Course Outline – Spring 2025 -CSC + ENGR Co-op Work Term 1 (W-1)
https://bright.uvic.ca/d2l/home/371063

Course Dates

Work Term:	Spring 2025
Course Start:	January 6th, 2025
Course End:	April 28th, 2025

Co-Instructors:

Co-op Assignments and Quizzes:
Units 1, 2, 3, 4, 8, 9 and 13
Name: **Imen Bourguiba**
Lead Co-op Coordinator, W-1
Email: imenbour@uvic.ca

Faculty of Engineering & Computer Science Assignments and Quizzes
Units 5, 6, 7, 10, 11 and 12
Name: **Daphne Sidaway-Wolf** MSc, PEng, FEC
Faculty Sessional Instructor, W-1
Email: dsidawaywolf@uvic.ca

Name: **Tabassum Perveen Ananna**
Teaching Assistant, W-1
Email: tabassumperveen@uvic.ca

Course Overview

In addition to the work you will do in your co-op job, you will focus concurrently on two of Engineers Canada's (EC) Graduate Attributes: Professionalism as well as The Impact of Engineering on Society and the Environment.

Please note that the Canadian Information Processing Society (CIPS), which regulates the professional designation of Information System Professionals (ISP), has a Code of Ethics and Professional Conduct (Code). There are similarities between the objectives of the EC Graduate Attributes and CIPS' Code. Computer Science and computer/software engineering students may wish to review the latest version of CIPS's Code (see link above.)

Your main contact person during your work term is your Work Site Visit (WSV) Coordinator
- Your WSV Coordinator will contact you by either your preferred email or your work email.
- Please ensure your preferred email provider will receive emails from uvic.ca addresses and add your WSV Coordinator's email to your safe contacts.
- Their name will be listed in your Spring 2025 Work Term Record in LIM, and their email is found here.

Questions? Whom to contact -
- Contact your WSV Coordinator at any time during the work term if you have concerns or questions related to your co-op job or the *co-op* work term assignments.
- Contact the sessional instructor if you have any questions about the *faculty* assignments or quizzes (Units 5, 6, 7, 10, 11, and 12)_(but not your co-op job.)
- Your WSV Coordinator is here to support you during the whole work term.
- If your WSV Coordinator has not yet been assigned, please contact your regular co-op coordinator

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until you know who your WSV Coordinator will be.

Course Objectives and Learning Outcomes

The course puts an emphasis on the Engineers Canada Graduate Attributes of **Professionalism** and **The Impact of Engineering on Society and the Environment**. The approach in this course will be to broaden these graduate attributes to include the professionalism of those working in engineering and computer science, and the impact of engineering, as well as computer science, on society and the environment. Throughout the work term, students will complete readings, activities, quizzes and assignments that will encourage them to think about:

- Professionalism including how to conduct themselves at work;
- Policies and guidelines that inform practice in their discipline, organization, and industry; and
- How the products or services they design, create, or support will impact society and the environment.

Upon successful completion of this course, a student will be able to:
- Assess and develop competencies as they relate to the workplace
- Explain professionalism as it relates to the workplace
- Assess the impact of work activities on personal wellbeing
- Develop a reflective practice for workplace professionalism co-op & career planning
- Identify the impacts of engineering or computer science on society and the environment
- Analyze the cultural, social, environmental, and health and safety issues relevant to the role in society of Professional Engineers or computer scientists, including Information Systems Professionals
- Recognize the responsibility for environmental stewardship inherent within the profession of engineering or the computer scientists' role in environmental stewardship
- Evaluate sustainable design practices in engineering or computer science

Textbooks - None

Assignments and Quizzes -
- The assignments and quizzes listed below are required components of the work term.
    - Students are expected to attempt all assignments and quizzes.
    - You will only have three attempts at each quiz after the quiz in Unit 1. You may take the Unit 1 quiz as many times as you wish.
    - You can submit multiple versions of your assignments up to the due date, but only the most recent version will be marked.
    - Must meet the criteria for an academic concession if you request an extension.

- Assignments and quizzes are due at 9:00pm on the dates shown below.
    - A late assignment loses 5% of the assignment's mark for each day it is submitted after the due date.
    - No late quizzes can be submitted.

Work Term Assignment and Quiz Topics –

- Work Term Information
- Competency Assessments
- Professionalism

- Culture Transcending Norms; Stakeholders; & Trans Mountain Oil Pipeline Expansion:
- Health and Safety & Designing for Safety
- Risk Register

- Environment; Technological Solutions: & Environmental Data Lab
- Sustainability & Triple Bottom Line
- Environmental Sustainability Memorandum

Brightspace "Student Help Resources", FAQs or Technical Support, https://teachanywhere.uvic.ca/student-help/. Manage course events with the Calendar tool, sync your Calendar with external calendars, https://community.d2l.com/brightspace/kb/articles/18127-manage-course-events-with-the-calendar-tool.

