ELEC ENG 4O16 (C02)
Engineering Design
Fall/Winter 2017/18
Course Outline

CALENDAR/COURSE DESCRIPTION

The design process; safety; a term project composed of small teams of students including an oral presentation and written report.

PRE-REQUISITES AND ANTI-REQUISITES

Prerequisite(s): Registration in Level IV or V of any Electrical or Computer Engineering program
Anti-requisite(s): COMPENG 4OI4, 4O15, ELECENG 4BI4, 4BI5, 4OI4, 4O15, ENGINEER 4M06 A/B

SCHEDULE

Lectures: C02: Mondays and Wednesdays 8:30 am – 9:20 am, and Fridays 10:30 am – 11:20 am in ABB-165
Tutorials: C02: Tuesdays and Fridays 11:30 am – 12:20 pm in ABB-163
Labs: Every Week: L01 Monday 2:30 pm - 5:20 pm ; L02 Tuesday 2:30 pm - 5:20 pm ; L03 Wednesday 2:30 pm - 5:20 pm ; L04 Thursday 2:30 pm - 5:20 pm ; L05 Friday 2:30 pm - 5:20 pm

INSTRUCTOR OFFICE HOURS AND CONTACT INFORMATION

Dr. Xun Li
ITB-A313
Ext. 27698
lixun@mcmaster.ca

Office Hours:
Wednesdays 10:00 am - 2:00 pm
Or by appointment

TEACHING ASSISTANT OFFICE HOURS AND CONTACT INFORMATION

Rizcu, Christina
ITB-A302
Ext. 27264
riczucl@mcmaster.ca

Aghabali, Iman
MARC-218, Longwood St.
289-674-0259 Ext. 59041
aghabali@mcmaster.ca

Office Hours at ITB-156 (Lab)

Tuesdays (Iman) 2:30pm-5:30pm
Wednesdays (Christina) 2:30pm-5:30pm
Fridays (Iman/Christina/or other two TAs) 2:30pm-5:30pm

COURSE WEBSITE/ALTERNATE METHODS OF COMMUNICATION

COURSE OBJECTIVES

By the end of this course, students should be able to:

- Formulate an engineering problem in a precise manner understanding approximations and risks.
- Be able to select and apply appropriate materials and supplies to tackle design problem.
- Independently acquire knowledge from a variety of sources.
- Work in a group in an effective and efficient manner.
- Manage time effectively to achieve project goals.
- Clearly communicate engineering design work in both written and oral formats.
- Understand and articulate the impact of their work on society and stakeholders.

ASSUMED KNOWLEDGE

This course applies all acquired knowledge from the program.

COURSE MATERIALS

Required Texts: None.

COURSE OVERVIEW

<table>
<thead>
<tr>
<th>Date/Week</th>
<th>Topic</th>
<th>Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid. Sept. 2017</td>
<td>Form groups of four and submit the names of project partners to <a href="mailto:lixun@mcmaster.ca">lixun@mcmaster.ca</a>. Students that are unassigned by this date will be randomly assigned to groups.</td>
<td></td>
</tr>
<tr>
<td>Early Oct. 2017</td>
<td>Project Proposal Report and Presentation - Each group must prepare a complete description of their project including a detailed literature review. A presentation to the class is required followed by questions regarding the design decisions of the group.</td>
<td></td>
</tr>
<tr>
<td>Early Dec. 2017</td>
<td>Milestone Demonstration A - A short demonstration of your project will be required of each group. It is expected that you will have at least one third of your project deliverables ready at this demonstration. Individual marks will be assigned to each group member based on their answers to questions and their work.</td>
<td></td>
</tr>
<tr>
<td>Mid. Jan. 2018</td>
<td>Milestone Demonstration B - A short demonstration of your project will be required of each group. It is expected that you will have at least two thirds of your project deliverables ready at this demonstration. Individual marks will be assigned to each group member based on their answers to questions and their work.</td>
<td></td>
</tr>
<tr>
<td>Early Mar. 2018</td>
<td>Milestone Demonstration C - A short presentation and demonstration of your project will be required of each group. It is expected that you will have almost 90% of your project deliverables ready at this demonstration</td>
<td></td>
</tr>
</tbody>
</table>
demonstration. Individual marks will be assigned to each group member based on their answers to questions and their work.

April 5, 2018  ECE Expo – Students must prepare and present a poster outlining their design and present it to their peers and the community at large. Full or partial demonstration of project operation is encouraged to aid presentation. Individual marks will be assigned to each group member.

LABORATORY OVERVIEW

Not applicable

LABORATORY OPERATION

The laboratory for this course is in ITB-156. Students will be granted permission to enter room via access cards. No food or drink permitted in lab. Please keep lab clean.

TAs will be in labs during the week to provide technical guidance on projects.

