

# ENGG\*4000

## *Proposal for Final Design*

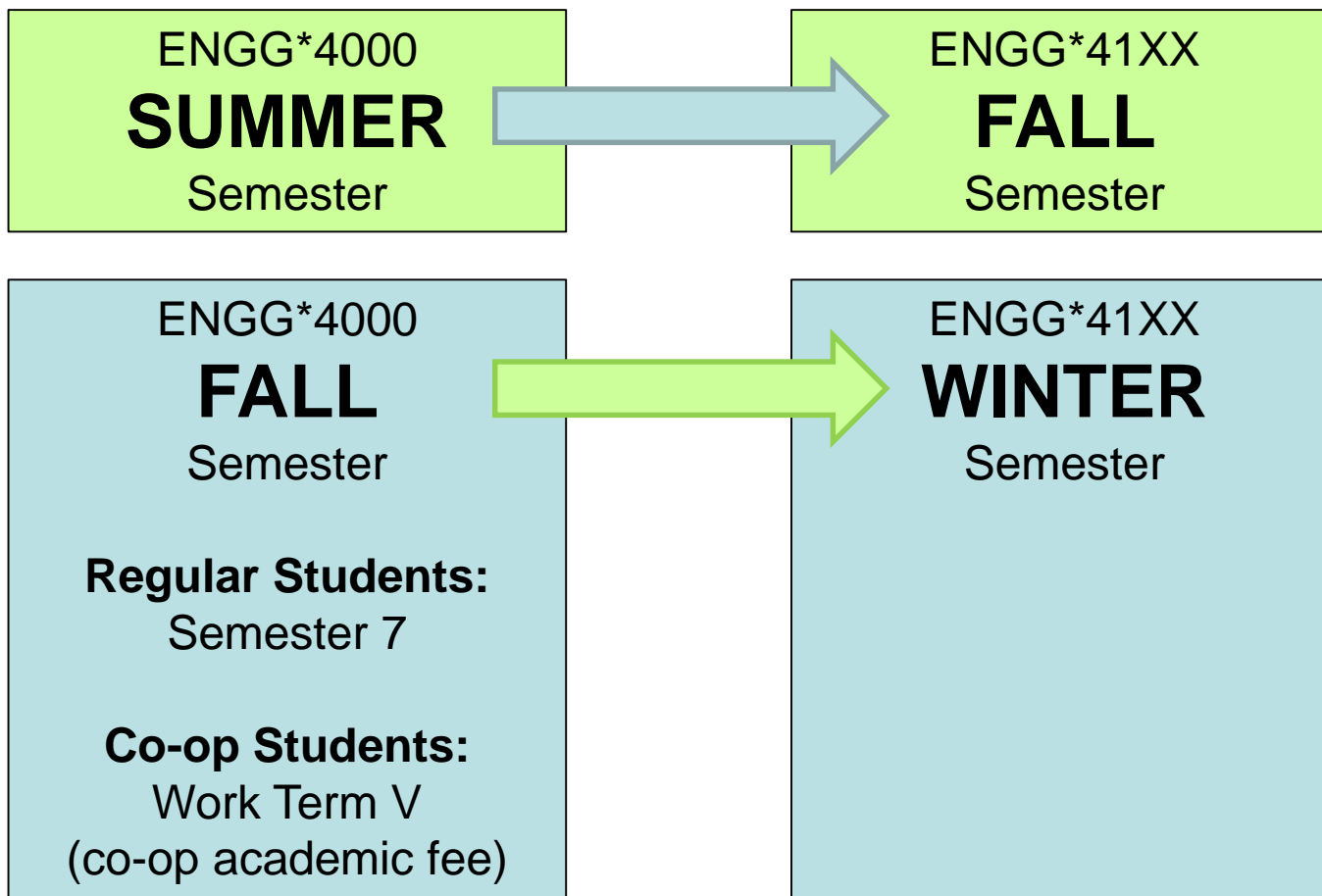
**Bachelor of Engineering**

March 8, 2017

# Overview

<b>COURSE:</b>	<b>ENGG*4000</b>	<b>ENGG*41XX</b>
Name:	Proposal for Engineering Design IV	Engineering Design IV
Weight:	0.00 credits	1.00 credits
Cost:	No Tuition	Tuition (part-time / full-time)
Contact hours:	(0-0)	(2-6)
Final Grade:	Pass / Fail	Numerical
Prerequisites:	All 1000 and 2000 level core courses and ENGG*3100	ENGG*4000
Restrictions:	<ul style="list-style-type: none"> <li>Registration in semester immediately preceding registration in 41X</li> <li><b><u>Instructor Consent Required</u></b></li> </ul>	<ul style="list-style-type: none"> <li>Registration in <u>final</u> semester of BENG program</li> <li>Maximum of 3.25 credits</li> <li>60% cumulative average</li> <li>60% cumulative ENGG average</li> <li><b><i>No Instructor Consent</i></b></li> </ul>

