



ENGG*1100 Engineering and Design I

01

Fall 2022

Section(s): C01

School of Engineering

Credit Weight: 0.75

Version 1.00 - September 09, 2022

1 Course Details

1.1 Calendar Description

This course provides an introduction to engineering and design. An overview of design processes is covered and students experience a defined, open-ended design project. Physical design development is emphasized, supplemented by elements of analysis. Engineering communications emphasize the visual form and span engineering drawings across a spectrum of engineering disciplines (2D and 3D, realistic and symbolic). Sketching and computer aided tools are both developed. Written communications (individual and team) focus on design. The practice of professional engineering, ethical principles and the engineer's role and obligations in society are all introduced. The coursework is team-based to reflect the practice of engineering and the character of the School of Engineering.

Restrictions: Registration in the BENG Program.

1.2 Timetable

LECTURES (All sections): Wednesday, 7:00 - 8:50 PM, ROZH 104

LABS (NOTE: You may only attend your scheduled lab sections):

	COMPUTER Lab (THRN 1319)	DESIGN Lab (THRN 1435)
0101	Tuesday, 12:30 - 2:20 PM	Thursday, 12:30 - 2:20 PM
0102	Thursday, 12:30 - 2:20 PM	Tuesday, 12:30 - 2:20 PM

0103	Tuesday 4:00 - 5:50 PM	Friday, 3:30 - 5:20 PM
0104	Friday, 3:30 - 5:20 PM	Tuesday 4:00 - 5:50 PM
0105	Monday, 9:30 - 11:20 PM	Thursday 4:00 - 5:50 PM
0106	Thursday 4:00 - 5:50 PM	Monday, 9:30 - 11:20 PM
0107	Monday, 3:30 - 5:20 PM	Wednesday, 3:30-5:20 PM
0108	Wednesday, 3:30 - 5:20 PM	Monday, 3:30 - 5:20 PM
0109	Tuesday, 6:30 - 8:20 PM	Thursday, 6:30 - 8:20 PM
0110	Thursday, 6:30 - 8:20 PM	Tuesday, 6:30 - 8:20 PM

Lab Start Dates: The Design and Computer labs will start on Monday, September 12th and end on Friday November 25th resulting in 10 sessions for each section in each lab.

Dates with no Labs:

Thursday, September 8th and Friday, September 9th

Monday October 10th - Friday October 14th

Monday, November 28th - Friday, December 2nd

Additional Note:

The course carries a 0.75 credit weight. A typical "B" student is expected to require approximately 15 hours per week to receive a "B" grade in a course with this weighting. These 15 hours include the 6 hours per week of scheduled contact hours (2 hours in lecture and 4 hours in labs).

1.3 Final Exam

8:30-10:30 AM (2022-12-09)

Location: Online

2 Instructional Support

2.1 Instructional Support Team

Instructor:	John Donald
Email:	jrdonald@uoguelph.ca
Office:	RICH 2503
Instructor:	Stephen Mattucci
Email:	smattucci@uoguelph.ca
Office:	THRN 2411
Lab Technician:	Alexis Galvez
Email:	agalvez@uoguelph.ca
Office:	THRN 1415

2.2 Teaching Assistants

Teaching Assistant (GTA):	Aidan Hickie-Bentzen
Email:	ahickieb@uoguelph.ca
Teaching Assistant (GTA):	Carter Powell
Email:	cpowel02@uoguelph.ca
Teaching Assistant (GTA):	Catherine Youssef
Email:	cyoussef@uoguelph.ca
Teaching Assistant (GTA):	Dayna McNeill
Email:	dmcnei02@uoguelph.ca
Teaching Assistant (GTA):	Erika Ziraldo
Email:	eziraldo@uoguelph.ca
Teaching Assistant (GTA):	Evan Chatfield
Email:	echatfie@uoguelph.ca
Teaching Assistant (GTA):	Gaurab Chatterjee
Email:	gchatter@uoguelph.ca
Teaching Assistant (GTA):	Joel Carriere
Email:	jcarri03@uoguelph.ca
Teaching Assistant (GTA):	Rachel Lackey
Email:	rlackey@uoguelph.ca
Teaching Assistant (GTA):	Raj Dahal
Email:	rdahal@uoguelph.ca
Teaching Assistant (GTA):	Randall Vandyk
Email:	rvandyk@uoguelph.ca
Teaching Assistant (GTA):	Rebecca Goodrum
Email:	rgoodrum@uoguelph.ca

