Western University - Faculty of Engineering  
Department of Civil and Environmental Engineering  

CEE 3348 a – Project Management & Engineering Cases - Course Outline 2022

This course introduces students to the planning, controlling and management of civil engineering projects. The course covers basic elements of Construction Project Management - the science and engineering of managing and optimizing space, time and resources on construction projects. Through studying and analyzing actual case studies students will be exposed to the complex and multidisciplinary nature of the decisions faced by civil engineers on a daily basis in real world applications.

The general objectives are for the student to become able to:

- Apply knowledge of planning, executing and controlling to the management of construction projects; [EPM1, EPM2, EPM3, EPM4]
- Utilize professional planning and scheduling software to create, schedule and effectively optimize a project activities and resources; [EPM2]
- Identify, formulate, analyze and plan project main elements, specifically time, cost and quality while working individually or functioning on a team; [ITW1, ITW2, ITW3, CS2]
- Develop an awareness of construction project management from actual life on-site situations; [ITW1, EPM1, EPM2, EPM4]
- Examine, in some depth, the specific management processes applied in utilizing construction resources on the project. [CS2, CS3,EPM 1, EPM 2, EPM 3, EPM 4]
- Recognize the need for life-long learning to keep abreast of new planning and construction methods, enhance one’s abilities as a construction project manager, and maintain one’s professional competence. [CS1, CS2]
- Develop decision making skills based upon case histories including those involving project management and sustainable development. [EPM 1, EPM 2, EPM 3, EPM 4]

Calendar Copy:
Students develop decision making skills based upon case histories including those involving project management and sustainable development.

Prerequisites:
Completion of second year of the Civil Engineering program or third year of the Integrated Engineering program

Antirequisites:
None

Note: It is the student's responsibility to ensure that all Prerequisite condition is met or that special permission to waive this requirement has been granted by the Faculty. The student may be dropped from the course or not given credit for the course towards their degree if they violate the Prerequisite.

Contact Hours:
2 lecture hours/week (required);
3 tutorial hours/week when held; There are 5-7 Laboratory events.
Additional self-study: 3 hours/week. Varies by student. 3 hours shown are typical.
Important dates:

Classes begin: September 12, 2022;
Fall Reading Week: October 31 – November 6, 2022;
Classes end: December 5, 2022;
Exam period: December 10 – 22, 2022;

Contingency plan for an in-person class pivoting to 100% online learning:

In the event of a COVID-19 resurgence during the course that necessitates the course delivery moving away from face-to-face interaction, all remaining course content will be delivered entirely online, either synchronously (i.e., at the times indicated in the timetable) or asynchronously (e.g., posted on OWL for students to view at their convenience). The grading scheme will not change. Any remaining assessments will also be conducted online as determined by the course instructor.

Some components of this course may involve online interactions. We do not presently plan to have any online sessions, but if due to COVID-19 protocol, we are required to move the class back online, then proper online behaviors need to be adhered to as now will be described. To ensure the best experience for both you and your classmates, please honour the following rules of etiquette:

- please “arrive” to online events on time
- please use your computer and/or laptop if possible (as opposed to a cell phone or tablet)
- ensure that you are in a private location to protect the confidentiality of discussions in the event that a class discussion deals with sensitive material
- to minimize background noise, and ensure the privacy of housemates, kindly mute your microphone for the entire class until you are invited to speak, unless directed otherwise
- [suggested for classes larger than 30 students] In order to give us optimum bandwidth and web quality, please turn off your video camera for the entire class unless you are invited to speak, or unless advised otherwise by the instructor.
- [suggested for cases where video is used] please be prepared to turn your video camera off at the instructor’s request if the internet connection becomes unstable.
- unless invited by your instructor, do not share your screen in the meeting.

The course instructor will act as moderator for the class and will deal with any questions from participants. To participate please consider the following:

- if you wish to speak, use the “raise hand” function and wait for the instructor to acknowledge you before beginning your comment or question
- remember to unmute your microphone and turn on your video camera before speaking
- self-identify when speaking.
- remember to mute your mic and turn off your video camera after speaking (unless directed otherwise)

General considerations of “netiquette”:

- Keep in mind the different cultural and linguistic backgrounds of the students in the course.
- Be courteous toward the instructor, your colleagues, and authors whose work you are discussing.
- Be respectful of the diversity of viewpoints that you will encounter in the class and in your readings. The exchange of diverse ideas and opinions is part of the scholarly environment.
- Be professional and scholarly in all online postings. Cite the ideas of others appropriately.
Note that disruptive behaviour of any type during online classes, including inappropriate use of the chat function, is unacceptable. Students found guilty of Zoom-bombing a class or of other serious online offenses may be subject to disciplinary measures under the Code of Student Conduct.

