

# 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](mailto: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](mailto: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](mailto:eugene.li@uwaterloo.ca))
- Mechatronics Technician:
  - Brian Shillingford ([brian.shillingford@uwaterloo.ca](mailto:brian.shillingford@uwaterloo.ca))
- Student Wellness Coordinator:
  - Sam Vandekerckhove ([ENGwellness@uwaterloo.ca](mailto:ENGwellness@uwaterloo.ca))
- Class representatives are:
  - 2B: Alicia Pan ([a29pan@uwaterloo.ca](mailto:a29pan@uwaterloo.ca)), Chris Samra ([csamra@uwaterloo.ca](mailto: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.

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

