Course Syllabus Part 1: Course Specific Information

GENG8020-31 (Engineering Project Management)

Faculty of Engineering, Department of Civil & Environmental Engineering

University of Windsor, Canada

Semester: Summer 2023 (12 weeks)

Instructor information

- Name: James Linton
- Office: N/A
- Office Hours: Virtual only by email appointment
- Office Phone Number: N/A
- Email: Jlinton@uwindsor.ca

Graduate Assistant (GA) information

Name	Office	Office Hours (and by appointment)	Office Phone Number (extension #)	Email (24hr response time Mon.-Fri.)	Mailbox
Nazanin Arakanshi	N/A	N/A	N/A	azarakhn@uwindsor.ca	N/A
Leandro Malveira Costa	N/A	N/A	N/A	malveir@uwindsor.ca	N/A
Shivanshi Gupta	N/A	N/A	N/A	gupta5a@uwindsor.ca	N/A

Class and lab information

- Class Location: CEI 1101
- Class Time: 7:00pm – 9:50pm
- Lab or Tutorial Location: N/A
- Lab or Tutorial Time: N/A
- Additional, approximate study hours: 1.5 hours per week
- Estimated division of Learning hours:
    - hands-on labs and activities: 0 hours per week
    - group work: 0 hours per week
    - lecture: 2.5 hours per week
    - individual work: 1.5 hours per week
    - class discussion: 0.5 hours per week
- Lecture: 3 hours/week
- Laboratory or tutorial: 0 hours/week
- Course format: Face-to-face
- Pre-requisites, from the current University of Windsor Undergraduate Calendar or Graduate Calendar (http://web4.uwindsor.ca/calendar): N/A

Course Description

This course will expose students to basic principles, concepts, and tools utilized in project management activities. This course will include topics such as defining project scope, and time, cost, risk, procurement and stakeholder management. The students will be engaged in working on a major project to develop proficiency in basic project management activities and tools.

Resources

- Course Brightspace site
- Primary text
  - https://opentextbc.ca/projectmanagement/front-matter/introduction-2/
- Additional resources
  - N/A
- Web resources
  - Organizations: https://www.pmi.org/

Evaluation Methods

The course grade will be evaluated as follows:

Method of Evaluation	**% of Final Grade** No assignment > 50% Senate Bylaw 54 - Paragraph 2.5.1	**Due Dates*** (Include how students will submit the assessment)
Weekly Quizzes and Activities	15	As announced. Note that these assessments may be done during class time.
Assignments	30	Assignments will be posted online along with due dates
Midterm	20	Week of June 12th
Final exam	35	As announced on UWinsite.

***** Two to three-hour examination slots will normally be scheduled in the formal final examination periods in each semester for all courses which terminate in that semester. All final examinations shall take place (or fall due, as the case may be) during the two to three-hour final examination slot so scheduled. The actual duration of testing procedures during the scheduled final examination slot may be less than the scheduled time, at the discretion of the individual instructor. **Senate Bylaw 54 – Section 1.2**

Course Schedule

The following course schedule is approximate.

Week	**Date**	**Subject, activity, assignment, etc.**	**Textbook Chapter or Readings**

1	May 8	Introduction and Context Project Management History What is a project? Project Management Processes Project Life Cycle	Chapters 1-3: https://opentextbc.ca/projectmanagement/chapter/chapter-1-project-management-in-industry-project-management/; https://opentextbc.ca/projectmanagement/chapter/chapter-2-what-is-a-project-project-management/ ; https://opentextbc.ca/projectmanagement/chapter/chapter-3-the-project-life-cycle-phases-project-management/
2	May 15	Project Integration Management Project Charter Stakeholders	Chapters 4-5: https://opentextbc.ca/projectmanagement/chapter/chapter-4-framework-for-project-management-project-management/; https://opentextbc.ca/projectmanagement/chapter/chapter-5-project-stakeholders-project-management/
3	May 22	Victoria Day No Class	
4	May 29	Organizational Context and Culture Project Initiation	Chapters 6-7: https://opentextbc.ca/projectmanagement/chapter/chapter-6-culture-and-project-management-project-management/ ; https://opentextbc.ca/projectmanagement/chapter/chapter-7-project-initiation-project-management/
5	June 5	Overview of Project Planning Project Scope Management Work Breakdown Structure Deliverables Project Schedule Management Schedule Presentation – Gantt Charts Critical Path	Chapters 8-9: https://opentextbc.ca/projectmanagement/chapter/chapter-8-overview-of-project-planning-project-management/; https://opentextbc.ca/projectmanagement/chapter/chapter-9-scope-planning-project-management/ Chapter 10: https://opentextbc.ca/projectmanagement/chapter/chapter-10-project-schedule-planning-project-management/