**Instructor & TA Leadership team (for further details see Owl Overview tab):**

Instructor: Kevin McGuire P.Eng., PMP  
kmcgui5@uwo.ca  
Office hours: by appointment in Zoom or in person at office ACEB 3478

TA: Angela Mejorin a mejorin@uwo.ca  
TA: Niema Afroze nafroze@uwo.ca

The instructor will be available to meet every Monday prior to the scheduled lectures. Please make an appointment as drop in meetings may not be acceptable. Students will note the published schedule included herein. Supplemental arranged make up lectures are possible, but in worst case, may require several days advance co-ordination. Please do not assume that if you miss a lesson, that the instructor will book time to review the full lesson with you.

The instructor will also be available via e-mail. His email can be found on the 3rd page of this syllabus as well as the overview tab of our Owl site. The instructor will check e-mail a minimum of 3 times per week and the students should as well. E-mail will be checked at minimum once per weekend, as well as once early in the work week, and once late in the work week. All e-mails will receive a response. For detailed comprehensive responses, bring forward questions that affect the entire group. These are the preferred type of questions to be brought forward. Detailed questions relating to your work specifically will receive individually tailored responses. DO NOT use messages in Owl to contact the instructor or TAs.

Please feel free to initiate supplementary Zoom meetings with the instructor by sending an e-mail or arranging a time.

The students will not typically have text or telephone access to the instructor although this can be arranged if the necessity arises.

Administrative Assistant: Sandra McKay (smckay@uwo.ca)

**Textbook:**

*Project Management - The Managerial Process 8th Edition*  
*Purchase of the textbook is mandatory*

**Other References:**

All course material will be posted to OWL: [http://owl.uwo.ca](http://owl.uwo.ca).

If students need assistance with the course OWL site, they can seek support on the OWL Help page. Alternatively, they can contact the Western Technology Services Helpdesk. They can be contacted by phone at 519-661-3800 or ext. 83800.
Units:
Both SI and FPS unit systems may be used in lectures, tutorials and examinations.

Specific Learning Objectives:
The lectures and tutorial assignments will prepare students to do the following [GA Indicator]:
- Apply knowledge of planning, executing and controlling to the management of construction projects; [EPM1, EPM2, EPM3, EPM4]
- Utilize professional planning and scheduling software to create, schedule and effectively optimize a project activities and resources; [EPM2]
- Identify, formulate, analyze and plan project main elements, specifically time, cost and quality while working individually or functioning on a team; [ITW 1, ITW 2, ITW 3, CS2]
- Develop an awareness of construction project management from actual life on-site situations; [ITW1, EPM1, EPM2, EPM4]
- Examine, in some depth, the specific management processes applied in utilizing construction resources on the project. [CS2, CS3, EPM 1, EPM 2, EPM 3, EPM 4]
- Recognize the need for life-long learning to keep abreast of new planning and construction methods, enhance one’s abilities as a construction project manager, and maintain one’s professional competence. [CS1, CS2]
- Develop decision making skills based upon case histories including those involving project management and sustainable development.[EPM 1, EPM 2, EPM 3, EPM 4]

Course Content: Shown as lessons 1 through 11
Lesson 1 – Introduction to Project Management
Lesson 2 - Introduction to Construction and Estimating
Lesson 3 - Bidding Law and Bonds
Lesson 4 - Construction Contracts and Delivery Methods
Lesson 5 – Basic Systems in Buildings
Lesson 6 - Site Logistics & Lab #3 Overview
Lesson 7 - Project Planning and Scheduling & Lab #4 Overview
Lesson 8 - Project Cost Management (Cash Flow) & Lab #5 Overview
Lesson 9 - Term Project Overview
Lesson 10 – LEED In Construction
Lesson 11 - LEAN Construction Management
Lecture Schedule

Lectures with voice over will be posted to the course OWL website at least a week before each scheduled lecture. In lectures we will primarily go over curriculum materials. Also, information concerning each laboratory will be discussed. At these times, objectives will be reviewed for completing each laboratory. Students are strongly encouraged to attend lectures as attendance will be documented and will go towards the 5% participation mark.

