  | it processes without and with<br>plication on material balances.<br>nce. Energy balance on open<br>plication of energy balances on<br>e change and reaction.   |  |  |
|                                    | flowcha<br>reaction<br>First lav<br>and clos<br>chemica<br>Calculat<br>Code<br>C<br>L<br>T                           | orts. Balancing<br>ns. Chemical rea<br>of thermodyn<br>se systems. Use<br>al and biologica<br>tion and applica<br>Classroom ins<br>Laboratory, w<br>(Online)<br>Tutorial  | mass on single and multi-unitaction stoichiometry and its appamics. Mechanical energy balate of thermodynamic tables. Appart of thermodynamic tables. Appart of the phase station of heats of reactions and the struction (Online) vorkshop or fieldwork  | it processes without and with<br>plication on material balances.<br>nce. Energy balance on open<br>plication of energy balances on<br>e change and reaction.<br>combustion.<br>Hours per term<br>37  |  |  |
|                                    | flowcha<br>reaction<br>First lav<br>and clos<br>chemica<br>Calculat<br>Code<br>C<br>L                                | orts. Balancing<br>ns. Chemical rea<br>of thermodyn<br>se systems. Use<br>al and biologica<br>tion and applica<br>Classroom ins<br>Laboratory, w<br>(Online)  | mass on single and multi-unitaction stoichiometry and its appamics. Mechanical energy balate of thermodynamic tables. Appart of thermodynamic tables. Appart of the struction of heats of reactions and the struction (Online) vorkshop or fieldwork cation   | it processes without and with<br>plication on material balances.<br>nce. Energy balance on open<br>plication of energy balances on<br>e change and reaction.<br>combustion.<br>Hours per term<br>37<br>15  |  |  |
| Instruction Type                   | flowcha<br>reaction<br>First lav<br>and clos<br>chemica<br>Calculat<br>Code<br>C<br>L<br>T                           | orts. Balancing<br>ns. Chemical rea<br>of thermodyn<br>se systems. Use<br>al and biologica<br>tion and applica<br>Classroom ins<br>Laboratory, w<br>(Online)<br>Tutorial<br>Distance educ   | mass on single and multi-unitaction stoichiometry and its appearies. Mechanical energy balate of thermodynamic tables. Appel processes with possible phase ation of heats of reactions and the truction (Online) vorkshop or fieldwork cation Total Hours   | it processes without and with<br>plication on material balances.<br>nce. Energy balance on open<br>plication of energy balances on<br>e change and reaction.<br>combustion.<br>Hours per term<br>37<br>15<br>52  |  |  |
|                                    | flowcha<br>reaction<br>First lav<br>and clos<br>chemica<br>Calculat<br>Code<br>C<br>L<br>T<br>DE                     | orts. Balancing<br>ns. Chemical rea<br>of thermodyn<br>se systems. Use<br>al and biologica<br>tion and applica<br>Classroom ins<br>Laboratory, w<br>(Online)<br>Tutorial  | mass on single and multi-unitaction stoichiometry and its appendix. Mechanical energy balate of thermodynamic tables. Appel processes with possible phase ation of heats of reactions and the truction (Online) vorkshop or fieldwork cation Total Hours Textbook Title & Edition   | it processes without and with<br>plication on material balances.<br>nce. Energy balance on open<br>plication of energy balances on<br>e change and reaction.<br>combustion.<br>Hours per term<br>37<br>15<br>52<br>52<br>Author & Publisher  |  |  |
| Instruction Type                   | flowcha<br>reaction<br>First lav<br>and clos<br>chemica<br>Calculat<br>Code<br>C<br>L<br>T<br>DE<br>ISBN:            | orts. Balancing<br>ns. Chemical rea<br>of thermodyn<br>se systems. Use<br>al and biologica<br>tion and applica<br>Classroom ins<br>Laboratory, w<br>(Online)<br>Tutorial<br>Distance educ   | mass on single and multi-unitaction stoichiometry and its appearies. Mechanical energy balate of thermodynamic tables. Appel processes with possible phase ation of heats of reactions and the truction (Online) vorkshop or fieldwork cation Total Hours   | it processes without and with<br>plication on material balances.<br>nce. Energy balance on open<br>plication of energy balances on<br>e change and reaction.<br>combustion.<br>Hours per term<br>37<br>15<br>52  |  |  |
| Instruction Type                   | flowcha<br>reaction<br>First lav<br>and clos<br>chemica<br>Calculat<br>Code<br>C<br>L<br>T<br>DE<br>ISBN:<br>978-1-1 | orts. Balancing<br>ns. Chemical rea<br>of thermodyn<br>se systems. Use<br>al and biologica<br>tion and applica<br>Classroom ins<br>Laboratory, w<br>(Online)<br>Tutorial<br>Distance educ<br>ISBN   | mass on single and multi-unitaction stoichiometry and its appamics. Mechanical energy balate of thermodynamic tables. Apple of thermodynamic tables. Apple phase ation of heats of reactions and trype struction (Online) vorkshop or fieldwork cation Total Hours Total Hours Textbook Title & Edition Elementary Principles of Chemical Processes | it processes without and with<br>plication on material balances.<br>nce. Energy balance on open<br>olication of energy balances on<br>e change and reaction.<br>combustion.<br>Hours per term<br>37<br>15<br>52<br>52<br>52<br>Author & Publisher<br>R.M. Felder and R.W.<br>Rousseau, John Wiley and                            |  |  |
| Instruction Type<br>Resources      | flowcha<br>reaction<br>First lav<br>and clos<br>chemica<br>Calculat<br>Code<br>C<br>L<br>T<br>DE<br>ISBN:<br>978-1-1 | orts. Balancing<br>ns. Chemical rea<br>of thermodyn<br>se systems. Use<br>al and biologica<br>tion and applica<br>Classroom ins<br>Laboratory, w<br>(Online)<br>Tutorial<br>Distance educ<br>ISBN<br>18-43122-1   | mass on single and multi-unitaction stoichiometry and its appamics. Mechanical energy balate of thermodynamic tables. Appl processes with possible phase ation of heats of reactions and trype struction (Online) vorkshop or fieldwork cation Total Hours Total Hours Textbook Title & Edition Elementary Principles of Chemical Processes         | it processes without and with<br>plication on material balances.<br>nce. Energy balance on open<br>plication of energy balances on<br>e change and reaction.<br>combustion.<br>Hours per term<br>37<br>15<br>52<br>52<br>Author & Publisher<br>R.M. Felder and R.W.<br>Rousseau, John Wiley and<br>Sons, 4 <sup>th</sup> Edition |  |  |
| Instruction Type                   | flowcha<br>reaction<br>First lav<br>and clos<br>chemica<br>Calculat<br>Code<br>C<br>L<br>T<br>DE<br>ISBN:<br>978-1-1 | rts. Balancing<br>ns. Chemical rea<br>of thermodyn<br>se systems. Use<br>al and biologica<br>tion and applica<br>Classroom ins<br>Laboratory, w<br>(Online)<br>Tutorial<br>Distance educ<br>ISBN<br>18-43122-1  | mass on single and multi-unitaction stoichiometry and its appamics. Mechanical energy balate of thermodynamic tables. Appl processes with possible phase ation of heats of reactions and trype struction (Online) vorkshop or fieldwork cation Total Hours Total Hours Textbook Title & Edition Elementary Principles of Chemical Processes         | it processes without and with<br>plication on material balances.<br>nce. Energy balance on open<br>plication of energy balances on<br>e change and reaction.<br>combustion.<br>Hours per term<br>37<br>15<br>52<br>52<br>Author & Publisher<br>R.M. Felder and R.W.<br>Rousseau, John Wiley and<br>Sons, 4 <sup>th</sup> Edition |  |  |





