Welcome Back!

Spring 2021 2BT
May 13, 11:30 am – 12:20 pm
Who’s Who

- Director, Professor Andrew Kennings (akennings@uwaterloo.ca)
  - book appointments through Liz for academic counselling including plan options, transfers, research, and grad studies, etc.

- Advisor/Coordinator, Liz Skibicki (mme-tron-advisor@uwaterloo.ca)
  - drop by for enrollment issues (course selection/course overrides), exam conflicts, medical related matters, plan options, WKRPTs, appointment requests, supplemental exams, etc.

- Generally any questions or concerns you have can be directed to one of us.
Who’s Who

- MESS Lab Coordinator & Fred Church Lab Technician
  - Eugene Li (eugene.li@uwaterloo.ca)
- Mechatronics Technician:
  - Brian Shillingford (brian.shillingford@uwaterloo.ca)
- Student Wellness Coordinator:
  - Sam Vandekerckhove (ENGwellness@uwaterloo.ca)
- Class representatives are:
  - 2B: Alicia Pan (a29pan@uwaterloo.ca), Chris Samra (csamra@uwaterloo.ca)
Email addresses

- Email - While you are a student we ask that you check/use your uwaterloo email address.
  - Accounts from Hotmail, Gmail etc. are sometimes blocked and we will be unable to send important information.
  - Please include your student ID number!
Important Dates

- Important dates over the Spring 2021 term can be found here:
  - [https://uwaterloo.ca/registrar/important-dates/calendar](https://uwaterloo.ca/registrar/important-dates/calendar)

- Some useful dates:
  - Last day to add a class: May 21, 2021
  - Last day to drop a class: May 31, 2021
  - 100% refund date: May 31, 2021
  - 50% refund date: Jun 25, 2021
  - Requests for religious accommodations: Jun 18, 2021
  - Canada Day: Jul 1 & 2 (additional day off) 2021
  - Civic Day: Aug 2, 2021
  - Final exams: Aug 7 – Aug 16, 2021
  - Midterm Week: Jun 21 – Jun 25, 2021
Academic Integrity

- Should be taken seriously. More information here:
  - https://uwaterloo.ca/academic-integrity/integrity-students

- Please pay attention in courses with respect to things like group work, collaboration, plagiarism, etc.
  - Things like cheating and plagiarism are taken seriously.

- Especially important given that things are done online. There is a greater temptation to do things you might not otherwise do.
## Unit load, etc.

- Should maintain the correct unit load for your academic term.
- This means being enrolled in your core courses and CSEs (if applicable) for your academic term.

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### Credits

- Course numbers and titles include the full range of courses required for your degree.
- CSE courses are listed if applicable.

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**Notes:**

- Courses with blue shading are core courses.
- Courses with grey shading are CSE courses.
- Courses in brackets indicate optional course lists.
- TE #1, TE #2, and TE #3 are technical electives.
- CSE #1, CSE #2, and CSE #3 are CSE electives.

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**Waterloo Engineering**
Work Reports

- WKRPT 100 is due and should be submitted via LEARN (drop box).
  - General guidelines for work reports are posted at this link - https://uwaterloo.ca/mechanical-mechatronics-engineering/undergraduate-students/co-op/work-reports and LEARN. Along with Liz sending out specific revised guidelines via email.
  - Due May 17, 2021 by 11:59 PM.

- I can’t really tell you what makes an appropriate work report.
- Prof. Andrew Milne is overseeing all of MMEs work reports and if you have any concerns please email Liz first but she may direct your questions to either a marker or Prof. Milne.
Explanation of Mechatronomics Offerings

Complementary Studies Electives (CSEs)

- 1 – List A (Impact)
- 1 – List B (Economics)
- 2 – List C (Humanities)
- 1 – List A, B, C or D

Technical Electives (TEs)

- MTE 481/MTE 482 (Capstone; Required)
- MTE 484 (Controls; Required)
- 5 – TE s; you select; Can be from ECE, MME, SYDE, ...