<table>
<thead>
<tr>
<th>Date of Lecture</th>
<th>Time of Lecture</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Sept. 12th, 2022</td>
<td>4:30 pm – 6:30 pm</td>
<td>2</td>
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<tr>
<td>Monday, Sept. 19th, 2022</td>
<td>4:30 pm – 6:30 pm</td>
<td>2</td>
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<tr>
<td>Monday, Sept. 26th, 2022</td>
<td>4:30 pm – 6:30 pm</td>
<td>2</td>
</tr>
<tr>
<td>Monday, Oct. 3rd, 2022</td>
<td>4:30 pm – 6:30 pm</td>
<td>2</td>
</tr>
<tr>
<td>Monday, Oct. 17th, 2022</td>
<td>4:30 pm – 6:30 pm</td>
<td>2</td>
</tr>
<tr>
<td>Monday, Oct. 24th, 2022</td>
<td>4:30 pm – 6:30 pm</td>
<td>2</td>
</tr>
<tr>
<td>Reading Week</td>
<td>4:30 pm – 6:30 pm</td>
<td>2</td>
</tr>
<tr>
<td>Monday, Nov. 7th, 2022</td>
<td>4:30 pm – 6:30 pm</td>
<td>2</td>
</tr>
<tr>
<td>Monday, Nov. 14th, 2022</td>
<td>4:30 pm – 6:30 pm</td>
<td>2</td>
</tr>
<tr>
<td>Monday, Nov. 21st, 2022</td>
<td>4:30 pm – 6:30 pm</td>
<td>2</td>
</tr>
<tr>
<td>Monday, Nov. 28th, 2022</td>
<td>4:30 pm – 6:30 pm</td>
<td>2</td>
</tr>
<tr>
<td>Monday, Dec 5th, 2022</td>
<td>4:30 pm – 6:30 pm</td>
<td>2</td>
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</tbody>
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Laboratory Schedule

Not all laboratory events are graded. Each graded laboratory assignment will be made available on the Tuesday, the week of each lab meeting, one hour before the laboratory commences. Tuesday lab meetings will be used to answer questions related to the laboratory exercise and to discuss the expectations and required outcomes. Students will have until 9:30 pm the evening of the graded laboratories to complete them penalty free.

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Meeting Time</th>
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</thead>
<tbody>
<tr>
<td>Laboratory #1 (graded)</td>
<td>Tuesday Sept. 27th, 2022 6:30 pm – 9:30 pm</td>
</tr>
<tr>
<td>Laboratory #2 (graded)</td>
<td>Tuesday Oct. 4th, 2022 6:30 pm – 9:30 pm</td>
</tr>
<tr>
<td>Laboratory #3 (graded)</td>
<td>Tuesday Oct 25th, 2022 6:30 pm – 9:30 pm</td>
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<tr>
<td>Laboratory #4 (graded)</td>
<td>Tuesday Nov 8th, 2022 6:30 pm – 9:30 pm</td>
</tr>
<tr>
<td>Laboratory #5 (graded)</td>
<td>Tuesday Nov 15th, 2022 6:30 pm – 9:30 pm</td>
</tr>
<tr>
<td>Laboratory #6 (Ungraded Project Consultation)</td>
<td>Tuesday Nov 22nd, 2022 6:30 pm – 9:30 pm</td>
</tr>
<tr>
<td>Laboratory #7 (Ungraded Project Consultation)</td>
<td>Tuesday Nov 29th, 2022 6:30 pm – 9:30 pm</td>
</tr>
<tr>
<td>Term Project Submission</td>
<td>Tuesday Dec 6th, 2022 Per Owl</td>
</tr>
</tbody>
</table>
General Learning Objectives:

Note: Attributes are being assessed at a “Developing” level.

