



# ENGG\*1100 Engineering and Design I

01

Fall 2023

Section(s): C01

School of Engineering

Credit Weight: 0.75

Version 1.00 - September 06, 2023

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## 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 or BENG:C Programs.

### 1.2 Timetable

#### **SECTIONS:**

All section codes follow the same format: ENGG\*1100\*0X0Y, where X is the Lecture Section, and Y is the lab section. For example, ENGG\*1100\*0205 means Lecture section 02, and Lab section 05.

#### **LECTURES: (NOTE: You must only attend your scheduled lecture section)**

ENGG\*1100\*010Y - Lecture section 01: Wednesday 3:30 - 5:20 pm, THRN 1200

ENGG\*1100\*020Y - Lecture section 02: Monday 3:30 - 5:20 pm, THRN 1200

**LABS: (NOTE: You may only attend your scheduled lab section. You will be working in your assigned design teams, and responsible for assessments due during class time):**

Section	Home TA	<b>COMPUTER Lab (THRN 1319)</b>	<b>DESIGN Lab (THRN 1435)</b>
0X01	Shahriyar	Friday 1:30 - 3:20 PM	Wednesday 1:30 - 3:20 PM
0X02	Marwan	Wednesday 1:30 - 3:20 PM	Friday 1:30 - 3:20 PM
0X03	Shafahat	Tuesday 3:30 - 5:20 PM	Friday 3:30 - 5:20 PM
0X04	Makary	Friday 3:30 - 5:20 PM	Tuesday 3:30 - 5:20 PM
0X05	Daria	Tuesday 11:30 AM - 1:20 PM	Thursday 12:30 - 2:20 PM
0X06	Karam	Thursday 12:30 - 2:20 PM	Tuesday 11:30 AM - 1:20 PM
0X07	Randall	Friday 11:30 AM - 1:20 PM	Monday 12:30 PM - 2:20 PM
0X08	Rebecca	Monday 12:30 PM - 2:20 PM	Friday 11:30 AM - 1:20 PM

Lab Start Dates: The Design and Computer labs will start on Monday, September 11<sup>th</sup> and end on Friday November 24<sup>th</sup> resulting in 10 sessions for each section in each lab.

Dates with no Labs:

Thursday, September 7<sup>th</sup> and Friday, September 8<sup>th</sup>

Monday October 9<sup>th</sup> - Friday October 13<sup>th</sup>

Monday, November 27<sup>th</sup> - Friday, December 1<sup>st</sup>

**Additional Note:**

The course carries a 0.75 credit weight. It is expected to require approximately 15 hours per week to receive a "B" grade outcome 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), and 9 hours per week of independent / team work outside of class.

### 1.3 Final Exam

11:30 AM - 2:00 PM, Saturday December 9, 2023

Location: Online

## 2 Instructional Support

### 2.1 Instructional Support Team

<b>Instructor:</b>	Stephen Mattucci Ph.D., P.Eng
<b>Email:</b>	smattucci@uoguelph.ca
<b>Office:</b>	THRN 2411
<b>Instructor:</b>	Hussein Abdullah Ph.D., P.Eng
<b>Email:</b>	habdulla@uoguelph.ca
<b>Office:</b>	RICH 3517
<b>Instructor:</b>	Wael Ahmed Ph.D., P.Eng
<b>Email:</b>	ahmedw@uoguelph.ca
<b>Office:</b>	RICH 2507
<b>Instructor:</b>	Albert Jiang Ph.D.
<b>Email:</b>	zjiang@uoguelph.ca
<b>Office:</b>	THRN 2361
<b>Lab Technician:</b>	Alexis Galvez
<b>Email:</b>	agalvez@uoguelph.ca
<b>Office:</b>	THRN 1415

### 2.2 Teaching Assistants

<b>Teaching Assistant (GTA):</b>	Shahriyar Ghazanfari Holagh
<b>Email:</b>	ghazanfs@uoguelph.ca
<b>Office Hours:</b>	Home Lab Section 0X01
<b>Teaching Assistant (GTA):</b>	Marwan Taha
<b>Email:</b>	mtaha01@uoguelph.ca
<b>Office Hours:</b>	Home Lab Section 0X02
<b>Teaching Assistant (GTA):</b>	Shafahat Ali
<b>Email:</b>	shafahat@uoguelph.ca
<b>Office Hours:</b>	Home Lab Section 0X03
<b>Teaching Assistant (GTA):</b>	Makary Nasser
<b>Email:</b>	makary@uoguelph.ca
<b>Office Hours:</b>	Home Lab Section 0X04
<b>Teaching Assistant (GTA):</b>	Daria Humeniuc
<b>Email:</b>	dhumeniu@uoguelph.ca
<b>Office Hours:</b>	Home TA - Section 0X05
<b>Teaching Assistant (GTA):</b>	Karam Abu El Haija
<b>Email:</b>	kabuelha@uoguelph.ca
<b>Office Hours:</b>	Home Lab Section 0X06