# 4000/41X Sequence



# Costs

## SUMMER

Fee Type	Amount
Registration Deposit	None
Tuition for ENGG*4000	None
Co-op Academic Fee	\$270 (maximum of 8)

## FALL

Fee Type	Amount
Registration Deposit	\$200
Tuition for ENGG*4000	None
Co-op Academic Fee	\$270 (maximum of 8)

# Costs

## SUMMER

Student Type & Scenarios	Applicable Fees
<b>Regular Student</b> ENGG*4000	None
<b>Regular Student</b> ENGG*4000 + other courses	Tuition & fees for “other courses”
<b>Co-op Student</b> ENGG*4000 + Work Term	Work term fee + Co-op academic fee
<b>Co-op Student</b> ENGG*4000 + Work Term & other courses	Work term fee + Co-op academic fee + Tuition & fees other courses

## FALL

Student Type & Scenarios	Applicable Fees
<b>Regular Student</b> ENGG*4000	Registration deposit
<b>Regular Student</b> ENGG*4000 + other courses	Registration deposit + tuition & fees for “other courses”
<b>Co-op Student</b> ENGG*4000 + Work Term	Registration deposit + Work term fee + Co-op academic fee
<b>Co-op Student</b> ENGG*4000 + Work Term & other courses	Registration deposit + Work term fee + Co-op academic fee + tuition & fees for other courses

## Documents Required for Instructor Consent:

- Completed ENGG\*4000 Waiver Form
- Completed On-line Questionnaire (*watch for an email*)
- *Deadline: Last day of winter semester classes [April 7, 2017](#)*

## Register as individual

- 41X groups will be created as part of ENGG\*4000

## ENGG\*4000 delivered through CourseLink

- No classroom time
- No requirement to meet in person with anyone
- Check CourseLink first before emailing questions

# ENGG\*4000 Registration

Office of Registrarial Services  
Enrolment Services  
Guelph, Ontario, Canada N1G 2W1



CHECK ONLY ONE OF THE FOLLOWING:

Summer

Fall

Winter

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|  
(YEAR)

Course Waiver Request

## Course Waiver Form

B COURSE INFORMATION			
COURSE	CODE	SEC.	COURSE TITLE
eg: SOAN	* 4250	* 0104	ENERGY AND SOCIETY

<p><b>INSTRUCTOR'S ACKNOWLEDGEMENT</b> BASED ON OUR DISCUSSIONS I, THE INSTRUCTOR UNDERSIGNED, ACKNOWLEDGE THAT THE STUDENT MAY NOT HAVE THE SPECIFIED REQUIREMENTS. BY WAY OF MY SIGNATURE I AM WAIVING THEM.</p> <p><b>Course Prerequisite or Corequisite Waiver</b> A prerequisite is a requirement for entry into a course. A corequisite is a course, the content of which is integrated with that of another course such that the courses must be taken simultaneously. Signing this box will override the prerequisite or corequisite requirement.</p> <p><b>Course Restriction Waiver</b> A rule that restricts access to the course based on Student Program or previous credits. Signing this box will override this rule.</p> <p><b>Instructor Consent</b> Instructor's Signature _____ Date _____</p>	<p><b>Section Overload Waiver</b> Course Section is at capacity. Signing this box will override the section capacity. Instructor's Signature _____ Date _____</p> <p><b>Late Add</b> Required for adding courses beyond the last day of the Add period for the current semester. <b>Both signatures are required.</b> Instructor's Signature _____ Date _____ Program Counsellor's Signature _____ Date _____</p> <p><b>Credit Overload Waiver</b> (Beyond 2.75 credits) Program Counsellor's Signature _____ Date _____</p>
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**C STUDENT'S ACKNOWLEDGEMENT**  
I ACKNOWLEDGE THAT THE INFORMATION ON THIS FORM IS ACCURATE.