E=Evaluate, T=Teach, I=Introduce; (I) = Introduction, (D) = Developing, (A) = Advanced level

<table>
<thead>
<tr>
<th>Knowledge Base</th>
<th>E</th>
<th>Engineering Tools</th>
<th>T</th>
<th>Impact on Society</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem Analysis</td>
<td>T</td>
<td>Teamwork</td>
<td>E</td>
<td>Ethics and Equity</td>
<td></td>
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<tr>
<td>Investigation</td>
<td></td>
<td>Communication</td>
<td>E</td>
<td>Economics and Project Management</td>
<td>E</td>
</tr>
<tr>
<td>Design</td>
<td></td>
<td>Professionalism</td>
<td></td>
<td>Life-Long Learning</td>
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</tbody>
</table>

Evaluation Breakdown:

Laboratories:
Lab 1: 4% (3% for lab, and 1% associated lab exit quiz)
Lab 2: 4% (3% for lab, and 1% associated lab exit quiz)
Lab 3: 4%
Lab 4: 4%
Lab 5: 4%
Assignment #1: 15%
Term Project: 35%
Exam: 25% (In person intramural event on campus)
Participation: 5% (based upon attendance to lectures & labs)*

Total 100%

Evaluation Notes:

1. Term Project: The term project is tentatively being scheduled to reflect construction at a Strick, Baldinelli & Moniz job site. Attendance is mandatory for the job site review, likely to be held in early November. If we cannot schedule it for a Tuesday evening when we do not have a lab, the site tour may be scheduled for a Wednesday or Thursday evening. More details will be provided. If necessary, I will work with other professors to ensure you are free to attend this event. Please advise me of all conflicts at your earliest possible awareness.
2. Term Project: Supplementary construction videos may be shared to complement the tour(s).
3. Term Project: We will be using alternative construction sites / completed construction sites if our site visit being led by S,B & M does not materialize. More details will be provided to you then if it does become necessary for us to change our Term Project undertaking in any way.
4. Laboratory #3: You will need to attend the Schmeichel Entrepreneurship and Innovation Centre Building construction site tour on campus, likely in late October, in order to qualify for being able to submit your laboratory #3 for grading.
5. Participation: Typically lecture attendance will be taken by completion of a pass/fail in class exercise or quiz where full marks are obtained for a genuine effort on the exercise. However, head count may also be resorted to. The instructor may also choose to not take attendance on any given week. Full attendance will be assumed if the instructor does not take attendance. All labs are completed on campus. Attendance to a lab means you are on campus completing it.
1. **Quizzes and Examinations:**

A three-hour written final examination will be held during the regular examination period.

Except for the use of a calculator, and instructor provided cheat sheet, the final examination is closed book. Only approved programmable calculators are permitted in the final examination. Students should consult the list of approved calculators posted outside the Civil and Environmental Engineering Department Office.

2. **Assignment:**

There is one assignment in this course. It is a group assignment worth 15%. All students in the group are expected to participate and contribute to the assignment. Each group will submit only ONE submission per group for this assignment. Each group will also submit exactly ONE agreed upon set of minutes documenting the participation and compliance with work assigned for each team member. The expectation is that these minutes will only be used in extraordinary circumstances to adjust grades and that it is a normal expectation of team work that subtle levels of contribution effort level are always a characteristic of group work assignments. In other words, the instructor expects that each group will regulate the compliance of each team member with the understanding that this can only be accomplished when teams are working well ahead of deadlines. As such, teams are expected to be working well ahead of deadlines. The instructor may request documented evidence of this in the event of any difficult team-work experiences.

**Notes on Assignment Submissions:**

- Must be academic in style and content
- Must have a clear focus
- Must present ideas in a logical and well-thought-out flow
- Arguments, analysis and conclusions must be based on clearly identified research
- Must be in paragraph format
- Must comply to APA format referenced on assignment paper.
- Must cite all references from other sources

**Notes on Assignment Grading:**

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>One could scarcely expect better from a student at this level</td>
</tr>
<tr>
<td>80-89</td>
<td>Superior work which is clearly above average</td>
</tr>
<tr>
<td>70-79</td>
<td>Good work, meeting all requirements, and eminently satisfactory</td>
</tr>
<tr>
<td>60-69</td>
<td>Competent work, meeting requirements</td>
</tr>
<tr>
<td>50-59</td>
<td>Fair work, minimally acceptable</td>
</tr>
<tr>
<td>below 50</td>
<td>Fail</td>
</tr>
</tbody>
</table>

**How to hand in the Assignment:**

The Assignment will be submitted electronically through Owl using the assignment tab in the course area. Failure to meet deadline without the instructor’s written permission will result in a reduction of marks. Assignments received after the due date will be reduced 25% per day (including weekends). Except in exceptional circumstances, approved by the instructor before the due date, assignments more than 3 days late will not be accepted and a mark of 0% will be assigned.
3. **Laboratories:**