<b>Teaching Assistant (GTA):</b>	Randall Vandyk
<b>Email:</b>	rvandyk@uoguelph.ca
<b>Office Hours:</b>	Home Lab Section 0X07
<b>Teaching Assistant (GTA):</b>	Rebecca Goodrum
<b>Email:</b>	rgoodrum@uoguelph.ca
<b>Office Hours:</b>	Home Lab Section 0X08
<b>Teaching Assistant (GTA):</b>	Seif Ali
<b>Email:</b>	seif@uoguelph.ca
<b>Office Hours:</b>	Project Support Lead
<b>Teaching Assistant (GTA):</b>	Helena Kunic
<b>Email:</b>	hkunic@uoguelph.ca
<b>Office Hours:</b>	Graphics & Computer Lab Lead
<b>Teaching Assistant (GTA):</b>	Mohamed Aly
<b>Email:</b>	maly@uoguelph.ca
<b>Office Hours:</b>	Grading TA
<b>Teaching Assistant (GTA):</b>	Megan Govers
<b>Email:</b>	mgovers@uoguelph.ca
<b>Office Hours:</b>	Grading TA
<b>Teaching Assistant (GTA):</b>	Asif Ali
<b>Email:</b>	aali38@uoguelph.ca
<b>Office Hours:</b>	Grading TA

## 2.3 Communications

**For all related course inquiries, students should first contact their Home Section Lab Graduate Teaching Assistant (GTA).** This includes inquiries related to course content, assessment requirements, design project details, etc. Home Section GTAs will be the fastest way to get a response.

Any communications that must be directed to the professors should be emailed to the centralized account: <engg1100@uoguelph.ca>. This includes inquiries related to accommodations, sensitive matters, etc. Emails sent directly to the professors may not be responded to in a timely manner.

All course related emails must include "ENGG\*1100" in the email subject line.

## 3 Learning Resources

### 3.1 Required Resources

**Courselink (Website)**

<https://courselink.uoguelph.ca>

### 3.2 Additional Resources

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)

### 3.3 Course Website

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

### 3.3 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 as required.

**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. Supplementary videos to the lecture material will also be posted on CourseLink.

**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.
8. **Critically reflect** upon their contributions to their team design project, the skills they have developed, and how they might improve in the future.

## 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
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

#	Outcome	Learning Outcome
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
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

#	Outcome	Learning Outcome
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
12	Life Long Learning	8
12.2	Self-assess skills relative to career goals and SOE defined learning outcomes	8
12.3	Demonstrate capability for continuous knowledge and skill development in a changing world	8

## 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, Expectations, and Introduction to Engineering

**Topics:** Week 2 - Introduction to Engineering Design Process

**Topics:** Week 3 - Working in Teams, and Technological Stewardship

**Topics:** Week 4 - Technical Writing, Ethics & Integrity

**Topics:** Week 5 - \*No Lecture\*



**Topics:** Week 6 - Project Management, Critical Reflection, Feedback

**Topics:** Week 7 - Design Process Steps

**Topics:** Week 8 - Engineering Practice, Professionalism, and Ethics

**Topics:** Week 9 - Engineering Design for: Safety, Risk, Sustainability, and Life Cycle Analysis

**Topics:** Week 10 - Autonomous Cars - Role Playing Game Activity

**Topics:** Week 11 - \*No Lecture\*

**Topics:** Week 12 - Course Wrap Up, Project Performance Awards

Learning Objective: 5

## 5.2 Other Important Dates

Monday, October 9<sup>th</sup> - Thanksgiving holiday, no classes

Tuesday, October 10<sup>th</sup> - Fall Study Break Day, no classes

Thursday, November 30<sup>th</sup> - Tuesday Schedule in effect. Make up for Fall Study Break Day

Friday, December 1<sup>st</sup> - Monday Schedule in effect. Make up for Thanksgiving

## 5.3 Design & Computer Lab Approximate Schedule

<b>Week</b>	<b>Dates</b>	<b>Computer Lab (THRN 1319)</b>	<b>Design Lab (THRN 1435)</b>
1	Sept 11 – 15	Intro to Computers, etc.	Team & Design Exercises
2	Sept 18 – 22	AutoCAD 1	Sketch 1 – Perspective
3	Sept 25 - 29	AutoCAD 2	Design Project Launch, Team forming, Ideas Exercises