Teaching Assistant (GTA):	Robert Stewart
Email:	stewartr@uoguelph.ca
Teaching Assistant (GTA):	Seif Ali
Email:	seif@uoguelph.ca
Teaching Assistant (GTA):	Alex Doucette
Email:	doucette@uoguelph.ca
Teaching Assistant (GTA):	Calvin Veenkamp
Email:	cveenkam@uoguelph.ca
Teaching Assistant (GTA):	Mohamed Aly
Email:	maly@uoguelph.ca

3 Learning Resources

3.1 Required Resources

1. Ewald, Thorsten, *Writing in the Technical Fields: A Practical Guide*, 3rd Edition, Oxford University Press, 2020. (Textbook)

Andrews G.C., Aplevich J.D., MacGregor C., Fraser R.A., *Introduction to Professional Engineering in Canada*, 5th Edition, Prentice Hall, 2019 (Textbook)

Courselink (Website)

<https://courselink.uoguelph.ca>

3.2 Course Website

Course material, news, announcements will be regularly posted to the ENGG*1100 Courselink site. You are responsible for checking the site regularly.

3.2 Additional Resources

Lecture Information: All the lecture notes are posted on Courselink (week #1-#12). These notes are skeleton in character. Do not consider these sufficient to gain the required knowledge, skills or thinking. Supplementary videos to the lecture material will also be posted on Courselink.

Lab Information: The handouts for all the lab sessions are posted on the Courselink site. All types of resources regarding tutorials, links to web pages can be found in this section.

Assignments & Project Information: This will be posted on the Courselink site.

Miscellaneous Information: Other information related to the course will be posted on Courselink site.

4 Learning Outcomes

The aim of the course is an introduction to engineering design and to Guelph's sequence of design courses, an introduction to expectations of the profession in spirit and specifics, to establish a collaborative and team philosophy around learning and engineering, and to stimulate enthusiasm through the successful completion of a design challenge. The course also intends to initiate the development of independent learning skills that are essential for success in engineering education and engineering careers.

4.1 Course Learning Outcomes

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

1. **Describe (1)** a systematic engineering design process
2. **Design (6)** a solution to a defined engineering problem relying on high school background and first year engineering principles
 - a. **Demonstrate (3)** command of constraints and criteria.
 - b. **Integrate (5)** simple engineering analysis to defend and advance your design
3. **Produce (3)** engineering design documentation in written, oral and graphical (visual) forms with an emphasis on the graphical
 - a. Prepare engineering drawings of design ideas and across engineering disciplines
 - b. Explain engineering drawings across engineering disciplines
4. **Construct (3)** solutions with the aid of engineering tools (e.g. CAD, spreadsheet, programming and hand tools)
5. **Describe (1)** overall professional engineering responsibilities with particular emphasis in terms of ethics and safety
6. **Analyze (4)** existing and historical engineering designs
7. **Practice** individual and team work and project management necessary for learning and project completion on time.

4.2 Engineers Canada - Graduate Attributes (2018)

Successfully completing this course will contribute to the following:

#	Outcome	Learning Outcome
4	Design	1, 2, 6
4.1	Describe design process used to develop design solution	1

#	Outcome	Learning Outcome
4.2	Construct design-specific problem statements including the definition of criteria and constraints	2
4.3	Create a variety of engineering design solutions	2
4.4	Evaluate alternative design solutions based on problem definition	2, 6
4.5	Develop and refine an engineering design solution, through techniques such as iteration, simulation and/or prototyping	2
5	Use of Engineering Tools	2, 3, 4
5.1	Select appropriate engineering tools from various alternatives	4
5.2	Demonstrate proficiency in the application of selected engineering tools	2, 3, 4
6	Individual & Teamwork	2, 7
6.1	Describe principles of team dynamics and leadership	2, 7
6.2	Understand all members' roles and responsibilities within a team	2, 7
6.3	Execute and adapt individual role to promote team success through, for example, timeliness, respect, positive attitude	2, 7
6.4	Apply strategies to mitigate and/or resolve conflicts	2, 7
6.5	Demonstrate leadership through, for example, influencing team vision and process, promoting a positive team culture, and inspiring team members to excel	2, 7
7	Communication Skills	2, 3
7.1	Identify key message(s) and intended audience in verbal or written communication as both sender and receiver	3
7.2	Interpret technical documentation such as device specification sheets, drawings, diagrams, flowcharts, and pseudocode	3
7.3	Construct the finished elements using accepted norms in English, graphical standards, and engineering conventions, as appropriate for the message and audience	2, 3
7.5	Demonstrate ability to process oral and written communication by following instructions, actively listening, incorporating feedback, and formulating meaningful questions	2, 3