Successful completion of course requirements to achieve a passing grade DO NOT include a passing grade in the 5 laboratories. Laboratories may require preparation, and if the student does not complete the preparation in advance of the laboratory, then the student will NOT be permitted to submit their laboratory for grading. Examples of this are when excursions outside the classroom are taken on as a group and are applied as the basis for the ensuing laboratory exercise. Lack of attendance to the out of classroom portion, will result in a zero for the laboratory. While this requirement is only referenced for Lab #3 in the evaluation notes of this syllabus, it is equally true for all laboratories as may be applicable.

**Notes on Laboratories:**

- Must be academic in style and content
- Must have a clear focus
- Must present ideas in a logical and well-thought-out flow
- Arguments, analysis and conclusions must be based on clearly identified research and sources
- Must be in paragraph format

**How to hand in Laboratories:**

All laboratory work will be submitted electronically through Owl using the assignment tab in the course area. Failure to meet deadlines without the instructor’s written permission will result in a reduction of marks. Labs received after the due date will be reduced 25% per day (including weekends). Except in exceptional circumstances, approved by the instructor before the due date, Labs more than 3 days late will not be accepted and a mark of 0% will be assigned.

4. **Use of English:**

In accordance with Senate and Faculty Policy, students may be penalized up to 10% of the marks on all assignments, tests, and examinations for improper use of English. Additionally poorly written work with the exception of the final examination may be returned without grading. If resubmission of the work is permitted, it may be graded with marks deducted for poor English and/or late submission.

**Cheating:**

University policy states that cheating is a scholastic offence. The commission of a scholastic offence is attended by academic penalties that might include expulsion from the program. If you are caught cheating, there will be no second warning.

For more information on scholastic offenses, please see: [http://www.uwo.ca/univsec/handbook/appeals/scholastic_discipline_undergrad.pdf](http://www.uwo.ca/univsec/handbook/appeals/scholastic_discipline_undergrad.pdf)

**Attendance:**

Any student who, in the opinion of the instructor, is absent too frequently from class, laboratory, or tutorial periods will be reported to the Dean (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Dean, the student will be debarred from taking the regular final examination in the course.
**Accommodation and Accessibility:**

**Religious Accommodation**
When a course requirement conflicts with a religious holiday that requires an absence from the University or prohibits certain activities, students should request accommodation for their absence in writing at least two weeks prior to the holiday to the course instructor and/or the Academic Counselling office of their Faculty of Registration. Please consult University's list of recognized religious holidays (updated annually) at https://multiculturalcalendar.com/ecal/index.php?s=e-univwo.

**Accommodation Policies**
Students with disabilities are encouraged to contact Accessible Education, which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The policy on Academic Accommodation for Students with Disabilities can be found at: https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic Accommodation Disabilities.pdf.

**Conduct:**
Students are expected to arrive at lectures on time, and to conduct themselves during class in a professional and respectful manner that is not disruptive to others. Please turn off your cell phone before coming to a class, tutorial, quiz or exam. On the premises of the University or at a University-sponsored program, students must abide by the Student Code of Conduct: http://www.uwo.ca/univsec/board/code.pdf

**Sickness and Other Problems:**
Students will be allowed to submit one lab of their choice late this semester, so long as it is within 48 hours of the nominal due date/time. Time stamps will be recorded in Owl and will be taken as the agreed upon time that a lab was submitted.

If you are unable to meet a course requirement due to illness or other serious circumstances, please follow the procedures below.

**Assessments worth less than 10% of the overall course grade:**
For assessments less than 10%, the instructor never considers reweighting to be a viable option. Extension is the only possible option. As described above, if a laboratory deadline is going to be missed, it is guaranteed that you may submit late once, but if a second or further lateness is anticipated, it too must be communicated in advance to the instructor, and the potential for a renegotiated date will be considered. Keep in mind that the great majority of these requests are likely to be rejected and simple application of the lateness policy of -25% per day will be in effect. If however there are extenuating circumstances medically or personally (unrelated to student workload), a note is required from the student’s counsellor to the instructor to support this second or further lateness on laboratory submission. It will not be the responsibility of the TA or the instructor to seek out these proof documents and as such finding out late in the semester regarding a mark reduction for additional lateness should be mitigated by the student by engaging the instructor regarding their particular second and additional lateness issues. Proof provided more than 2 weeks after the due date will not be considered, the student will receive a zero, and the case will be closed.
Assessments worth 10% or more of the overall course grade:

For work totaling 10% or more of the final course grade, you must provide valid medical or supporting documentation to the Academic Counselling Office of your Faculty of Registration as soon as possible. For further information, please consult the University’s medical illness policy at


The Student Medical Certificate is available at


Please note there are no individual assessments worth more than 10% of the course overall grade other than the final exam.