The set of co-op and the set of faculty quizzes and assignments are each worth 50% of the course mark. Please contact Imen Bourguiba imenbour@uvic.ca for co-op unit (1, 2, 3, 4, 8, 9, and 13) information. Please contact Daphne Sidaway-Wolf at dsidawaywolf@uvic.ca for faculty unit (5, 6, 7, 10, 11, and 12) information.

DUE DATE	END OF LATE SUBMISSION PERIOD for ASSIGNMENTS ONLY *(No late period for quizzes)* *5% of maximum mark lost for each calendar day late.*	BRIGHTSPACE UNIT	ASSIGNMENTS & QUIZZES	PERSON TO CONTACT FOR ASSISTANCE	MAXIMUM MARK, A PERCENTAGE OF THE TOTAL BRIGHTSPACE GRADE
Due as soon as you have access to the W-1 Brightspace		Unit 1	**MANDATORY** – Quiz: Course Outline Comprehension	Imen Bourguiba imenbour@uvic.ca	*Not graded but you must pass **100%** to unlock the remaining assignments and quizzes.*
January 1st. UVic closed.					
January 10, or the 1st Friday after your co-op job started		Unit 2	**MANDATORY** – Work Term Information	Imen Bourguiba	Not graded but required.

January 24, *or the 3rd Friday after your co-op job started*		Unit 3	**MANDATORY** – Assignment: Competency Assessment Part 1 - Learning Objectives	Imen Bourguiba	Required but not graded until Part 3 in Unit 13.
		Unit 4	*2 weeks of journaling is required to complete the Unit 4 assignment (due Feb 28) Start your journaling Feb14.*	Imen Bourguiba	
Feb 14 - last day to register for S'25 W-1					
Feb 17. UVic closed					
Feb 21 @ 9:00pm	N/A No late submissions accepted	Unit 5	Quiz: Culture – Transcending Norms; Stakeholders; & Trans Mountain Oil Pipeline Expansion	Daphne Sidaway-Wolf dsidawaywolf@uvic.ca	5%
Feb 28 @ 9:00pm	March 10 @ 9:00pm *5% lost for each calendar day late*	Unit 4	Assignment: Professionalism Journaling & Reflective Questions - PDF only	Imen Bourguiba	15%
March 10 @ 9:00pm	N/A No late submissions accepted	Unit 6	Quiz: Health and Safety & Designing for Safety	Daphne Sidaway-Wolf	4%
March 14 @ 9:00pm	March 24 @ 9:00pm *5% lost for each calendar day late*	Unit 7	Assignment: Risk Register - **PDF** only	Daphne Sidaway-Wolf	15%

		Unit 9	*Arrange now to interview a professional at your workplace for the Unit 9 Professionalism Interview assignment, which is due March 21*	Imen Bourguiba	
March 7 @ 9:00pm	March 17@ 9:00pm	Unit 8	**MANDATORY** – Assignment: Competency Assessment: Midterm Assessment	Imen Bourguiba	Required, but not graded until Part 3 in Unit 13
March 21 @ 9:00pm	March 31 @ 9:00pm *5% lost for each calendar day late*	Unit 9	Assignment: Professionalism Interview & Reflective Questions - PDF only	Imen Bourguiba	20%
March 24 @ 9:00pm	N/A No late submissions accepted	Unit 10	Quiz: Environment; Technological Solutions; & Environmental Data Lab	Daphne Sidaway-Wolf	7%
March 28 @ 9:00pm	N/A No late submissions accepted	Unit 11	Quiz: Sustainability & Triple Bottom Line	Daphne Sidaway-Wolf	4%
April 04 @ 9:00pm	April 14 @ 9:00pm *5% lost for each calendar day late*	Unit 12	Assignment: Environmental Sustainability Memorandum – **PDF** only	Daphne Sidaway-Wolf	15%
April 11 @ 9:00pm	April 21 @ 9:00pm *5% lost for each calendar day late*	Unit 13	**MANDATORY** – Assignment: Competency Assessment: Final Assessment - PDF only	Imen Bourguiba	15% *You must enter this assignment into LIM and upload your worksheet into Unit 13 of Brightspace.*

April 18 & 21. UVic closed				
END OF BRIGHTSPACE COURSE, April 30				

Graded table:

Assignment/Quiz	Weight (%)
Calculated Final Grade Numerator: 60 (i.e., 60% minimum)	100
Unit 1 – Quiz: Course Outline	0
Unit 4 – Observe and Review Professionalism	15
Unit 5 – Quiz: Culture Transcending Norms; Stakeholders; & Trans Mountain Oil Pipeline Expansion	5
Unit 6 – Quiz: Health and Safety & Designing for Safety	4
Unit 7 – Risk Register Assignment	15
Unit 9 – Professionalism Interview Assignment	20
Unit 10 – Quiz: Environment; Tech Solutions; & Environmental Data Lab	7
Unit 11 – Quiz: Sustainability & Triple Bottom Line	4
Unit 12 – Environmental Sustainability Memo Assignment	15
Unit 13 – Final Competency Assessment	15

To pass the work term, students must:
- Achieve a total of 60% or over on the work term Brightspace assignments and quizzes; and,
- Satisfactorily complete the Learning Objectives, Mid-Term, and Final Competency assessments in Learning in Motion; and,
- Satisfactorily complete the co-op work term in its entirety including the work site visit; and,
- Not be fired with cause or drop/leave your co-op job early without the prior approval of the co-op office.

Failure to meet any these requirements will result in a failing grade for the work term (F/X or N/X).

Grading System
- Co-op work terms are graded with either pass (COM) or fail (N/X or F/X)
- The Co-op Office will submit the grades to the appropriate UVic records office at the end of the work term
- When that records office has processed the grades, students will see their work term grade (COM, N/X or

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F/X) on their transcript and on MyPage
- This typically happens at the beginning of the term following the work term (e.g. in May for Spring work terms, etc.)
- Students who are graduating in the next convocation can then order their Degree Completion Letter through the Registrar Office's website

Course Policies and Guidelines

Assignments:
- Late Penalty -- assignments will lose 5% of their maximum mark (percentage) for each calendar day they are submitted after the due date, beginning at 12:00am after the due date.
  - For example, if an assignment is worth 15 total assignment marks, the late penalty is 5% of 15 for each calendar day the assignment is submitted late, 3 days late 3 x 5% x 15 = 2.25 marks deducted; 2 days late = 1.5 marks; 7 days late = 5.25 marks….
- No assignments will be accepted 10 days after the due date in Brightspace. This will be indicated in Brightspace by an "end date" for each assignment.
  - For example, an assignment is due on June 5 at 9:00pm
  - The assignment can be submitted late until 11:59pm on June 15, with penalty.

Quizzes:
- Quizzes have no "10-day late period." If you do not submit a quiz by the due date, you will receive zero (0) marks for it.

Coursework Mark Appeals:
- All marks must be appealed **within 7 days** of the mark being published.
- Appeals for co-op assignment marks go to the Lead Co-op Coordinator.
- Appeals for faculty assignments and quizzes go to the Sessional Instructor.

Attendance: We expect students to attend their co-op work terms in their entirety

Academic Integrity Violations

Plagiarism: Submitted work may be checked using plagiarism detection software. Cheating, plagiarism and other forms of academic fraud are taken very seriously by both the University and the Department. You should consult the link given below for the UVic policy on academic integrity. Note that the university policy includes the statement that "A largely or fully plagiarized assignment should result in a grade of F for the course."

The Faculty of Engineering and Computer Science Standards for Professional Behaviour are at https://www.uvic.ca/ecs/_assets/docs/student-forms/professional-behaviour.pdf

 UVic guidelines and policy concerning fraud and academic integrity are found at http://web.uvic.ca/calendar/undergrad/info/regulations/academic-integrity.html

UVic Privacy Policy: If any student has concerns about their private information being stored or accessed outside of Canada, they are required to inform the course instructor about their concerns

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before the end of second week of classes.

Equity

This course aims to provide equitable opportunities and access for all students to enjoy the benefits and privileges of the class and its curriculum and to meet the syllabus requirements. Reasonable and appropriate accommodation will be made available to students with documented disabilities (physical, mental, learning) in order to give them the opportunity to successfully meet the essential requirements of the course. The accommodation will not alter academic standards or learning outcomes, although the student may be allowed to demonstrate knowledge and skills in a different way. It is not necessary for you to reveal your disability and/or confidential medical information to the course instructor.

If you believe that you may require accommodation, you may want to contact the Centre for Accessible Learning located in the Campus Services Building.

The University of Victoria is committed to promoting, providing, and protecting a positive, and supportive and safe learning and working environment for all its members.

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