| Course Specific Policies  | If you have missed a test, assignment, quiz, or report, you should submit an MSAF<br>form and let your instructor know. The weight of the MESF'ed task will automatically<br>be added to the final exam.<br>Students may have to complete a pre-lab report prior to attending certain labs.<br>Lab reports are due the following lab session.   |   |  |  |  |
|---|---|---|--|--|--|
| Departmental Policies   | Students must maintain a GPA of 3.5/12 to continue in the program.<br>In order to achieve the required learning objectives, on average, B.Tech. students can expect to do at least 3 hours of "out-of-class" work for every scheduled hour in class. "Out-of-class" work includes reading, research, assignments and preparation for tests and examinations.  |   |  |  |  |
|   |   |   |  |  |  |
|   | <ul> <li>Where group work is indicated in the course outline, such collaborative work is mandatory.</li> <li>The use of cell phones, iPods, laptops and other personal electronic devices are prohibited from the classroom during the class time, unless the instructor makes an explicit exception.</li> </ul>  |   |  |  |  |
|   |   |   |  |  |  |
|   | Announcements made in class or placed on Avenue are considered to have been communicated to all students including those individuals that are not in class.<br>Instructor has the right to submit work to software to identify plagiarism.  |   |  |  |  |
|   |   |   |  |  |  |
|   |   |   |  |  |  |
| 3. SUB TOPIC(S)   |   |   |  |  |  |
| Weeks 1&2   | Engineering Calculations<br>Processes and Process Variables   | Chapters 2<br>and 3   |  |  |  |
|   |   | -   |  |  |  |
| Weeks 1&2   | Processes and Process Variables<br>Material Balances:   | and 3<br>Sections   |  |  |  |
| Weeks 1&2<br>Week 2   | <ul> <li>Processes and Process Variables</li> <li>Material Balances:</li> <li>Process Classification, Balances on Single Unit Processes</li> <li>Material Balances:</li> <li>Flowcharts, Scaling, Balancing, Degree- of- Freedom</li> </ul>   | and 3<br>Sections<br>4.1 -4.2   |  |  |  |
| Weeks 1&2<br>Week 2<br>Week 3   | <ul> <li>Processes and Process Variables</li> <li>Material Balances:<br/>Process Classification, Balances on Single Unit Processes</li> <li>Material Balances:<br/>Flowcharts, Scaling, Balancing, Degree- of- Freedom<br/>Analysis</li> <li>Material Balances:</li> </ul>  | and 3<br>Sections<br>4.1 -4.2<br>Section 4.3  |  |  |  |
| Weeks 1&2<br>Week 2<br>Week 3<br>Week 4                               | Processes and Process VariablesMaterial Balances:<br>Process Classification, Balances on Single Unit ProcessesMaterial Balances:<br>Flowcharts, Scaling, Balancing, Degree- of- Freedom<br>AnalysisMaterial Balances:<br>Material Balances:<br>Multi-Unit ProcessesMaterial Balances:<br>Material Balances:   | and 3<br>Sections<br>4.1 -4.2<br>Section 4.3<br>Section 4.4   |  |  |  |
| Weeks 1&2<br>Week 2<br>Week 3<br>Week 4<br>Week 5                     | <ul> <li>Processes and Process Variables</li> <li>Material Balances:</li> <li>Process Classification, Balances on Single Unit Processes</li> <li>Material Balances:</li> <li>Flowcharts, Scaling, Balancing, Degree- of- Freedom</li> <li>Analysis</li> <li>Material Balances:</li> <li>Multi-Unit Processes</li> <li>Material Balances:</li> <li>Chemical Reaction Stoichiometry</li> <li>Material Balances:</li> </ul>  | and 3<br>Sections<br>4.1 -4.2<br>Section 4.3<br>Section 4.4   |  |  |  |
| Weeks 1&2<br>Week 2<br>Week 3<br>Week 4<br>Week 5<br>Week 6           | <ul> <li>Processes and Process Variables</li> <li>Material Balances:</li> <li>Process Classification, Balances on Single Unit Processes</li> <li>Material Balances:</li> <li>Flowcharts, Scaling, Balancing, Degree- of- Freedom</li> <li>Analysis</li> <li>Material Balances:</li> <li>Multi-Unit Processes</li> <li>Material Balances:</li> <li>Chemical Reaction Stoichiometry</li> <li>Material Balances:</li> </ul> | and 3<br>Sections<br>4.1 -4.2<br>Section 4.3<br>Section 4.4<br>Section 4.6                            |  |  |  |
| Weeks 1&2<br>Week 2<br>Week 3<br>Week 4<br>Week 5<br>Week 6<br>Week 7 | Processes and Process VariablesMaterial Balances:Process Classification, Balances on Single Unit ProcessesMaterial Balances:Flowcharts, Scaling, Balancing, Degree- of- FreedomAnalysisMaterial Balances:Multi-Unit ProcessesMaterial Balances:Chemical Reaction StoichiometryMaterial Balances:Energy and Energy Balances:   | and 3<br>Sections<br>4.1 -4.2<br>Section 4.3<br>Section 4.4<br>Section 4.6<br>Section 4.7<br>Sections |  |  |  |





|  | Partnership   |  |  |  |  |
|--|---|--|--|--|--|
|  | Elements of Energy Balance Calculations, Changes  | in   |  |  |  |
|  | Pressure at Constant Temperature, Changes   | in   |  |  |  |
|  | Temperature   |  |  |  |  |
| Week 11                                  | Energy Balances on Nonreactive Processes :  | Sections                                   |  |  |  |
|  | Phase Change Operations   | 8.4a-c                                     |  |  |  |
| Week 12                                  | Energy Balances on Reactive Processes:  | Sections                                   |  |  |  |
|  | Heats of Reaction, Calculation of Heats of Reaction<br>Energy Balances on Reactive Processes:                       | 9.1-9.2<br>Sections                        |  |  |  |
| Week 13                                  | Heats of Reaction, Calculation of Heats of Reaction   | 9.1-9.2                                    |  |  |  |
| Week 14                                  | Review  | 5.1 5.2                                    |  |  |  |
|  | Classes end: Wednesday, December 8 <sup>th</sup> , 2021   | I  |  |  |  |
| F  | inal Examination Period: Thursday, December 9 to Wednesday, Dec   | cember 22                                  |  |  |  |
|  | All examinations MUST be written during the scheduled examination   | on period.                                 |  |  |  |
| List of experiments                      | (Online)  |  |  |  |  |
| Lab 1                                    | Distillation  |  |  |  |  |
| Lab 2                                    | Adsorption  |  |  |  |  |
| Lab 3                                    | Evaporator  | Evaporator                                 |  |  |  |
| Lab 4                                    | Continuously Stirred Tank Reactors (CSTRs)  | Continuously Stirred Tank Reactors (CSTRs) |  |  |  |
| Lab 5                                    | Neutralization  | Neutralization                             |  |  |  |
| Lab 6                                    | Membrane Filtration   |  |  |  |  |
| becomes necessary, opportunity to comr   | reasonable notice and communication with the students will be gi nent on changes.                                   | ven with explanation and th                |  |  |  |
| 4. ASSESSMENT                            | OF LEARNING *including dates*   | Weight                                     |  |  |  |
| Assignments                              |   | 25   |  |  |  |
| Quizzes                                  |   | 10   |  |  |  |
| Term Test 1 (Week 6, to be confirmed)    |   | 10   |  |  |  |
| Term Test 2 (Week 12, to be confirmed)   |   | 10   |  |  |  |
| Labs                                     |   | 20   |  |  |  |
| Final examination (t                     | 25  |  |  |  |  |
|  | TOTAL   | 100%                                       |  |  |  |
| Percentage grades v                      | vill be converted to letter grades and grade points per the Universit   | y calendar.                                |  |  |  |
| 5. LEARNING OU                           | TCOMES  |  |  |  |  |
| •  | ess description a) draw and label a flowchart; b) choose a basis of cale  |  |  |  |  |
| J. J | reedom analysis; d) write in order, the equations needed to calculate   |  |  |  |  |
|  | rm the calculations. This applies to both single and multiple unit proce  |  |  |  |  |
| •  | involving reactions, must be able to use: molecular species balances, a   | •  |  |  |  |
|  | action to perform the degree-of-freedom analysis and the process ma   |  |  |  |  |
|  | ription of a closed process system: apply the first law of thermodynar<br>solve it for specified process variables. | mes, simping the energy                    |  |  |  |
|  | • •   | of enthalpy and shaft work                 |  |  |  |
|  | solve it for specified process variables.<br>ription of an open process system: write the energy balance in terms   | of enthalpy and shaft work                 |  |  |  |

