



Welcome Back!

Spring 2020 3A Term

May 14th 11:30 – 12:30 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
- Advisor/Coordinator, Liz Skibicki (eskibicki@uwaterloo.ca)
 - drop by for enrollment issues (course selection/course overrides), exam conflicts, medical related matters, plan options, WKRPTs, appointment requests, supplemental exams

Who's Who

- MESS Lab Coordinator & Fred Church Lab Technician
- Eugene Li (eugene.li@uwaterloo.ca)

Mechatronics Technician: Jonathan Spike (jonathan.spike@uwaterloo.ca)

Brian Shillingford (brian.shillingford@uwaterloo.ca)

- Student Wellness Coordinator: Sam Vandekerckhove
(ENGwellness@uwaterloo.ca)

- Class representatives are: Ryan Leite & Daniel Weisdorf

Policies/Procedures

- Please direct your questions or concerns to undergrad office
- **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!**
- **Exams** – midterm week is June 22 – June 26 (lectures cancelled) and final assessments are August 7 - 15

- **Academic Integrity** - Students will receive a note in their file even when a situation is handled informally. Subsequent offences will be dealt with at the Undergraduate Dean office. (group work, plagiarism etc.)
- **Class Unit Load** - You must always **maintain your unit load**, for **each and every** Academic Term.
 - 5 Core courses (mandatory)
 - Work term report (WKRPT 300), due Monday, May 18 via LEARN - Dropbox
 - Attendance & participation for lectures, labs and tutorials is expected to maintain acceptable marks in the program.

Link to schedules - <https://uwaterloo.ca/mechanical-mechatronics-engineering/current-students-mechatronics-engineering/schedules>

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	WKRPT 200	
3A	ME 321	MTE 300A	MTE 309	MTE 320	MTE 325	SYDE 351	WKRPT 300	
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	WKRPT 400	
4B	MTE 400B	MTE 482	TE #3	TE #4	TE #5	CSE #4		

Explanation of Mechatronics Offerings

Complementary Studies Electives (CSEs)

- 1 - List A (Impact)
- 1 - List B (Economics)*
- 2 - List C (Humanities & Social Sciences)
- 1 - List A,B,C or D**

Technical Electives (TEs)

- 5, total which need to be TRON relevant courses!
- Can be MTE, ME, ECE, CS, MSCI, SYDE
- MTE Theme Areas:**
 - *Industrial Process Automation
 - *Systems, Sensing & Control
 - *Biomedical Applications
 - *Electrical & Mechanical Hardware Systems Design
 - *Intelligent Software Systems

Options & Minors

- Must have a cumulative average of 75% or higher to add an option (AI is 80% or more)
- Must be added between 2B and by end of 3B
- May have to overload in a term or take a course while on coop
- Most common are:**
 - Biomechanics option
 - Management Sciences option
 - AI option
 - Software option

Work reports (WKRPTs) & Professional Development (PD)

- 3 required - WKRPT 200, 300, 400
- 5 required - PD 20 & 21 mandatory
- 3 elective topics

Notes:

- * MSCI 261 in 3B is a "List B" core course
- ** 1 language skills course may be a "List D" but approval is required

- **Course Selection for future terms** – 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 enrollment** – required during your co-op work terms
 - 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

Academic Grading

- **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.

Midterm & Final Exams

Most exams will have strict time limits. Exam workings will need to be uploaded within 15 minutes of exam completion.

It is your responsibility to prepare a suitable exam writing location, with a reliable internet connection, and access to a scanner.

- **Undergraduate Studies Academic Term Deadlines:**

<http://ugradcalendar.uwaterloo.ca/page/uWaterloo-Calendar-Events-and-Academic-Deadlines>

Terms and Deadlines	Spring 2020
Lectures Begin	May 11
Add period ends	May 25
Victoria Day holiday	May 18
Drop, no penalty period ends; deadline to withdraw from courses with 100% tuition refund	Jun 1
Deadline for 50% Tuition Refund	Jun 26

Undergraduate Studies Academic Term Deadlines Continuation:

Fee arrangement deadline. Petition to the Registrar to Register Late form required to become fees arranged after these dates; visit Student Financial Services for more information	Jun 30
Drop, Penalty 1 Period: WD (Withdrew, no credit granted) grade assigned for course(s) dropped	Jun 2 - Jul 21
Drop, Penalty 2 Period: WF (Withdrew/Failure, no credit granted, value 32) grade assigned for course(s) dropped; last day to drop a course without a petition	Jul 22 – Aug 6
Canada Day holiday	Jul 1
Lectures End	Aug 5

Undergraduate Studies Academic Term Deadlines Continuation:

Civic day Holiday	Aug 3
Pre-Examination Study Day	Aug 6
Examination Days	Aug 7 - 15
Standings and Official Grades are available in Quest	Sep 15

Student/Faculty Meetings

- **1st Meeting will be on:** May 18, 2020 @ 11:30 via WebEx
 - Subsequent meetings will be held every other Thursday throughout the term
 - Make sure you work with your class reps to bring forth feedback to the meetings as a cohort

Safety Modules

- Opens May 11th 2020 @ 8:30 am and closes May 25th @ 8:30 am in MTE 200B seminar time in LEARN
- **This is mandatory!**

Work Reports

- Due Mon, May 18th via LEARN dropbox by 11:59 pm. If you are doing a confidential report marked by faculty there will be a special dropbox in LEARN for these and they are due same deadline.
- MME website for work reports - <https://uwaterloo.ca/mechanical-mechatronics-engineering/current-undergraduate-students/work-reports>

Options Information Session

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

General information:

- Need to be in good standing (GPA of 78% for MSCI, 80% for AI option)
- 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
- Only one option is allowed

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 (eg. 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 within 48 hrs outlining you are "severely" incapacitated. Your instructor and Liz should be contacted immediately so you do not get a "DNW" (did not write).