

## **Course Outline – ENGINEER 4EX3**

### **Fall/Winter 2024-2025s**

Instructor: Dr. Elizabeth Hassan

Email: hassae3@mcmaster.ca

Lecture: 7-10 pm Tuesday (Microsoft Teams) per schedule posted on Teams

First lecture: 10 September 2024

**Office Hours:** 11 am Mon in Fall term, to be determined in Winter

“Office hours” are when I am planning to be there and available to work with students. You can come for feedback on an assignment before you submit, ask questions about something I covered in lecture, get help with your project, get advice on problems with your team, or anything else that you would like my help with. They are also a convenient time to do your check-ins if you have a conflict with the lecture time slot.

**Equipment/Text:** None, my posted notes are sufficient.

The intent of this course is to recognize the excellent technical work already occurring in the engineering extracurricular teams. Our intention is that you will use the majority of this time to do your technical work, and that the time burden of preparing your additional deliverables will be small.

#### **Learning Outcomes:**

- Students will make a substantial technical contribution to their engineering extracurricular team.
- Students will communicate their technical work in a compelling and accurate way through the use of a portfolio.
- Students will reflect on their work and its connection to the broader team goals and their engineering education so far.

#### **Course policies:**

- Lecture attendance is not compulsory; we are aware that many students have a conflict. It is anticipated that the lecture slot will be used only once per month, with schedule announced on Avenue. The remaining lecture time will be used for individual check ins.
  - Lecture will be hosted on Microsoft Teams. Please download the Microsoft Teams software on your device and join the team (although it is likely you will be automatically added by Mosaic).
  - If you cannot attend the lecture synchronously due to connection problems or illness, a recording will be posted on Microsoft Teams.

- When we don't use the lecture time for lecture, we will use it for individual check ins via Teams. These are scheduled on a spreadsheet on Teams.
  - The expectation is that you will check in every other week to share progress on your portfolio.
  - If you cannot attend lecture for your check ins, you can schedule time outside of class with your TA or Dr. Hassan, for example during office hours.
  - You may miss up to 20% of your weekly check-ins with no grading penalty.
- There is no mandatory textbook for this class, my notes should be sufficient, posted on Avenue.
- Portfolios will be created in Notion. You will need to create a free educational account at Notion.so, instructions will be provided on Avenue and in early lectures.

### Technical Work, Portfolio contents and format:

- The most critical aspect of this course is making a **substantial technical contribution** to your team.
  - This contribution can be one large project or multiple smaller contributions.
  - Note that administrative work is not eligible for this course, nor are individual personal projects.
  - You are welcome to include technical work from previous years in your portfolio
  - Generally, if you are a core member of your competitive team you will be making more than enough of a contribution. Most students contribute an average of 10 hours per week to technical work with their team.
  - Technical = Design-Build-Test (or some subset thereof)
- However, if Dr. Hassan thinks that your work or documentation is insufficient to meet the course requirements, she will alert you during one of the early check in sessions so that you can address the issue well before the end of the course.
- The portfolio is a "living document" that you will share at each check in.
- Your final portfolio will be in the form of a Notion page in the format and visibility of your choosing to explain your technical work. You may choose whichever format is most relevant for your future career goals, but all portfolios will be generated using Notion.

### Handing in work:

- All submissions should be via Avenue.
- DO NOT EMAIL work to me or the TAs, even if you miss the deadline. I never accept work via email or Teams, **only** via Avenue.
  - Why? Grading work outside of Avenue is undesirable for a number of reasons (record keeping, accreditation, fairness, efficiency). It makes it harder on everyone when submission guidelines are not followed
- Posted due dates will have a "grace period" of one week
- Grace period: no penalty, no need to email or MSAF; the Avenue dropbox will simply remain open.

- I implemented this policy because I want to grade your best work and I care about your stress level.
- In general, I recommend that you try to complete the work as it is assigned. This is intended to help you keep a schedule and past students have indicated that handing in as scheduled is important to their success.
- Use the grace period for any reason, no questions asked. If you think it's a good reason to hand in late, it probably is.
- This is intended for the big and little things that happen in all our lives from time to time: you have a minor illness, you don't want to miss your mom's birthday, you have to work at your job, your varsity team has a game, you have a midterm in another class, your laptop breaks, your internet is slow etc.
- Things that affect our ability to hand in work happen to all of us at some point, so I am extending you a bit of "grace" with this policy. In return, I ask that you do the same to your teammates and treat each other kindly as you work together.
- If you need more time due to illness or stress, just email Dr. Hassan for an extension.

#### **Grading:**

- Rubric feedback will be posted on Avenue, if after reviewing the guide you think that your assignment has a grading error, send Dr. Hassan **an email** detailing the error specifically and I will re-grade your work.
  - Why email? Teams messages are not permanent, emails are better record keeping.
- Keep in mind that we will re-grade the entire assignment, not just the criteria that you have identified. If that re-grading yields a lower grade, we will not adjust your grade, but if it yields a higher one we will. Questioning your grade will never result in a penalty for you.