#	Outcome	Learning Outcome
8	Professionalism	2, 5, 7
8.1	Demonstrate an understanding of what it means to be a professional engineer and distinguish between legislated and non-legislated professions	5
8.2	Effectively describe engineering law and its impact on professional engineering practice	5
8.3	Demonstrate professional behaviour	2, 5, 7
9	Impact of Engineering on Society and the Environment	2, 5
9.1	Analyze the safety, social, environmental, and legal aspects of engineering activity	2, 5
9.2	Evaluate the uncertainties and risks associated with engineering activities	5
9.3	Anticipate the positive and negative impacts of introducing innovative technologies to solve engineering problems	5
10	Ethics & Equity	5
10.1	Summarize ethical theories and equity, diversity, and inclusivity principles	5
10.2	Determine an ethical course of action by applying ethical theories and the PEO Code of Ethics	5
11	Economics and Project Management	2, 5, 7
11.1	Apply project management techniques and manage resources within identified constraints	2, 5, 7

5 Teaching and Learning Activities

Note: The timing of the weekly lecture topics, computer lab and design lab topics and activities are approximate and may shift at the discretion of the instructors.

5.1 Lecture

Topics: Week 1 - Course Overview and Introduction to Engineering

Learning Objective: 5

Topics: Week 2 - Engineering Communication, Teams

Learning Objectives: 3,5,7

Topics: Week 3 - Engineering Communication, Technology Stewardship

Learning Objectives: 3,5

Topics: Week 4 - Engineering Design Process 1

Learning Objectives: 1,2,3,6

Topics: Week 5 - Project Management

Learning Objectives: 7

Topics: Week 6 - Engineering Design Process 2

Learning Objectives: 1,2,3,6

Topics: Week 7 - Professionalism and Practice

Learning Objectives: 3,7

Topics: Week 8 - Ethics, Engineering Analysis

Learning Objectives: 5,6

Topics: Week 9 - Engineering Design Process 3, Sustainability in Design

Learning Objectives: 1,2,3,5,6

Topics: Week 10 - Design for Safety and Risk

Learning Objectives: 1,2,3,5,6

Topics: Week 11 - The 21st Century Engineer

Learning Objectives: 5,6

Topics: Week 12 - Course Wrap Up

Learning Objective: 5

5.2 Other Important Dates

Monday, October 10th - Thanksgiving holiday, no classes

Tuesday, October 11th - Fall Study Break Day, no classes

Thursday, December 1nd - Tuesday Schedule in effect. Make up for Fall Study Break Day

Friday, December 2nd - Monday Schedule in effect. Make up for Thanksgiving

5.3 Design & Computer Lab Approximate Schedule

Week	Dates	Computer Lab (THRN 1319)	Design Lab (THRN 1435)
1	Sept 12 – 16	Intro to Computers, SolidWorks 1	Team & Design Exercises
2	Sept 19 – 23	SolidWorks 2	Sketch 1 – Perspective
3	Sept 26 - 30	SolidWorks 3	Design Project Launch, Team forming, Ideas Exercises
4	Oct 3 – 7	SolidWorks Test	Arduino Controllers and Sensors
5	Oct 10-14	NO LABS	NO LABS
6	Oct 17– 21	Excel 1	Sketch 2 – Orthographic Projection
7	Oct 24 – 28	Excel Test	Project Prototype Demonstration
8	Oct 31 – Nov 4	AutoCAD 1	Ethics Case Study
9	Nov 7– 11	AutoCAD 2	Ethics Quiz, Project Discussion

10	Nov 14 – 18	AutoCAD Test	Aesthetics Assessment
11	Nov 21 – 25	Design Project	Design Project Performance
12	Nov 30 – Dec 3	Project Wrap Up	Project Wrap Up

Note: No labs on Sept. 8th & 9th, Oct. 10th to Oct. 14th.

6 Assessments

6.1 Marking Schemes & Distributions

Name	Scheme A (%)
SOE Safety Quiz - Student Green Card (INDIVIDUAL)	0
Lab Assignment - Sketching (INDIVIDUAL)	1
Lab Quiz 1 - SolidWorks (INDIVIDUAL)	5
Photo Essay - Technology Stewardship (INDIVIDUAL)	5
Lab Quiz 2 - Excel (INDIVIDUAL)	3
Design Project (INDIVIDUAL) Prototype Report	5
Design Project (TEAM) Prototype Report	5
Self & Peer Review #1 (INDIVIDUAL)	2
Ethics Case Study (INDIVIDUAL) - In Lab	1
Innovation Idea Communication (INDIVIDUAL)	8
Ethics Quiz (INDIVIDUAL)	4
Design Project (TEAM) Performance	10
Lab Quiz 3 - AutoCAD (INDIVIDUAL)	5
Log Book Checks (INDIVIDUAL)	3
Design Project (TEAM) Final Report	18

Name	Scheme A (%)
Design Project (INDIVIDUAL) Final Report	2
Self & Peer Review #2 (INDIVIDUAL)	3
Final Exam (INDIVIDUAL)	20
Total	100

6.2 Assessment Details

SOE Safety Quiz - Student Green Card (INDIVIDUAL) (0%)

Date: Week 2, Courselink - SOE Machine Shop

Learning Outcome: 5

Pass/Fail - Failure to pass the SOE Safety Quiz to obtain your Student Green Card will result in an **Incomplete** grade for the entire course.

Lab Assignment - Sketching (INDIVIDUAL) (1%)

Date: Week 2, Design Lab

Learning Outcome: 3

Sketch is due one week after the design lab (in Week 3)

Lab Quiz 1 - SolidWorks (INDIVIDUAL) (5%)

Date: Week 4, Online

Learning Outcome: 3, 4

Quiz takes place during the Computer Lab in Week 4 (Oct 3 - 7)

Photo Essay - Technology Stewardship (INDIVIDUAL) (5%)

Due: Sat, Oct 15

Learning Outcome: 3, 5, 6

Essay due in Gradescope on Oct 15 at 11:59 PM

Lab Quiz 2 - Excel (INDIVIDUAL) (3%)

Date: Week 7, Online

Learning Outcome: 3, 4

Quiz takes place during the Computer Lab in Week 7 (Oct 24 - 27)

Design Project (INDIVIDUAL) Prototype Report (5%)

Date: Week 7

Learning Outcome: 2, 3

Report due in Week 7 design lab (October 24-28)

Design Project (TEAM) Prototype Report (5%)

Date: Week 7

Learning Outcome: 2, 3, 4, 5, 6, 7

Report due 2 days after Week 7 Design Lab

Self & Peer Review #1 (INDIVIDUAL) (2%)

Date: Week 7, PEAR

Learning Outcome: 7

Review due 4 days after Week 7 design lab.

Ethics Case Study (INDIVIDUAL) - In Lab (1%)**Date:** Week 8, In Design Lab**Learning Outcome:** 5**Innovation Idea Communication (INDIVIDUAL) (8%)****Due:** Sat, Nov 5**Learning Outcome:** 2, 4, 5, 6

Assignment due in Gradescope on Nov 5 at 11:59 PM

Ethics Quiz (INDIVIDUAL) (4%)**Date:** Week 9, Online via Courselink**Learning Outcome:** 5**Design Project (TEAM) Performance (10%)****Date:** Week 11, THRN 1435**Learning Outcome:** 2, 4, 7

Performance in Design Lab Time

Lab Quiz 3 - AutoCAD (INDIVIDUAL) (5%)**Date:** Week 10, Online**Learning Outcome:** 3, 4

Quiz takes place during the Computer Lab in Week 10 (Nov 14 - 18)

Log Book Checks (INDIVIDUAL) (3%)**Date:** Week 10**Learning Outcome:** 3

Log book checks will occur in weeks 3 and 6. Log books will be graded in Week 10.

Design Project (TEAM) Final Report (18%)**Date:** Week 11**Learning Outcome:** 2, 3, 4, 5, 6, 7

Report Due 2 days after Design Performance Day

Design Project (INDIVIDUAL) Final Report (2%)**Date:** Week 11**Learning Outcome:** 2, 3, 4, 5, 6, 7

Due 2 days after Design Performance Day

Self & Peer Review #2 (INDIVIDUAL) (3%)**Date:** Week 11, PEAR**Learning Outcome:** 7

Due 4 days after Design Performance Day

Final Exam (INDIVIDUAL) (20%)**Date:** Fri, Dec 9, 8:30 AM - 10:30 AM, Online via Courselink and Zoom**Learning Outcome:** 1, 2, 5, 6

6.3 Log Books

Log books have significance beyond this 3% for individuals who are not equal contributors to their teams. See note in Section on team work.

