

Welcome Back!

Spring 2021 2BT

May 13, 11:30 am – 12:20 pm

WATERLOO | ENGINEERING

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>
- 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.

1A	CHE 102	GENE 121	MATH 115	MATH 116	MTE 100		
1B	MATH 118	MTE 100B	MTE 111	MTE 119	MTE 120	MTE 140	
2A	MTE 200A	MTE 201	MTE 202	MTE 219	MTE 262	SYDE 182	CSE #1
2B	MTE 200B	MTE 203	MTE 204	MTE 220	MTE 241	SYDE 252	
3A	ME 321	MTE 300A	MTE 309	MTE 320	MTE 325	SYDE 351	
3B	ME 351	MSCI 261 (list B)	MTE 300B	MTE 322	MTE 360	MTE 380	CSE #2
4A	ECE 484	MTE 400A	MTE 481	TE #1	TE #2	CSE #3	
4B	MTE 400B	MTE 482	TE #3	TE #4	TE #5	CSE #4	

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 Mechatronics Offerings

Complementary Studies Electives (CSEs)

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

CSE Notes:

- MSCI261 is core and counts as the List-B CSE
- One language skills course can be approved as a List-D CSE

Technical Electives (TEs)

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

TE Notes:

- Guidelines for TE selection will be provided

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

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 smoothly 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. 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> along with letting Liz and instructor know.

Questions?