6	June 12	Midterm	Chapters 1-10 Covered & All Supplementals
		Reading Week – June 17-25, 2023	
7	June 26	Resources Project Cost Management Formulating a Budget Financing Projects Time Value of Money	Chapters 11-12: https://opentextbc.ca/projectmanagement/chapter/chapter-11-resource-planning-project-management/; https://opentextbc.ca/projectmanagement/chapter/chapter-12-budget-planning-project-management/
8	July 3	Cost Management Project Tracking and Monitoring Earned Value Procurement Quality Planning	Chapter 13: https://opentextbc.ca/projectmanagement/chapter/chapter-13-procurement-management-project-management/ Chapter 14: https://opentextbc.ca/projectmanagement/chapter/chapter-14-quality-planning-project-management/
9	July 10	Communication Planning Risk Management	Chapter 15: https://opentextbc.ca/projectmanagement/chapter/chapter-15-communication-planning-project-management/ Chapter 16: https://opentextbc.ca/projectmanagement/chapter/chapter-16-risk-management-planning-project-management/
10	July 17	Implementation Plan Work Control Plan Procurement Management Project Completion Regulatory Compliance Stakeholder Management Stakeholder Engagement Ethics	Chapter 17: https://opentextbc.ca/projectmanagement/chapter/chapter-17-project-implementation-overview-project-management/ Chapter 18: https://opentextbc.ca/projectmanagement/chapter/chapter-18-project-completion-project-management/
11	July 24	Assignment/Project Work Time	N/A
12	July 31	Review for the Exam	Chapters 1-18 Covered & All Supplementals

Learning Outcomes

In this course, students will…

Number	Learning Outcome	Learning Outcome Code (i.e., 1a)*
1	Understand what a project is and what process should be used to manage one effectively	1b, 2a
2	Understand how to use project management tools and techniques	1b, 1c, 11a, 11b
3	Understand how to assess the risks and challenges of managing a project and how to mitigate them	1c, 4b
4	Be familiar with the Project Management Professional topics and style of exam questions	5a, 5b

* Learning Outcome Codes are keyed to the Table of Graduate Attributes and Indicators, which appears in Part 2 of the course syllabus

Other electronic devices aside from calculators

☐ Electronic devices aside from calculators are **NOT** permitted during tests/exams.

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Calculators

- Approved calculator: Any

Laboratory Experience

Will there be a laboratory experience and safety procedures instruction? ☐ Yes ☒No

Student Evaluation of Teaching (SET) Forms

SET forms will be administered during the last two weeks of classes, for 12-week courses.

Supplemental Privileges

☒ A supplemental examination is **NOT** allowed in this course.

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Use of Plagiarism-Detection Software in This Course

☐ Plagiarism-detection software, [*insert specific software name*], will **NOT** be used in this course.

☒ Plagiarism and AI detection software, may be used in this course.

Course Syllabus Part 2: Faculty of Engineering Information

The Faculty's Commitment to Reconciliation, Equity, Diversity, and Inclusion

The Faculty of Engineering follows the lead of Canada's Engineering Profession with its commitment to equity, diversity, inclusivity, and reconciliation as addressed in language from the Profession's 2009 Montreal Declaration.