Soldering is not permitted in ITB-156. Please refer to appropriate safety training at: http://www.ece.mcmaster.ca/ug_cours/Lab_Safety_2015.html

ASSESSMENT

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Proposal (report &amp; presentation)</td>
<td>15%</td>
</tr>
<tr>
<td>Milestone Demonstration A</td>
<td>15%</td>
</tr>
<tr>
<td>Milestone Demonstration B</td>
<td>15%</td>
</tr>
<tr>
<td>Milestone Demonstration C</td>
<td>15%</td>
</tr>
<tr>
<td>Final Project (report, presentation, demonstration, poster)</td>
<td>40%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

All projects must be done in groups of 4 students. Instructor's approval is required for groups with a smaller or larger number of students. Marks are assigned individually and not on a group basis. A satisfactory final report must be submitted, else a grade of “F” in the course will be assigned.

ACCREDITATION LEARNING OUTCOMES

Note: The Learning Outcomes defined in this section are measured throughout the course and form part of the Department's continuous improvement process. They are a key component of the accreditation process for the program and will not be taken into consideration in determining a student’s actual grade in the course. For more information on accreditation, please ask your instructor or visit: http://www.engineerscanada.ca.
<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Indicators</th>
<th>Measurement Methods(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Includes appropriate health and safety considerations.</td>
<td>4.5</td>
<td>Interview</td>
</tr>
<tr>
<td>Applies knowledge of law and principles of equity to ensure equitable treatment of others.</td>
<td>10.3</td>
<td>Interview</td>
</tr>
<tr>
<td>Plans and effectively manages time, resources, and scope.</td>
<td>11.2</td>
<td>Proposal presentation, final report</td>
</tr>
<tr>
<td>Identifies, characterizes, assesses, and manages risks to project success.</td>
<td>11.4</td>
<td>Proposal presentation &amp; report</td>
</tr>
<tr>
<td>Shows an awareness of the PEO and the role of licensing.</td>
<td>8.3</td>
<td>Interview</td>
</tr>
<tr>
<td>Have a deep understanding of how their work impacts economic, environmental and societal aspects.</td>
<td>9.1</td>
<td>Final report</td>
</tr>
<tr>
<td>Manages time and processes effectively, prioritizing competing demands to achieve personal and team goals and objectives.</td>
<td>6.1</td>
<td>Milestone A, B, C progress demos, proposal report</td>
</tr>
<tr>
<td>Develops and implements processes and methodologies to manage the effectiveness of a team both in terms of the quality of the work produced by the team as well as the interpersonal relationships within the team.</td>
<td>6.2</td>
<td>Milestone A, B, C progress demos, proposal report</td>
</tr>
<tr>
<td>Demonstrates an ability to respond to technical and non-technical instructions and questions</td>
<td>7.1</td>
<td>Milestone A, B, C progress demos, final tech demo</td>
</tr>
<tr>
<td>Presents instructions and information clearly and concisely as appropriate to the audience</td>
<td>7.2</td>
<td>Milestone A, B, C progress demos, final tech demo</td>
</tr>
<tr>
<td>Constructs effective oral or written arguments as appropriate to the circumstances.</td>
<td>7.3</td>
<td>Milestone A, B, C progress demos, final tech demo</td>
</tr>
<tr>
<td>Critically evaluates and applies knowledge, methods and skills procured through self directed and self identified sources, including those that lie outside the nominal course curriculum.</td>
<td>12.1</td>
<td>Proposal, final report</td>
</tr>
<tr>
<td>Shows an awareness of the wide range of engineering societies, literature, conferences, and other information sources</td>
<td>12.2</td>
<td>Proposal, final report</td>
</tr>
</tbody>
</table>

**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.

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.
It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at http://www.mcmaster.ca/academicintegrity

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.

**ACADEMIC ACCOMMODATIONS**

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 contact by phone at 905.525.9140 ext. 28652 or e-mail at sas@mcmaster.ca. For further information, consult McMaster University's Policy for Academic Accommodation of Students with Disabilities.

**NOTIFICATION OF STUDENT ABSENCE AND 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”: http://www.mcmaster.ca/msaf/.

**NOTICE REGARDING POSSIBLE COURSE MODIFICATION**

The instructor and university reserve the right to modify elements of the course during the term. The university may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check their McMaster email and course websites weekly during the term and to note any changes.

**REFERENCE TO RESEARCH ETHICS**

The two principles underlying integrity in research in a university setting are these: a researcher must be honest in proposing, seeking support for, conducting, and reporting research; a researcher must respect the rights of others in these activities. Any departure from these principles will diminish the integrity of the research enterprise. This policy applies to all those conducting research at or under the aegis of McMaster University. It is incumbent upon all members of the university community to practice and to promote ethical behaviour. To see the Policy on Research Ethics at McMaster University, please go to http://www.mcmaster.ca/policy/faculty/Conduct/ResearchEthicsPolicy.pdf.

**Electrical and Computer Engineering Lab Safety**
Information for Laboratory Safety and Important Contacts

This document is for users of ECE instructional laboratories in the Information Technology Building.

This document provides important information for the healthy and safe operation of ECE instructional laboratories. This document is required reading for all laboratory supervisors, instructors, researchers, staff, and students working in or managing instructional laboratories in ECE. It is expected that revisions and updates to this document will be done continually. A McMaster University lab manual is also available to read in every laboratory.