7 Course Statements

7.1 ENGG*1100 Specific

The computer labs are largely limited to computer use only.

You are required to have a "Student Green Card" to access and use the project storage space and to use the student shop space. To obtain your Student Green Card you must review the online lecture and supporting material in the Courselink Course "SOE Machine Shop" and pass the Green Card Safety Quiz that accompanies the "SOE Machine Shop" course.

Requirements for Student Shop Usage

- Safety glasses on at **ALL** times.
- Leave the space as clean as or cleaner than when you arrived.
- Do not let other students in – if they have access permission their card works at the door.
- Work with a partner - Do not work alone

Students will be working in teams and in a collaborative learning environment. You are responsible to be an active contributor to your teams. You are responsible to maintain a personal logbook that documents your teamwork. Courselink provides an overview of the expected use and content of your logbook.

7.2 Lab Work

You are expected to attend and participate in all laboratories. You may only attend your scheduled section. The instructor's permission is required for you to attend an alternate. If you complete an assessment in an alternate section without the instructor's permission then your assessment will not count.

7.3 Missed items

There will be no makeup for missed individual in-lab assignments or in-lab quizzes. If you are granted academic consideration (medical or compassionate) or religious accommodation, the weight of the missed item will be added to the corresponding parallel items

7.4 Late

Late submissions will not be accepted.

7.5 Team Work

If there is some observation or evidence that you have not been an approximately equal contributor to your team's work then you will be asked to provide evidence of your individual efforts, contributions and results. A logbook is a required means to help demonstrate your contributions. Low contributions may lead to a lower grade than the "team grade" or, in more extreme cases, academic misconduct policies being applied. Log Book and/or other indicators such as self & peer assessments may trigger meetings with individuals and/or teams regarding contributions.

7.6 Student Green Card

If no members of your design team hold a student green card then your team will not be able to use the student project storage space or the student shop space. You will need to meet these needs on your own. Failure to pass the SOE Safety Quiz to obtain your Student Green Card will result in an Incomplete grade for the entire course.

7.7 Passing Grade

The passing grade for this course is 50%.

7.8 Students' Learning Responsibilities

Students are expected to take advantage of the learning opportunities provided during lectures and labs. Students, especially those having difficulty with the course content, should also make use of other resources recommended by the instructor. Students who do (or may) fall behind due to illness, work, or extra-curricular activities are advised to keep the instructor informed. This will allow the instructor to recommend extra resources in a timely manner and/or provide consideration if appropriate.

Students will be working in teams and in a collaborative learning environment. You are responsible to be an active contributor to your teams. You are responsible to maintain a personal logbook that documents your teamwork. Courselink provides an overview of the expected use and content of your logbook.

7.9 Relationships with other Courses & Labs

Follow-on Courses:

ENGG*2100, 3100, 41x0: Engineering & Design II, III & IV

ENGG*3/4XX: Each engineering program has at least 3 additional design courses.

ENGG*XXXX: A very large fraction of your program will encourage and/or rely on collaborative, team learning approaches.

8 School of Engineering Statements

8.1 Instructor's Role and Responsibility to Students

The instructor's role is to develop and deliver course material in ways that facilitate learning for a variety of students. Selected lecture notes will be made available to students on Courselink but these are not intended to be stand-alone course notes. Some written lecture notes will be presented only in class. During lectures, the instructor will expand and explain the content of notes and provide example problems that supplement posted notes. Scheduled classes will be the principal venue to provide information and feedback for tests and labs.

8.2 Students' Learning Responsibilities

Students are expected to take advantage of the learning opportunities provided during

lectures and lab sessions. Students, especially those having difficulty with the course content, should also make use of other resources recommended by the instructor. Students who do (or may) fall behind due to illness, work, or extra-curricular activities are advised to keep the instructor informed. This will allow the instructor to recommend extra resources in a timely manner and/or provide consideration if appropriate.