While the profession of engineering itself is largely invisible, its impact is visible all around us: in the built environments of our cities and towns; in our infrastructure; in our technology; in the ways we work and the systems we rely on to remain safe and secure. As a profession, we are committed to helping provide the best possible quality of life for all Canadians, with the understanding that it is the international measure of Canada.

We, Canada's engineers,

- *Pledge to make educational enhancements that will encourage broader participation in the profession by all segments of the population and foster innovation.*
- *Acknowledge that we must encourage the greater participation of underrepresented groups such as Aboriginal Peoples.*
- *Acknowledge that we must attract and retain women in much greater numbers.*
- *Need to be more socially aware to address the unique issues facing individuals in our society.*
- *Understand that collaboration with First Nations, Metis, and Inuit people will be essential to seizing development and economic opportunities across Canada.*

Further the Faculty of Engineering acknowledges its commitment to the outcomes of Canada's Truth and Reconciliation Commission. It continues its efforts to include *"curriculum on residential schools, Treaties, and Aboriginal peoples' historical and contemporary contributions to Canada"* in the program of every student.

The Faculty of Engineering promotes the recognition that "the University of Windsor sits on the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibwa, the Odawa, and the Potawatomi. We respect the longstanding relationships with First Nations people in this place in the 100-mile Windsor-Essex peninsula and the straits – les détroits – of Detroit."

The Faculty of Engineering supports efforts by its students, staff, and faculty members in their recognition of September 30 as the National Day for Truth and Reconciliation, and December 6 as the National Day of Remembrance and Action on Violence Against Women.

Information for Students about Course Procedures

Assessment Considerations

- **Submission of Assignments**
  - All assignments will be submitted electronically through the course Brightspace site.

- **Late assignments, reports, or projects**
  - It is expected that students who are experiencing difficulty meeting a deadline will contact the course instructor as soon as possible to discuss the situation in advance of the deadline.

- **Missed Assignments, Tests, Reports, or Projects**
  - Documentation must be submitted to the Office of the Associate Dean (engadmin@uwindsor.ca) no later than three business days following the absence. Documentation shall include the Faculty of Engineering Medical Form or other appropriate documents.
  - In all instances, students that miss a test will be subject to a make-up test at **the instructor's earliest convenience** in a time slot that does not conflict with your scheduled classes. The test can be either an oral or written examination. There is no bargaining with the instructor to change the date of the make-up test.
  - **Transferring the weight to the midterm/final exam may apply, if deemed appropriate.**

- **Late Registration into Course**
  - Students who register late for the course are responsible to familiarize themselves with course information that they missed prior to registration. No special accommodation will be provided for missed assignments/assessments.

Important Dates

References are made to Senate Bylaw 54, which can be found at *lawlibrary.uwindsor.ca/Presto/home/home.aspx*

May 8, 2023	**First day of classes** - The instructor must provide students with a course outline (hard-copy or electronic) as per **Senate Bylaw 54 – Paragraph 2.1.**
May 19, 2023	The last date to **ADD/DROP** a course or change sections is two weeks after the start of classes for 12-week session courses. Last day for changes to the course syllabus per **Senate Bylaw 54 – Paragraph 2.7**. Compelling reasons can allow for changes after this date; students must receive 2 weeks notice.
May 22, 2023	Victoria Day – University is closed. No forms of assessment shall be scheduled or due. **Senate Bylaw 54 – Paragraph 2.3**
May 26, 2023	For Summer 2023 (12-week) courses, the last day for student to make a formal request to instructor(s) for **accommodation for missed mandatory academic events** (tests, midterms, labs) **due to Religious Observance or attendance at a recognized University-sponsored event** should be done within the first three weeks of the academic term.