Extending the assignment or term project deadline is the only possible solution for the scenario where illness is playing a role in their timely submission. Typically, if it is only one student sick in the group, the assignment will be given a 24-hour extension and the group members will be expected to pick up the slack in completing the work as regular discussions and updates are expected among groups, and work is never expected to be completed last minute. As such 24 hours is sufficient. If more than one student in the group is sick, the instructor will negotiate a longer more reasonable extension, so long as the group have contacted the instructor PRIOR to the due date/time advising the names of all sick members. Otherwise, the 24-hour extension will again prevail. “Contacting” the instructor will be interpreted as the time stamp on the email in the instructor’s inbox.

Final exams that cannot be attended will be rescheduled. Reweighting will not be considered.

Absences from Final Examinations

If you miss the Final Exam, please contact Western Engineering Undergraduate Services as soon as possible. They will assess your eligibility to write the Special Examination.

You may also be eligible to write the Special Exam if you are in a “Multiple Exam Situation” (e.g., more than 2 exams in 23-hour period, more than 3 exams in a 47-hour period).

If a student fails to write a scheduled Special Examination, the date of the next Special Examination (if granted) normally will be the scheduled date for the final exam the next time this course is offered. The maximum course load for that term will be reduced by the credit of the course(s) for which the final examination has been deferred. See the Academic Calendar for details (under Special Examinations).

Students please note: missed work can only be excused through one of the mechanisms above. Being asked not to attend an in-person course requirement due to potential COVID-19 symptoms is not sufficient on its own.

Academic Policies:
The website for Registrarial Services is http://www.registrar.uwo.ca.

In accordance with policy,

https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp113.pdf,
the centrally administered e-mail account provided to students will be considered the individual’s official university e-mail address. It is the responsibility of the account holder to ensure that e-mail received from the University at their official university address is attended to in a timely manner.

Students should consult the list of approved calculators posted outside the Civil and Environmental Engineering Department Office. Only calculators from this list will be allowed in the final exam.

**Scholastic offences** are taken seriously, and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:


All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (http://www.turnitin.com).

Tests and examinations in this course MAY be conducted using a remote proctoring service. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide **personal information** (including some biometric data) and the session will be **recorded**. Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. More information about this remote proctoring service, including technical requirements, is available on Western’s Remote Proctoring website at:

https://remoteproctoring.uwo.ca.

**Support Services:**

Please visit the Western Engineering Undergraduate Services webpage for information on adding/dropping courses, academic considerations for absences, appeals, exam conflicts, and many other academic related matters: https://www.eng.uwo.ca/undergraduate/index.html

Students who are in emotional/mental distress should refer to Mental Health@Western (https://uwo.ca/health/) for a complete list of options about how to obtain help.

Western is committed to reducing incidents of gender-based and sexual violence and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced sexual or gender-based violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts at


To connect with a case manager or set up an appointment, please contact support@uwo.ca.

Please contact the course instructor if you require lecture or printed material in an alternate format or if any other arrangements can make this course more accessible to you. You may also wish to contact Accessible Education at
if you have any questions regarding accommodations.

Learning-skills counsellors at the Student Development Centre (https://learning.uwo.ca) are ready to help you improve your learning skills. They offer presentations on strategies for improving time management, multiple-choice exam preparation/writing, textbook reading, and more. Individual support is offered throughout the Fall/Winter terms in the drop-in Learning Help Centre, and year-round through individual counselling.

Western University is committed to a thriving campus as we deliver our courses in the mixed model of both virtual and face-to-face formats. We encourage you to check out the Digital Student Experience website to manage your academics and well-being: https://www.uwo.ca/se/digital/.

Additional student-run support services are offered by the USC, https://westernusc.ca/services/.