 Given a description of an open process system: write the energy balance in terms of enthalpy and shaft work, simplify the energy balance and solve it for specified process variables.





- 5. Learn how to use steam tables and other physical property tables (in Appendix B)
- 6. Evaluate changes in specific enthalpies and internal energies when this data is not available in tables for all process species. Once these calculations are performed, write energy balances and solve to determine the energy requirements for nonreactive processes.
- 7. Write and solve energy balances on a reactive system using either the heat of reaction method (taking reactant and product species as references for enthalpy calculations) or the heat of formation method (taking elemental species as references).

## 6. COURSE OUTLINE – APPROVED ADVISORY STATEMENTS

## ANTI-DISCRIMINATION

The Faculty of Engineering is concerned with ensuring an environment that is free of all discrimination. If there is a problem, individuals are reminded that they should contact the Department Chair, the Sexual Harassment Officer or the Human Rights Consultant, as soon as possible.

http://www.mcmaster.ca/policy/General/HR/Discrimination\_Harassment\_Sexual\_Harassment-

Prevention&Response.pdf

## ACADEMIC INTEGRITY

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. It is your responsibility to understand what constitutes academic dishonesty.

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour 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. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at https://secretariat.mcmaster.ca/university-policies-proceduresguidelines/

The following illustrates only three forms of academic dishonesty: The following illustrates only three 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.
- improper collaboration in group work.
- copying or using unauthorized aids in tests and examinations.

## **AUTHENTICITY / PLAGIARISM DETECTION**

Some courses may use a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. For courses using such software, students will be expected to submit their work electronically either directly to Turnitin.com or via an online learning platform (e.g. A2L, etc.) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty.

Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, other software, etc.). For more details about McMaster's use of Turnitin.com, please go to www.mcmaster.ca/academicintegrity.

## COURSES WITH AN ON-LINE ELEMENT

Some courses may use on-line elements (e.g. e-mail, Avenue to Learn (A2L), LearnLink, web pages, capa, Moodle, ThinkingCap, etc.). Students should be aware that, when they access the electronic components of a course using these elements, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is

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dependent on the technology used. Continuation in a course that uses on-line elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

#### **ONLINE PROCTORING**

Some courses may use online proctoring software for tests and exams. This software may require students to turn on their video camera, present identification, monitor and record their computer activities, and/or lock/restrict their browser or other applications/software during tests or exams. This software may be required to be installed before the test/exam begins.

#### COMMUNICATIONS

It is the student's responsibility to:

- Maintain current contact information with the University, including address, phone numbers, and emergency contact information.
- Use the University provided e-mail address or maintain a valid forwarding e-mail address.
- Regularly check the official University communications channels. Official University communications are considered received if sent by postal mail, by fax, or by e-mail to the student's designated primary e-mail account via their @mcmaster.ca alias.
- Accept that forwarded e-mails may be lost and that e-mail is considered received if sent via the student's @mcmaster.ca alias.
- Check the McMaster/Avenue email and course websites on a regular basis during the term.

## CONDUCT EXPECTATIONS

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the Code of Student Rights & Responsibilities (the "Code"). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, whether in person or online.

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students' access to these platforms.

#### ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES

Students with disabilities who require academic accommodation must contact Student Accessibility Services (SAS) at 905-525-9140 ext. 28652 or sas@mcmaster.ca to make arrangements with a Program Coordinator. For further information, consult McMaster University's Academic Accommodation of Students with Disabilities policy.

#### **REQUESTS FOR RELIEF FOR MISSED ACADEMIC TERM WORK**

McMaster Student Absence Form (MSAF): In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar "Requests for Relief for Missed Academic Term Work".

ACADEMIC ACCOMMODATION FOR RELIGIOUS, INDIGENOUS OR SPIRITUAL OBSERVANCES (RISO)

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Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the RISO policy. Students should submit their request to their Faculty Office normally within 10 working days of the beginning of term in which they anticipate a need for accommodation or to the Registrar's Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests. <u>http://www.mcmaster.ca/policy/Students-</u>AcademicStudies/Studentcode.pdf

#### **COPYRIGHT AND RECORDING**

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, including lectures by University instructors

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

#### **EXTREME CIRCUMSTANCES**

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.