June 4, 2023	**Financial Drop Date** – Last day to receive full-tuition refund for Summer 2023 (12-week) courses (less non-refundable deposit if applicable). Any Summer 2023 (12-week) course dropped after this date will receive 0% refund.
June 17-25, 2023	**Reading Week** for Summer 2023 (12-week) courses – No forms of assessment shall be scheduled or due. **Senate Bylaw 54 – Paragraph 2.3**
June 30, 2023	**Application Deadline for Alternative Final Examination(s) Due to Conflict with Religious Conviction** for Summer 2023 (12-week) courses.
June 30, 2023	**Application Deadline for Alternative Final Examination(s)** Due to 3 Exams Scheduled on the Same Day or over a 24-hour period for Summer 2023 (12-week) courses. **Senate Bylaw 54 – Paragraphs 2.5.2 and 2.5.3**
June 30, 2023	Canada Day – University is closed. No forms of assessment shall be scheduled or due. **Senate Bylaw 54 – Paragraph 2.3**
July 17, 2023	Deadline for 12-week session courses for instructors to provide meaningful feedback on student performance, constituting a minimum of 20% of the final grade, unless exempted by the Dean with the instructor's statement of rationale included as part of this course syllabus. Deadline is May 30, 2023, for 6-week session courses. **Senate Bylaw 54 – Paragraph 2.6**
July 19, 2023	Last day to **voluntarily withdraw** from 12-week session course. After this date, students remain registered in the course and receive a final grade as appropriate.
August 3-9, 2023	For 12-week courses, t**he last 7 calendar days** prior to, and including, the last day of classes must be free from any procedures for which a mark will be assigned, including the submission of assignments such as essays, term papers, and take-home examinations per **Senate Bylaw 54 – Paragraph 1.3** **Engineering courses that have a regularly scheduled laboratory or tutorial are exempted by the Dean** when the tutorial or laboratory assignment is begun, completed, and submitted within the regularly scheduled class time.
August 7, 2023	Civic Holiday – University is closed. No forms of assessment shall be scheduled or due. **Senate Bylaw 54 – Paragraph 2.3**
August 8, 2023	Make-up date for June 30 classes.
August 9, 2023	Make-up date for May 22 classes.
August 9, 2023	**Last day of classes** for Summer 2023 (12-week) classes.
August 10-11, 2023	**Reading period** prior to final exams. No forms of assessment shall be scheduled or due.
August 12-21, 2023	**Final examination period for Summer 2023** (12-week) classes.
August 22, 2023	**Alternate Final Exams Day** for Summer (12-week) classes.
September 7, 2023	**First day of Classes** for Fall 2023 classes.

As per **Senate Bylaw 54 – Paragraph 2.11**, a student who believes that a provision of paragraphs 2.1 – 2.10 is being violated is encouraged to resolve the matter informally with the instructor and/or the AU Head. If the complaint is not resolved, the student may appeal to the Dean of the Faculty.

Canadian Engineering Accreditation Board (CEAB) Graduate Attributes (1 - 12)
University of Windsor - Faculty of Engineering Indicators (a, b, c)