8.3 Lab Safety

Safety is critically important to the School and is the responsibility of all members of the School: faculty, staff and students. As a student in a lab course you are responsible for taking all reasonable safety precautions and following the lab safety rules specific to the lab you are working in. In addition, you are responsible for reporting all safety issues to the laboratory supervisor, GTA or faculty responsible.

9 University Statements

9.1 Email Communication

As per university regulations, all students are required to check their e-mail account regularly: e-mail is the official route of communication between the University and its students.

9.2 When You Cannot Meet a Course Requirement

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons please advise the course instructor (or designated person, such as a teaching assistant) in writing, with your name, id#, and e-mail contact. The grounds for Academic Consideration are detailed in the Undergraduate and Graduate Calendars.

Undergraduate Calendar - Academic Consideration and Appeals

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml>

Graduate Calendar - Grounds for Academic Consideration

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

Associate Diploma Calendar - Academic Consideration, Appeals and Petitions

<https://www.uoguelph.ca/registrar/calendars/diploma/current/index.shtml>

9.3 Drop Date

Students will have until the last day of classes to drop courses without academic penalty. The deadline to drop two-semester courses will be the last day of classes in the second semester. This applies to all students (undergraduate, graduate and diploma) except for Doctor of Veterinary Medicine and Associate Diploma in Veterinary Technology (conventional and alternative delivery) students. The regulations and procedures for course registration are available in their respective Academic Calendars.

Undergraduate Calendar - Dropping Courses

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-drop.shtml>

Graduate Calendar - Registration Changes

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-reg-regchg.shtml>

Associate Diploma Calendar - Dropping Courses

<https://www.uoguelph.ca/registrar/calendars/diploma/current/c08/c08-drop.shtml>

9.4 Copies of Out-of-class Assignments

Keep paper and/or other reliable back-up copies of all out-of-class assignments: you may be asked to resubmit work at any time.

9.5 Accessibility

The University promotes the full participation of students who experience disabilities in their academic programs. To that end, the provision of academic accommodation is a shared responsibility between the University and the student.

When accommodations are needed, the student is required to first register with Student Accessibility Services (SAS). Documentation to substantiate the existence of a disability is required; however, interim accommodations may be possible while that process is underway.

Accommodations are available for both permanent and temporary disabilities. It should be noted that common illnesses such as a cold or the flu do not constitute a disability.

Use of the SAS Exam Centre requires students to make a booking at least 14 days in advance, and no later than November 1 (fall), March 1 (winter) or July 1 (summer). Similarly, new or changed accommodations for online quizzes, tests and exams must be approved at least a week ahead of time.

For Guelph students, information can be found on the SAS website
<https://www.uoguelph.ca/sas>

For Ridgetown students, information can be found on the Ridgetown SAS website
<https://www.ridgetownc.com/services/accessibilityservices.cfm>

9.6 Academic Integrity

The University of Guelph is committed to upholding the highest standards of academic integrity, and it is the responsibility of all members of the University community—faculty, staff, and students—to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff, and students have the responsibility of supporting an environment that encourages academic integrity. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse

students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

Undergraduate Calendar - Academic Misconduct

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml>

Graduate Calendar - Academic Misconduct

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

9.7 Recording of Materials

Presentations that are made in relation to course work - including lectures - cannot be recorded or copied without the permission of the presenter, whether the instructor, a student, or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.

9.8 Resources

The Academic Calendars are the source of information about the University of Guelph's procedures, policies, and regulations that apply to undergraduate, graduate, and diploma programs.

Academic Calendars

<https://www.uoguelph.ca/academics/calendars>

9.9 Disclaimer

Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings, changes in classroom protocols, and academic schedules. Any such changes will be announced via CourseLink and/or class email.

This includes on-campus scheduling during the semester, mid-terms and final examination schedules. All University-wide decisions will be posted on the COVID-19 website (<https://news.uoguelph.ca/2019-novel-coronavirus-information/>) and circulated by email.

9.10 Illness

Medical notes will not normally be required for singular instances of academic consideration, although students may be required to provide supporting documentation for multiple missed assessments or when involving a large part of a course (e.g.. final exam or major assignment).

9.11 Covid-19 Safety Protocols

For information on current safety protocols, follow these links:

- <https://news.uoguelph.ca/return-to-campus/how-u-of-g-is-preparing-for-your-safe-return/>
- <https://news.uoguelph.ca/return-to-campus/spaces/#ClassroomSpaces>

Please note, these guidelines may be updated as required in response to evolving University, Public Health or government directives.