Options and Minors

- Some options have GPA requirements
- Some options have grade requirements
- Usually declared between 2B and 3B, but you can plan anytime
- Might require an overload or a course on co-op

Work Reports (WKRPTs)

- Must do 3.
  - Either WKRPT 200, 300, 400 or WKRPT 100, 200, 300

Professional Development (PD)

- Must do 5.
  - PD20 & PD21 mandatory
  - Other 3 are your selection

CSE Notes:
- MSC1261 is core and counts as the List-B CSE
- One language skills course can be approved as a List-D CSE

TE Notes:
- Guidelines for TE selection will be provided
Online courses

- This can imply a few things different than what you’ve seen before:
  - Synchronous vs. asynchronous lectures.
  - Different grading schemes: more frequent assessments, different weighting of items, etc.

- It will be typical that exams have strict time limits (possibly within a time window) with an additional amount of time (e.g., 15 minutes) for uploading.

- Some comments:
  - Resist the urge to cheat or use platforms you probably shouldn’t (e.g., Chegg);
  - Make sure you are comfortable scanning and uploading solutions;
  - MME typically posts midterm/final schedules online; right now, these might not be accurate since some courses might not have a midterm. We will try to ensure your midterms are adequately spaced out.

- Please work with your instructors.
Course selection for future terms

- It is important and if you have issues contact the office.
- Those students who do not pre-enroll do not have grounds for grievance at Open Enrollment for the term.
- PD courses:
  - Students are *auto-enrolled for PD 20 & 21 only*
  - Requirements – need to complete PD 20 & 21, plus 3 elective for a total of 5 to fulfill degree requirements
  - Make sure you choose section “082” reserved for engineering students
  - PD 22 Professionalism and Ethics in Engineering Practice is excellent preparation for the PEng process
Some things worth mentioning regarding academic progression

- **Fail Count 3 = MNP** (PD courses, Work Reports, Core courses, CSE’s, TE’s) Students may not continue in their program until the fail count is reduced to one

- **Negative Service Indicators** are placed on accounts of students who do not return items to the MESS Lab, incur unpaid fees or have outstanding library material.
Student/faculty meetings

- To ensure things are progressing smoothing throughout the term we will have regular meetings with your academic reps.
- Your academic reps will likely solicit feedback from all of you so we can address concerns about courses, etc.
Safety modules

- Log into your MTE 200B seminar class in LEARN to complete these. Deadline to do these is **May 24, 2021 by 11:59 PM**. Ensure you complete the acknowledgment statement at the end.
  - These are mandatory!
  - Please do them ASAP.
Options Information Session

- Information will be sent out by Liz later in the term

- **General information:**
  - Need to be in good standing; some options have GPA requirements (overall or in specific courses)
  - Can add some as early as 2B but AI option not until 3B
  - Need to submit a plan modification form outlining how to acquire the courses for the option
  - You can do more than one option, but a particular course can only be used for “2 things”.
Documentation for Personal Struggles or Extenuating Circumstances

- **Extremely important!**

- If you have personal issues or extenuating circumstances during the term, make sure you connect with the MTE Undergrad office and email Liz right away.

- Be sure to obtain supporting documentation. (e.g., letters from counsellors or doctors)

- If you are ill for a midterm or final exam, you are not excused unless you submit a “Verification of illness” form from Health Services, a Physician or Counselling Services within 48 hrs - [https://uwaterloo.ca/campus-wellness/sites/ca.campus-wellness/files/uploads/files/vif_formdec2020.pdf](https://uwaterloo.ca/campus-wellness/sites/ca.campus-wellness/files/uploads/files/vif_formdec2020.pdf). Your instructor and Liz should be contacted immediately so you do not get a “DNW” (did not write).

- If you have COVID-19, you need to self-declare your illness - [https://uwaterloo.ca/quest/help/students/how-do-i/self-declare-my-illness](https://uwaterloo.ca/quest/help/students/how-do-i/self-declare-my-illness) along with letting Liz and instructor know.
Questions?