CEAB Graduate Attributes and Indicators
1. A knowledge base for engineering *Demonstrated competence in University level mathematics, natural sciences, engineering fundamentals, and specialized engineering knowledge appropriate to the program.* a) Demonstrate competence in mathematics and modeling. b) Demonstrate competence in natural sciences and engineering fundamentals. c) Demonstrate competence in specialized engineering knowledge appropriate to the program.
2. Problem analysis *An ability to use appropriate knowledge and skills to identify, formulate, analyze, and solve complex engineering problems in order to reach substantiated conclusions.* a) Classify a given problem according to commonly used solution methods. b) Recognize given and missing information, assumptions, and information to be gathered for the solution method. c) Execute a problem solution and interpret the results.
3. Investigation *An ability to conduct investigations of complex problems by methods that include appropriate experiments, analysis and interpretation of data, and synthesis of information in order to reach valid conclusions.* a) Explain why an experimental methodology is appropriate for a given problem. b) Conduct an experiment. c) Interpret experimental results to formulate valid conclusions.
4. Design *An ability to design solutions for complex, open-ended engineering problems and to design systems, components or processes that meet specified needs with appropriate attention to health and safety risks, applicable standards, economic, environmental, cultural and societal considerations.* a) Generate a problem statement and its design objectives. b) Consider constraints/stakeholders (e.g., health and safety, codes and standards, economics, and environmental, social, and cultural considerations) when selecting a final design from a diverse set of candidate solutions. c) Refine and advance a design to its final end state.
5. Use of engineering tools *An ability to create, select, apply, adapt, and extend appropriate techniques, resources, and modern engineering tools to a range of engineering activities, from simple to complex, with an understanding of the associated limitations.* a) Select, create, modify, use, and understand the limitations of computational and analytical methods to model and analyze engineering systems. b) Select, create, modify, use, and understand the limitations of measuring instruments and testing equipment to collect data for analysis.
6. Individual and teamwork *An ability to work effectively as a member and leader in teams, preferably in a multi-disciplinary setting.* a) Define individual contributions to the team effort. b) Employ interpersonal skills to promote team dynamics. c) Integrate individual contributions into a coherent team report or presentation.
7. Communication skills *An ability to communicate complex engineering concepts within the profession and with society at large. Such ability includes reading, writing, speaking and listening, and the ability to comprehend and write effective reports and design documentation, and to give and effectively respond to clear instructions.* a) Comprehend and compose engineering-based written communications both from and for a variety of audiences. b) Comprehend and deliver engineering-based oral communications both from and for a variety of audiences. c) Prepare, integrate and interpret graphical communications used in written and visual formats (Examples: data depicted through graphs, charts, and tables; other engineering drawings).
8. Professionalism *An understanding of the roles and responsibilities of the professional engineer in society, especially the primary role of protection of the public and the public interest.*

a) Describe the role of the engineer in protecting and promoting the public welfare both locally and globally.
b) Demonstrate professional behavior in their individual interactions with others (Examples: proper etiquette in e-mail and other communications, adherence to submission deadlines, courteous interactions with students and staff).

9. Impact of engineering on society and the environment

An ability to analyze societal and environmental aspects of engineering activities. Such ability includes an understanding of the interactions that engineering has with the economic, health, safety, legal, and cultural aspects of society, the uncertainties in the prediction of such interactions; and the concepts of sustainable design and development and environmental stewardship.

a) Demonstrate an awareness of legal issues relevant to engineering activity.
b) Identify the impacts of engineering activity on society and the environment.
c) Identify ways to mitigate the potential negative impact of engineering activities on society and the environment.

10. Ethics and equity

An ability to apply professional ethics, accountability, and equity.

a) Define the concepts of ethics and equity.
b) Apply aspects of the PEO Code of Ethics to their current studies.
c) Identify equity issues within both the engineering profession and Canadian society, with an emphasis on the role of Aboriginal peoples, women, visible minorities, persons with disabilities, and sexual minorities.

11. Economics and project management

An ability to appropriately incorporate economics and business practices including project, risk and change management into the practice of engineering and to understand their limitations.

a) Evaluate the economic and financial performance of an engineering activity, including life-cycle costs and benefits.
b) Estimate, organize, and manage engineering activities to be within time and budget constraints.

12. Life-long learning

An ability to identify and to address their own educational needs in a changing world in ways sufficient to maintain their competence and allow them to contribute to the advancement of knowledge.

a) Identify the benefits of becoming a member of a professional society.
b) Independently summarize, analyze, synthesize, and evaluate information from a wide variety of sources, including library methods, relevant codes/standards/regulations, and digital methods.

Grading

Grades for the course will be consistent with the following table, per the University of Windsor Policy on Grading and Calculation of Averages.