**Course Breakdown:** (Values given in accreditation units)
Engineering Science = 100%

The attached document “INSTRUCTIONS FOR STUDENTS UNABLE TO WRITE TESTS OR EXAMINATIONS OR SUBMIT ASSIGNMENTS AS SCHEDULED” is part of this course outline.
Western University - Faculty of Engineering

INSTRUCTIONS FOR STUDENTS UNABLE TO WRITE TESTS OR EXAMINATIONS OR SUBMIT ASSIGNMENTS AS SCHEDULED

Academic Consideration provides students with consistent, fair, and academically appropriate consideration, when they are unable to complete some component of a course due to extenuating circumstances. If you have missed or will miss a course-related component (e.g. laboratory or tutorial) or a course-related assessment (e.g. quiz) you may be eligible to request an Academic Consideration to make arrangements to complete the missed course work at a later time.

Academic Consideration for course-related components and assessments may include:
- Class Attendance/Tutorial Attendance/Laboratory Attendance
- Midterm Exam/Test
- Presentation/Essay/Assignment
- Quiz

There are three ways you can request academic consideration:
- Self-Reported Absence
- Medical Absence
- Non-Medical Absence

The nature of your circumstance/request will determine which route to pursue in requesting Academic Consideration. Factors affecting your eligibility for consideration or which method would be most appropriate for you to submit your request are:
- The duration of time needed.
- The number of Self-Reported Absences submitted within the Term
- The credit weight of the course-related component

Tip: Remember to send notification of your absence within the acceptable timeframe for your type of absence. Make sure to communicate with your instructor about your absence and to plan for completing any missed coursework.

Medical Absence and Non-Medical Absence – Use the Accommodation Consideration Request Form.
Please note: If the assessment you are missing is less than 10% of your final grade, your form will be approved by the CEE department; if it worth 10% or more, your form will be approved by Engineering Undergraduate Services.

- Student Medical Certificate to be attached to Accommodate Request Form if absence is due to illness.
- Extended Absences – two weeks or more. Please make an appointment with your Academic Counsellor in Engineering Undergraduate Services (https://www.eng.uwo.ca/undergraduate/academic-support-and-accommodations/academic-counselling.html)
- In Case of Serious Illness of a Family Member: Provide a Student Medical Certificate to your family member's physician to complete and submit it with your Accommodation Consideration Request.
- In Case of a Death: Obtain a copy of the death certificate or the notice provided by the funeral director's office. You must include your relationship to the deceased and submit it with your
Accommodation Consideration Request

- For other Extenuating Circumstances: Please complete the Accommodation Consideration Request Form with an explanation and any documentation.

Final Examinations

If you are unable to write a final examination, you should contact Undergraduate Services to request permission to write a Special Examination.

In order to receive permission to write a Special Examination, you must fill out the Academic Consideration Request form AND the Application for a Special Exam form. If approved, the Undergraduate Services Office will then notify the course instructor(s) and if it is an Engineering exam(s) you missed, reschedule the examination(s) on your behalf. Students writing examinations for outside engineering courses (ie. Applied Math, Computer Science, Physics, etc) will need to check with that department to find out the date, time & location of their exam(s).

Please note: It is the student's responsibility to check the date, time, and location of the special examination.

You will need to provide supporting documentation explaining the reason for your absence. If you are ill and visit a doctor, they will need to fill out the Student Medical Certificate. You will upload this documentation in the Academic Consideration Request Form.

The following circumstances are not considered grounds for missing a final examination or requesting special examinations: common cold, sleeping in, misreading timetable and travel arrangements.

Additional Resources

- To connect with health and wellness resources on campus visit: https://www.uwo.ca/health/
- To book an appointment with psychological services visit: https://www.uwo.ca/health/psych/index.html

Calendar References: Check these regulations in your Western Academic Calendar available at www.westerncalendar.uwo.ca.

Self-Reporting Absences
Absences Due to Illness
Academic Accommodations for Students with Disabilities
Academic Accommodations for Religious or Holy Days
Course Withdrawals
Examinations
Scheduling of Term Assignments
Scholastic Offences
Student Medical Certificate
Engineering Academic Regulations

Note: These instructions apply to all students registered in the Faculty of Engineering regardless of whether the courses are offered by the Faculty of Engineering or other faculties in the University.

Contact Information: