Welcome Back!

Spring 2021 3AT
May 11, 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:
  - 3A: Ahmad Nabil Yousef Kamal (anykamal@uwaterloo.ca), Parth Sareen (psareen@uwaterloo.ca) and Ian Truong (itruong@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.

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<thead>
<tr>
<th>1A</th>
<th>CHE 102</th>
<th>GENE 121</th>
<th>MATH 115</th>
<th>MATH 116</th>
<th>MTE 100</th>
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<tbody>
<tr>
<td>1B</td>
<td>MATH 118</td>
<td>MTE 100B</td>
<td>MTE 111</td>
<td>MTE 119</td>
<td>MTE 120</td>
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<tr>
<td>2A</td>
<td>MTE 200A</td>
<td>MTE 201</td>
<td>MTE 202</td>
<td>MTE 219</td>
<td>MTE 262</td>
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<tr>
<td>2B</td>
<td>MTE 200B</td>
<td>MTE 203</td>
<td>MTE 204</td>
<td>MTE 220</td>
<td>MTE 241</td>
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<tr>
<td>3A</td>
<td>ME 321</td>
<td>MTE 300A</td>
<td>MTE 309</td>
<td>MTE 320</td>
<td>MTE 325</td>
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<td>ME 351</td>
<td>MSCI 261 (list B)</td>
<td>MTE 300B</td>
<td>MTE 322</td>
<td>MTE 360</td>
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<td>ECE 484</td>
<td>MTE 400A</td>
<td>MTE 481</td>
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<td>TE #2</td>
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<td>4B</td>
<td>MTE 400B</td>
<td>MTE 482</td>
<td>TE #3</td>
<td>TE #4</td>
<td>TE #5</td>
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Work Reports

- WKRPT 300 is due and should be submitted via LEARN (drop box).
  - There is a drop box for both normal and confidential work reports (when applicable).
  - Guidelines for work reports are posted at this link - https://uwaterloo.ca/mechanical-mechatronics-engineering/undergraduate-students/co-op/work-reports and LEARN.
  - Due May 17, 2021 by 11:59 PM.

- I can’t really tell you want 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

Technical Electives (TEs)
MTE 481/MTE 482 (Capstone; Required)
MTE 484 (Controls; Required)
5 – TE; 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:
• MSCI261 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 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 300A 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.