Letter	A+	A	A-	B+	B	B-	C+	C	C-	F
% Range	90-100	85-89.9	80-84.9	77-79.9	73-76.9	70-72.9	67-69.9	63-66.9	60-62.9	0-59.9

Supplemental Privileges

The Academic Standing Committee reviews student records yearly after the Winter Semester. It may grant a supplemental evaluation privilege for a failed undergraduate course offered by the Faculty of Engineering provided that the student:

- *has failed only one course during the previous year (summer-fall-winter); and*
- *(b) has a grade below 50%; and*
- *(c) has a cumulative average of 60% or better.*

The student must request to write a supplemental exam by sending an e-mail to engadmin@uwindsor.ca no later than May 30 after the year in which the failure occurred. The student will be informed of their eligibility to write a supplemental exam based on the criteria above and the requirements of the process, including any fee. The supplemental examination will normally occur in the 2-day period after the completion of final examinations in August. The examination is marked Pass/Fail. If the examination is passed, the student will not need to

repeat the course; the original failing grade will remain be included in the student's GPA calculation. If the examination is failed, the student must repeat the course.

Student Accessibility Services: https://www.uwindsor.ca/studentaccessibility/

Student Accessibility Services (SAS) provides a variety of services and supports to students with documented disabilities (including: learning disabilities, attention deficit/hyperactivity disorder, acquired brain injuries, vision, hearing and mobility impairments, chronic medical conditions, and psychiatric issues).

If you have, or think you may have a disability, you may wish to visit SAS to learn how best to meet your academic goals. Students with disabilities who require academic accommodations in this course must contact an Advisor in SAS (lower level of Dillon Hall, (519) 253-3000 ext. 6172 or online at **http://www.uwindsor.ca/studentaccessibility/**) to complete SAS Registration and receive the necessary Letters of Accommodation.

After registering with SAS, you must present your Letter of Accommodation and discuss your needs with me as early in the term as possible.

Feeling Overwhelmed?

From time to time, students face obstacles that can affect academic performance. If you experience difficulties and need help, it is important to reach out to someone.

For help addressing mental or physical health concerns on campus, contact (519) 253-3000:
- Student Health Services at ext. 7002 (http://www.uwindsor.ca/studenthealthservices/)
- Student Counselling Centre at ext. 4616 (http://www.uwindsor.ca/studentcounselling/)
- Peer Support Centre at ext. 4551

24 Hour Support is Available

- My Student Support Program (MySSP) is an immediate and fully confidential 24/7 mental health support that can be accessed for free through chat, online, and telephone. This service is available to all University of Windsor students and offered in over 30 languages. Call: 1-844-451-9700, visit https://keepmesafe.myissp.com/ or download the My SSP app: Apple App Store/Google Play.

A full list of on- and off-campus resources is available at http://www.uwindsor.ca/wellness.

Should you need to request alternative accommodation contact your instructor or associate dean.

Services Available to Students at the University of Windsor

Students are encouraged to discuss any disabilities, including questions and concerns regarding disabilities, with the course instructor. Let's plan a comfortable and productive learning experience for everyone. The following services are also available to students:

- Sexual Misconduct Response & Prevention Office: http://www.uwindsor.ca/sexual-assault
- Student Accessibility Services: http://www.uwindsor.ca/studentaccessibility/
- Skills to Enhance Personal Success (S.T.E.P.S): http://www.uwindsor.ca/lifeline/steps-skills-to-enhance-personal-success
- Student Counseling Centre: http://www.uwindsor.ca/scc
- Academic Advising Centre: http://www.uwindsor.ca/advising/
- Writing Support Desk: https://www.uwindsor.ca/success/318/writing-support-desk
- Information Technology Services: https://www.uwindsor.ca/itservices/support
- Student Health Services: https://www.uwindsor.ca/studenthealthservices/
- Mental Health: https://www.uwindsor.ca/wellness

Sexual Misconduct

The University of Windsor values dignity, respect and equality for all individuals and strives to foster an atmosphere of healthy attitudes and behaviours towards sexuality, sex and gender. The University is committed to maintaining a healthy and safe learning, living, social, recreational and working environment.