General Health and Safety Principles
Good laboratory practice requires that every laboratory worker and supervisor observe the following:
1. Food and beverages are not permitted in the instructional laboratories.
2. A Laboratory Information Sheet on each lab door identifying potential hazards and emergency contact names should be known.
3. Laboratory equipment should only be used for its designed purpose.
4. Proper and safe use of lab equipment should be known before using it.
5. The course TA leading the lab should be informed of any unsafe condition.
6. The location and correct use of all available safety equipment should be known.
7. Potential hazards and appropriate safety precautions should be determined, and sufficiency of existing safety equipment should be confirmed before beginning new operations.
8. Proper waste disposal procedures should be followed.

Location of Safety Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Fire Extinguisher</td>
<td>On walls in halls outside of labs</td>
</tr>
<tr>
<td>Telephone</td>
<td>On the wall of every lab near the door</td>
</tr>
<tr>
<td>First Aid Kit</td>
<td>ITB A111, or dial “88” after 4:30 p.m.</td>
</tr>
<tr>
<td>Fire Alarm Pulls</td>
<td>Near all building exit doors on all floors</td>
</tr>
</tbody>
</table>
In Case of a Fire (Dial 88)
When calling to report a fire, give name, exact location, and building.
1. Immediately vacate the building via the nearest Exit Route. Do not use elevators!
2. Everyone is responsible for knowing the location of the nearest fire extinguisher, the fire alarm, and the nearest fire escape.
3. The safety of all people in the vicinity of a fire is of foremost importance. But do not endanger yourself!
4. In the event of a fire in your work area shout "Fire!" and pull the nearest fire alarm.
5. Do not attempt to extinguish a fire unless you are confident it can be done in a prompt and safe manner utilizing a hand-held fire extinguisher. Use the appropriate fire extinguisher for the specific type of fire. Most labs are equipped with Class A, B, and C extinguishers. Do not attempt to extinguish Class D fires which involve combustible metals such as magnesium, titanium, sodium, potassium, zirconium, lithium, and any other finely divided metals which are oxidizable. Use a fire sand bucket for Class D fires.
6. Do not attempt to fight a major fire on your own.
7. If possible, make sure the room is evacuated; close but do not lock the door and safely exit the building.

Clothing on Fire
Do not use a fire extinguisher on people
1. Douse with water from safety shower immediately or
2. Roll on floor and scream for help or
3. Wrap with fire blanket to smother flame (a coat or other nonflammable fiber may be used if blanket is unavailable). Do not wrap a standing person; rather, lay the victim down to extinguish the fire. The blanket should be removed once the fire is out to disperse the heat.

Who to Contact

**Emergency Medical / Security:** On McMaster University campus, call Security at extension 88 or 905-522-4135 from a cell phone.

**Non-Emergency Accident or Incident:** Immediately inform the TA on duty or Course Instructor.

**University Security (Enquiries / Non-Emergency):** Dial 24281 on a McMaster phone or dial 905-525-9140 ext. 24281 from a cell phone.

**See TA or Instructor:** For problems with heat, ventilation, fire extinguishers, or immediate repairs

**Environmental & Occupational Health Support Services (EOHSS):** For health and safety questions dial 24352 on a McMaster phone or dial 905-525-9140 ext. 24352 from a cell phone.

**ECE Specific Instructional Laboratory Concerns:** For non-emergency questions specific to the ECE
Equipment Failure or Hazard
Failure of equipment may be indicative of a safety hazard - You must report all incidents.
Should you observe excessive heat, excessive noise, damage, and/or abnormal behavior of the lab equipment:
1. Immediately discontinue use of the equipment.
2. In Power Lab, press wall-mounted emergency shut-off button.
3. Inform your TA of the problem.
4. Wait for further instructions from your TA.
5. TA must file an incident report.

Protocol for Safe Laboratory Practice
Leave equipment in a safe state for the next person - if you’re not sure, ask!
In general, leave equipment in a safe state when you finish with it. When in doubt, consult the course TA.

Defined Roles

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td>TA</td>
<td>The first point of contact for lab supervision</td>
</tr>
<tr>
<td>ECE Lab Supervisor</td>
<td>Steve Spencer- ITB 147 <a href="mailto:steve@mail.ece.mcmaster.ca">steve@mail.ece.mcmaster.ca</a></td>
</tr>
<tr>
<td>ECE Chair</td>
<td>Tim Davidson- ITB A111 <a href="mailto:davidson@mcmaster.ca">davidson@mcmaster.ca</a></td>
</tr>
<tr>
<td>ECE Administrator</td>
<td>Kerri Hastings- ITB A111 <a href="mailto:hastings@mcmaster.ca">hastings@mcmaster.ca</a></td>
</tr>
<tr>
<td>ECE Course Instructor</td>
<td>Please contact your specific course instructor directly</td>
</tr>
</tbody>
</table>