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**FOR OFFICE USE ONLY**

Drop Course \_\_\_\_\_ STUDENT'S SIGNATURE \_\_\_\_\_

DATE OF RECEIPT \_\_\_\_\_ REC'D BY \_\_\_\_\_



Online  
Questionnaire



APPLICATION

**Both** are needed  
before registration in  
ENGG\*4000  
will be approved

## Deliverables:

- **REGISTER** for your final semester courses including 41X on WebAdvisor
- **CREATE** a 41X group via discussion groups in CourseLink
  - *Groups are self-enrolled in CourseLink*
- **CONFIRM** a Faculty Advisor for your 41X group (PEAR Survey)
- **WRITE** and **SUBMIT** a group proposal for your 41X project

*NOTE: determine whether your project requires Research Ethics Board approval and start the application process early! Further information will be provided on CourseLink.*

## Deadlines:

All Deliverables must be completed by the **40<sup>th</sup> Class Day**

- All Submissions via CourseLink
- Incompletes will receive a Fail “F” for ENGG\*4000



- **Course Instructor**
  - Responsible for overall management of ENGG\*4000
  - Supervises activities on CourseLink
  - Approves or denies requests for academic consideration during the semester
  - Submits final grades to Enrolment Services
  
- **Course Coordinator**
  - Responsible for processing ENGG\*4000 course registrations
  - Completes academic program checks for registration eligibility in ENGG\*41X0
  - Enters pass/fail grades on CourseLink for academic program check component
  
- **Faculty Advisor**
  - Responsible for grading the design proposal
  - Enters pass/fail grades on CourseLink for proposal component
  - Continues as Faculty Advisor during ENGG\*41X0 course

## The Final Grade in ENGG\*4000 (Pass/Fail) is comprised of two components:

1. Academic Program Check (pass/fail)
2. Proposal (pass/fail)

*A “pass” must be achieved in both components to receive a pass in the course.*

## Academic Program Check

A Pass is entered if:

- Student completes the “PEAR” survey in CourseLink to identify:
  - Design Group Members
  - Faculty Advisor
  - Program Major
  - Calendar of Record
  
- Academic record reflects that:
  - All remaining program course requirements are in-progress or pre-selected for the next semester
  - 41X will be taken in the final semester with a maximum credit load of 3.25 credits
  - ENGG average is 60% or higher (credits with pending repeats **are** included)

## Academic Program Check (continued)

- Grade on CourseLink shows as Fail “F” on this component until changed to a Pass by the **Course Coordinator** prior to the final grade submission deadline.
- Students who do not meet requirements after the 40<sup>th</sup> class day will be contacted by the **Course Coordinator** prior to the final grade submission deadline. Corrective action, where applicable, will be offered.
- Once a Pass “P” is entered, a **Program Counsellor Hold** is placed on the academic record.

## Proposal

A pass is entered if:

- Proposal meets the pass requirements of the Rubric posted on CourseLink.
- Proposals graded as Fail, can be resubmitted to obtain a Pass prior to the start of ENGG\*41x0.

## Proposal (continued)

- Grade on CourseLink shows as Fail “F” on this component until changed to a pass by the **Faculty Advisor** prior to the final grade submission deadline.
- Students who do not meet requirements after the 40<sup>th</sup> class day will be contacted by the **Course Instructor** prior to the final grade submission deadline. Corrective action, where applicable, will be offered.

# 41X0 Registration & Eligibility

- Students registered in ENGG\*4000 will be able to select 41X (ENGG\*4110, 4120, 4130, 4150, 4160, 4170, 4180) on WebAdvisor during a regular Course Selection Period or Final Add Period.
  - *Note: Students registered in the summer offering of ENGG\*4000 can select 41X during the May or June course selection periods as published in the Schedule of Dates.*
  - *Add 41X BEFORE final grades are entered for ENGG\*4000.*
- Students who do not pass ENGG\*4000 will be removed (department dropped) from 41X.
- Students who do not meet any other published requirement for registration in 41X will be removed from 41X.

Thank you!

Questions?

[engcouns@uoguelph.ca](mailto:engcouns@uoguelph.ca)

Subject Line: ENGG\*4000