All forms of sexual misconduct (included, but not limited to: verbal harassment, non-consensual sexual contact; online harassment; non-consensual sharing of images, etc.) jeopardize the mental, physical and emotional welfare of our students and employees, as well as the safety of the campus community and the reputation of the University. Anyone who has experienced sexual misconduct deserves support. Regardless of whether the incident occurred recently or many years ago, you deserve support now.

If you wish to speak confidentially about an incident of sexual misconduct, please contact the Sexual Misconduct Response and Prevention Office at svsupport@uwindsor.ca. Please note, you do not have to formally report your experience in order to receive support, resources, and guidance. If you would like to consider filing a formal complaint with the University, or have questions about policies and procedures regarding sexual misconduct, the Office can also provide this information and assist with the process.

Student Self Report of Illness

Medical or Compassionate Absences: If students will miss an exam, class, test, assignment etc. and are requesting an accommodation, they must report the illness to engadmin@uwindsor.ca, along with the appropriate documentation (e.g., a doctor's note for an illness). Determinations about whether and how to accommodate students who submit requests for consideration based on compassionate grounds will, as usual, be made by instructors and/or the Associate Dean, in keeping with any standard procedures within specific Faculties and the Senate bylaws.

Students should report a COVID related illness or isolation/quarantine to COVID19reporting@uwindsor.ca. The email will generate an automated response with instructions.

Minimum technology requirements

To support your studies, you will require access to particular computer hardware and software for most UWindsor courses. The UWindsor standard computing platform supported by IT Services is a device running current, supported versions of Microsoft Windows and MS Office 365. For detailed recommendations, please read this FAQ: http://ask.uwindsor.ca/app/answers/detail/a_id/688

General Class Expectations

Attendance and punctuality

- Attendance in classes and labs is critical to student success; students should seize the opportunity to share and discuss information in labs, tutorials, and classes. The course is designed to move swiftly and efficiently. If a student is going to miss a class or lab, s/he should inform the instructor and GA before missing the class or lab.

Communication

- Students are encouraged to utilize office hours to ask questions. **Only emails sent from a uwindsor email address will be responded to.** Emails should be sent with courtesy; they should include an informative subject line, a salutation (e.g., Hello Dr. Name), a body, and a closing (e.g., Best regards, Name).

Group work

- Groups are encouraged to develop ground rules, identify roles and responsibilities, set timelines, and set standards of communication for the group.

Academic Integrity

All incidents of academic dishonesty will be documented with the Associate Dean of Engineering – Academic. University procedures will be followed. Such incidents may include, but are not limited to: submission of assignments other than your own, receiving or sharing prior knowledge of test questions, sharing or receiving information during a test by any means (including electronic), possession of any electronic device (including cell phones) during a test except for an approved calculator, sharing or receiving knowledge of a test with students who have not yet written the test, sharing a calculator or formula sheet during the test, using a solutions manual to prepare submitted assignments.

Associated with on-line instruction and evaluation, the course instructor may identify academic integrity concerns with submissions for a graded aspect of the course. In such cases, the faculty member can set up an on-line meeting with individual student(s) to further assess knowledge in the given area. This on-line assessment can either confirm the original mark, or can be considered in place of the initial assessment to increase or decrease the original mark. All such cases will be documented with the Department Head.

The uploading of test, exam, assignment, laboratory, and project questions to, as well as the downloading of posted answers from CHEGG and other on-line services is a breach of academic integrity. Academic integrity violations will be dealt with according to Bylaw 31. Typical sanctions for a first offence range from a zero grade to a formal censure listed on your transcript.

Definition of Plagiarism

Source: *Student Code of Conduct*

> Plagiarism: the act of copying, reproducing or paraphrasing portions of someone else's published or unpublished material (from any source, including the internet), without proper acknowledgement. Plagiarism applies to all intellectual endeavours: creation and presentation of music, drawings, designs, dance, photography and other artistic and technical works. In the case of oral presentations, the use of material that is not one's own, without proper acknowledgment or attribution, constitutes plagiarism and, hence, academic dishonesty. (Students have the responsibility to learn and use the conventions of documentation as accepted in their area of study.)