4	Oct 2 – 6	AutoCAD 3	Arduino Controllers and Sensors
5	Oct 9 - 13	<i>NO LABS</i>	<i>NO LABS</i>
6	Oct 16– 20	<b>AutoCAD Quiz</b> , SolidWorks Intro	Sketch 2 – Orthographic Projection
7	Oct 23 – 27	AutoCAD 4	<b>Project Prototype Demonstration</b>
8	Oct 30 – Nov 3	Excel 1	Ethics Case Study
9	Nov 6 – 10	Excel 2	Ethics Quiz, Project Discussion
10	Nov 13 – 17	<b>Excel Quiz</b>	Aesthetics Assessment
11	Nov 20 – 24	Project Work Time	<b>Design Project Performance Challenge</b>
12	Nov 27 – Dec	Project Wrap Up	Project Wrap Up

**Note:** No labs on Sept. 7<sup>th</sup> & 8<sup>th</sup>, Oct. 9<sup>th</sup> to Oct. 13<sup>th</sup>.

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## 6 Assessments

### 6.1 Marking Schemes & Distributions

Name	Scheme A (%)
SOE Safety Quiz - Student Green Card (INDIVIDUAL)	0
Lab Assignment - Sketching (INDIVIDUAL)	1
Photo Essay - Technological Stewardship (INDIVIDUAL)	5
Lab Quiz 1 - AutoCAD (INDIVIDUAL)	8
Design Project (INDIVIDUAL) Prototype Report	5
Design Project (TEAM) Prototype Report	5

Name	Scheme A (%)
Self & Peer Review #1 (INDIVIDUAL)	2
Ethics Case Study (INDIVIDUAL) - In Lab	1
Innovation Idea Communication (INDIVIDUAL)	8
Ethics Quiz (INDIVIDUAL)	4
Lab Quiz 2 - Excel (INDIVIDUAL)	5
Design Project (TEAM) Performance	10
Log Book Checks (INDIVIDUAL)	3
Design Project (TEAM) Final Report	18
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)

### Photo Essay - Technological Stewardship (INDIVIDUAL) (5%)

**Due:** Sat, Oct 14

**Learning Outcome:** 3, 5, 6

Essay due in CourseLink on Oct 14 at 11:59 PM.

### Lab Quiz 1 - AutoCAD (INDIVIDUAL) (8%)

**Date:** Week 6, Computer Lab

**Learning Outcome:** 3, 4

Quiz takes place during the Computer Lab in Week 6 (Oct 16 - 20)

### Design Project (INDIVIDUAL) Prototype Report (5%)

**Date:** Week 7

**Learning Outcome:** 2, 3

Report due in Week 7 design lab (October 23-27)

**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, 8

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**Lab Quiz 2 - Excel (INDIVIDUAL) (5%)****Date:** Week 10, Computer Lab**Learning Outcome:** 3, 4

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

**Design Project (TEAM) Performance (10%)****Date:** Week 11, THRN 1435**Learning Outcome:** 2, 4, 7

Performance in Design Lab Time

**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, 8

Due 4 days after Design Performance Day

**Final Exam (INDIVIDUAL) (20%)**

**Date:** Sat, Dec 9, 11:30 AM - 1:30 PM, Online via Courouselink and Zoom

**Learning Outcome:** 1, 2, 5, 6

Must be logged into Zoom to show Identification

**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.

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**7 Course Statements****7.1 Land Acknowledgement**

The University of Guelph campus is located within the Between the Lakes Purchase (Treaty 3); the treaty lands and territory of the Mississaugas of the Credit.

It is recognized that the Anishinnabe and Hodinöhsö:ni' peoples have unique, long-standing and on-going relationships with the land and each other and that the Attawandaron people are part of the archaeological record.

**7.2 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 Courouselink 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. Courouselink provides an overview of the expected use and content of your logbook.

**7.3 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.

## **7.4 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

## **7.5 Late**

Late submissions will not be accepted.

## **7.6 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.

## **7.7 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.

## **7.8 Passing Grade**

The passing grade for this course is 50%.

## **7.9 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.

## **7.10 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.

## 7.11 Use of Generative Artificial Intelligence (AI)

Students may use generative AI in this course in accordance with the guidelines outlined for each assessment, and so long as the use of generative AI is referenced and cited following citation instructions given in each assessment. Use of generative AI outside assessment guidelines or without citation will constitute academic dishonesty. It is the student's responsibility to be clear on the limitations for use for each assessment and to be clear on the expectations for citation and reference and to do so appropriately.

# 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 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).

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