CE2I03 - COMMUNICATIONS IN CIVIL ENGINEERING  
COURSE OUTLINE – FALL 2017

Each student is responsible for reading this course outline and understanding its entire contents.

INSTRUCTOR    Michael D. Justason, P.Eng. (ETB-215; justaso@mcmaster.ca)

TEACHING      1 – Wade Genders (genderwt@mcmaster.ca)
ASSISTANTS    2 – Sarah Lawson (lawso@mmcmaster.ca)
              3 – t.b.a.

SCHEDULE      Classes:   Monday 12:30-1:20pm and Tuesday 1:30-2:20pm; BSB-B136
               Tutorial:   T01 Monday, 2:30-5:20pm BSB-120
                           T02 Tuesday, 2:30-5:20pm T-13 105
               (Important: see the detailed class schedule for and tutorial scheduling)

WEBSITE       Avenue-to-Learn (A2L). Owing to the project-based nature of this course, A2L will be the principal means for class communication. Check A2L OFTEN for new postings and notices.

EMAIL         All email to the instructor and TA’s must be sent from your McMaster (@mcmaster.ca) email account. The subject line must start with “2I03”. Email sent from other (non- McMaster) accounts may be filtered out. DO NOT use the A2L email system as it will not be monitored.

LEARNING OBJECTIVES
The objectives of CE2I03 are:

• assist in developing communications skills appropriate for professional engineering through the introduction of a process-driven-approach (for both written communication and oral presentations)
• provide an introduction to the civil engineering profession, including an introduction to ethics, professionalism, and risk (guest speakers from industry, visits to two companies)
• develop an appreciation for both technical and non-technical issues in engineering (introduction to strategies for problem-solving, working in groups, and understanding personality-types)
• gain experience in using resource material to research problems in civil engineering

This is not a course in remedial English. If you do not have a competent command of the English language (especially writing) you are strongly advised to seek additional assistance early in the term. The TAs may also be able to provide some limited assistance in this area.

MAJOR COURSE COMPONENTS
This is a project-based course. Two main components will be used to achieve the course objectives:

I- Group work (40%)
   a. PLP oral presentation (20-minutes) – 10%
   b. PLP Final Written Report – 30%
II- Individual work (60%)
   a. Research topic proposal email – 2%
   b. PLP progress memo – 2%
   c. PLP thank you – 3%
   d. Individual presentation on your research topic (6-minutes) – 8%
   e. Individual research report – 15%
   f. Workshop Assignment – 10%
   g. Writing Assignments – 10%
   h. Participation – 10%

TEXTBOOK
The required text for this course is:


EVALUATION
The breakdown of marks for each assignment is given above. A "Schedule of Assignments and Submission Dates" will be posted on A2L. Note: the service 'Turnitin' will be used in the evaluation of the originality of your submissions.

SUBMISSION OF WORK
All assignments must be submitted by the time and date specified on the "Schedule of Assignments and Submission Dates". Early submissions are strongly encouraged! The course website will have a cut-off time for the submission of each assignment. Do not wait until the last few minutes before the cut-off time to submit your work! Late submissions will not be accepted. Any assignment (individual or group) that is not submitted to the website by the deadline time will receive a grade of zero. Late submission of the PLP group report (in paper format) will incur a penalty of 20% of the full value of the assignment per day based upon the date of receipt. Further information is provided on the 'schedule of assignments and submission dates'.

Submission of any work for grading, in either paper or electronic form, means that you have read and understand McMaster’s Academic Integrity Policy.

POLICIES

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.


Academic Integrity
You are required 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.

Academic dishonesty is to knowingly act of 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.

It is your responsibility to understand what constitutes academic dishonesty. For information on the various kinds of academic dishonesty please refer to the Academic Integrity Policy located at: http://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicIntegrity.pdf.
The following illustrates only three forms of academic dishonesty:

1. Plagiarism. E.g. the submission of work that is not 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.

Requests for Relief for Missed Academic Term Work (Assignments, Mid-Terms, etc.)

The McMaster Student Absence Form is a self-reporting tool for Undergraduate Students to report absences that last up to 3 days and provides the ability to request accommodation for any missed academic work. Please note, this tool cannot be used during any final examination period.

You may submit a maximum of 1 Academic Work Missed requests per term. It is YOUR responsibility to follow up with your Instructor immediately regarding the nature of the accommodation.

If you are absent more than 3 days or exceed 1 request per term you MUST visit your Associate Dean's Office (Faculty Office). You may be required to provide supporting documentation.

This form should be filled out immediately when you are about to return to class after your absence. http://www.mcmaster.ca/msaf/

E-Learning Policy

As a complement to traditional classroom instruction, students are expected to obtain appropriate passwords and accounts to access Avenue To Learn for this course. Materials will be posted by class for student download. It is expected that students will avail themselves of these materials prior to class. Students should be aware that, when they access the electronic components of this course, private information such as first and last names, user names for the McMaster e-mail account, and program affiliation may become apparent to all other students in the course. The available information is dependent on the technology used. Continuation in this course will be deemed consent to this disclosure. If you have any questions or concerns about this disclosure please discuss this with the course instructor. Avenue can be accessed via http://avenue.mcmaster.ca.

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.

Turnitin

This course will be using a web-based service (Turnitin.com) to reveal plagiarism. Students submit their assignment/work electronically to Turnitin.com where it is checked against the internet, published works and Turnitin’s database for similar or identical work. If Turnitin finds similar or identical work that has not been properly cited, a report is sent to the instructor showing the student's work and the original source. The instructor reviews what Turnitin has found and then determines if he/she thinks there is a problem with the work. Students who do not wish to submit their work to Turnitin.com must still submit a copy to the instructor. No penalty will be assigned to a student who does not submit work to Turnitin.com. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, etc.). To see the Turnitin.com Policy, please go to http://www.mcmaster.ca/academicintegrity/turnitin/students/

Protection of Privacy Act (FIPPA)

The Freedom of Information and Protection of Privacy Act (FIPPA) applies to universities. Instructors should take care to protect student names, student numbers, grades and all other personal information at all times. For example, the submission and return of assignments and posting of grades must be done in a manner that ensures confidentiality. http://www.mcmaster.ca/univsec/fippa/fippa.cfm

Academic Accommodation of Students with Disabilities Policy

Students who require academic accommodation must contact Student Accessibility Services (SAS) to make
arrangements with a Program Coordinator. Academic accommodations must be arranged for each term of study. Student Accessibility Services can be contacted by phone 905-525-9140 ext. 28652 or e-mail sas@mcmaster.ca. For further information consult McMaster’s policy for Academic Accommodation of Students with Disabilities http://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicAccommodation-StudentsWithDisabilities.pdf

Students must forward a copy of the SAS accommodation to the instructor of each course and to the Program Administrator of the B.Tech. Program immediately upon receipt. If a student with a disability chooses NOT to take advantage of a SAS accommodation and chooses to sit for a regular exam, a petition for relief may not be filed after the examination is complete. http://sas.mcmaster.ca

Student Code of Conduct

The Student Code of Conduct (SCC) exists to promote the safety and security of all the students in the McMaster community and to encourage respect for others, their property and the laws of the land. McMaster University is a community which values mutual respect for the rights, responsibilities, dignity and well-being of others. The purpose of the Student Code of Conduct is to outline accepted standards of behavior that are harmonious with the goals and the well-being of the University community, and to define the procedures to be followed when students fail to meet the accepted standards of behavior. All students have the responsibility to familiarize themselves with the University regulations and the conduct expected of them while studying at McMaster University. http://judicialaffairs.mcmaster.ca/pdf/SCC.pdf