Use of Plagiarism-Detection Software

1. *Rationale.* The University believes in the right of all students to be part of a University community where academic integrity is expected, maintained, enforced, and safeguarded; it expects that all students will be evaluated and graded on their own individual work; it recognizes that students often have to use the ideas of others as expressed in written, published, or unpublished work in the preparation of essays, assignments, reports, theses, and publications. However, it expects that both the data and ideas obtained from any and all published or unpublished material will be properly acknowledged and sources disclosed. Failure to follow this practice constitutes plagiarism. The University, through the availability of plagiarism-detection software, desires to encourage responsible student behavior, prevent plagiarism, improve student learning, and ensure greater accountability.

2. *Procedure.* Plagiarism-detection software, will be used for all student assignments in this course. You will be advised how to submit your assignments. Note that students' assignments that are submitted to the plagiarism-detection software become part of the database. This assists in protecting your intellectual property. However, you also have the right to request that your assignment(s) not be run through the student assignments database. If you choose to do so, that request must be communicated to me in writing at the beginning of the course.

3. *Privacy and Copyright.* Your privacy is protected even if your name and/or student number is on your assignments because the plagiarism-detection software does not make students' assignments available to outside third parties. Further, you retain the copyright in your work. Copyright, in relation to a work, is defined in Canada's Copyright Act, R.S.C. 1985, c. C-42, s. 3(1), which is available on the Department of Justice Canada website. Plagiarism-detection software use of student work complies with Canadian copyright and privacy laws.

4. *Originality Reports.* If the results of an originality report may be used to charge you with academic misconduct, you will be notified of the result of the report, and you will be given the opportunity to respond before any disciplinary penalty is imposed.

5. Plagiarism. Information about plagiarism and appropriate acknowledgement of sources can be found at the Office of Academic Integrity: http://www1.uwindsor.ca/academicintegrity/

Instructor's Policy on Recording Lectures

Lectures in the virtual classroom will not be recorded. Students are not permitted to record the lectures.

Students who record a lecture after the instructor has prohibited such recordings, or who record a guest lecturer or classmate presentation or performance without the written consent of the presenter, or who disseminate a recording without the explicit written permission from the instructor or presenter will be subject to the University's misconduct policies, at minimum.

Intellectual Property

Course materials prepared by the instructor are considered by the University to be an instructor's intellectual property covered by the Copyright Act, RSC 1985, c C-42. These materials are made available to you for your own study purposes, and cannot be shared outside of the class or "published" in any way. Lectures, whether in person or online, cannot be recorded without the instructor's permission. Posting course materials or any recordings you may make to other websites without the express permission of the instructor may constitute copyright infringement.

Bylaws and Policies

The following are links to the University of Windsor bylaws and policies. The intention is to share these policies and bylaws with engineering students in a way that is straightforward and clear – because our learning depends on our ability to create an environment and culture that supports our individual and collective needs for learning and teaching.
University senate bylaws can be found: http://www.uwindsor.ca/secretariat/49/senate-bylaws
University senate policies can be found: http://www.uwindsor.ca/secretariat/48/senate-policies

SoTL Research in Our Classroom

As your instructor, I approach teaching and learning in a scholarly way, which means that my teaching practices are supported by research and evidence derived from my classes. This course may also be evaluated as part of internal or external quality assurance processes and as part of ongoing curriculum design and improvement. As a student in this course, your Brightspace student data may be used for evaluating the course delivery and your engagement in the various aspects of the course. If this occurs, it will only be after final grades are submitted and approved, so it will have no effect on your grade. The learning management course data provides information about your individual course usage and activity during the time that you are enrolled in the course. Your anonymized, aggregated data may also be used in the future in reports, articles or presentations.

Please note, that should I utilize information from a course for research, I will only do so with clearance from the University Research Ethics Board and which would satisfy the requirements of the *Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans.* Any such research would involve having your free and informed consent first and would spell out the conditions for the research including how your privacy, security, and welfare would be protected.