#### **Communication Guidelines:**

- Please do not leave voicemails
- Email will usually be replied to within 24h, but please include the course code (4EX3) in the subject line for prompt service.
  - Regrading requests take a little bit longer to respond to than other emails because I need to be thoughtful about them, and they aren't as urgent as questions about work that has yet to be handed in.
- You can instant message Dr. Hassan on Microsoft Teams
- If you need to see Dr. Hassan one on one, you can book an appointment by email or attend her office hours (in person or via Teams).

#### **Use of AI:**

- **Students are not permitted to use generative AI in this course.** In alignment with [McMaster academic integrity policy](#), it "shall be an offence knowingly to ... submit academic work for assessment that was purchased or acquired from another source".

This includes work created by generative AI tools. Also state in the policy is the following, “Contract Cheating is the act of “outsourcing of student work to third parties” (Lancaster & Clarke, 2016, p. 639) with or without payment.” Using Generative AI tools is a form of contract cheating. Charges of academic dishonesty will be brought forward to the Office of Academic Integrity.

- This includes the use of AI to generate ideas, sketches or renders for any purpose in this course.

**Grading: This is a graded course.**

- Deliverables will be handed in approximately once per month, per the schedule below.
- A detailed weekly schedule with exact due dates will be posted on Avenue, as will specifications and rubrics for each deliverable.

Month	Deliverable	Value
Sep	Goal setting template/scope of work	5
Oct/Nov	“How to” technical skill documentation	5
Dec	Mini portfolio	20
Jan	Design decision justification	5
Feb	Reflection	10
Mar	Expert consultation	5
Apr	Final portfolio	40
	Check ins throughout the year	10
	<b>Total</b>	100%

**Check Ins:** During designated lecture slots you will meet with either Dr. Hassan or the TA via MS Teams, booked on the schedule on Teams.

**Course Catalog Description:**

ENG 4EX3 A/B is a 3-unit course that students can select as one of their technical electives. The course runs both the Fall and Winter terms, with students meeting regularly with the course coordinator to provide an update on their progress. Each student will be required to maintain a Learning Portfolio that documents their contributions towards their Team’s objectives.

## EQUITY, DIVERSITY, AND INCLUSION

Every registered student belongs in this course. Diversity of backgrounds and experiences is expected and welcome. You can expect your Instructor to be respectful of this diversity in all aspects of the course, and the same is expected of you.

The ELO is committed to creating an environment in which students of all genders, cultures, ethnicities, races, sexual orientations, abilities, and socioeconomic backgrounds have equal access to education and are welcomed and treated fairly. If you have any concerns regarding inclusion in our Department, in particular if you or one of your peers is experiencing harassment or discrimination, you are encouraged to contact the Chair, Associate Undergraduate Chair, Academic Advisor or to contact the [Equity and Inclusion Office](#).

## MENTAL HEALTH & WELLNESS

For a list of McMaster University's resources, please refer to the [Student Wellness Centre](#). [Talkspot](#) is a non-crisis mental health resource specifically for students in the Faculty of Engineering.

## 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-procedures-guidelines/>

The following illustrates only three forms of academic dishonesty:

1. plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained.
2. improper collaboration in group work.
3. 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](http://www.mcmaster.ca/academicintegrity).

## COURSES WITH AN ON-LINE ELEMENT

McMaster is committed to an inclusive and respectful community. These principles and expectations extend to online activities including electronic chat groups, video calls and other learning platforms.

**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 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.

### 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](mailto:sas@mcmaster.ca) to make arrangements with a Program Coordinator. For further information, consult McMaster University’s [Academic Accommodation of Students with Disabilities](#) policy.

### SUBMISSION OF REQUEST FOR RELIEF FOR MISSED ACADEMIC WORK

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”.

1. **Relief for missed academic work worth less than 25% of the final grade resulting from medical or personal situations lasting up to three calendar days:**
  - Use the [McMaster Student Absence Form](#) (MSAF) on-line self-reporting tool. No further documentation is required.
  - Students may submit requests for relief using the MSAF once per term.
  - An automated email will be sent to the course instructor, who will determine the appropriate relief. Students must immediately follow up with their instructors. Failure to do so may negate the opportunity for relief.

- The MSAF cannot be used to meet a religious obligation or to celebrate an important religious holiday.
- The MSAF cannot be used for academic work that has already been completed attempted.
- An MSAF applies only to work that is due within the period for which the MSAF applies, i.e. the 3-day period that is specified in the MSAF; however, all work due in that period can be covered by one MSAF.
- The MSAF cannot be used to apply for relief for any final examination or its equivalent.  
See *Petitions for Special Consideration* above.

2. **For medical or personal situations lasting more than three calendar days, and/or for missed academic work worth 25% or more of the final grade, and/or for any request for relief in a term where the MSAF has been used previously in that term:**

- Students must report to their Faculty Office to discuss their situation and will be required to provide appropriate **supporting documentation**.
- If warranted, the Faculty Office will approve the absence, and the instructor will determine appropriate relief.

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

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.

#### **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.