



School of Energy

Student Orientation Manual

Mechanical Engineering Programs

Mechanical Engineering, Mechatronics and Robotics,
Technology Teacher Education

SEPTEMBER 2018

Welcome

Welcome to BCIT and congratulations on acceptance to your program. We're very proud of our programs and truly believe that you've made the right choice.

Your program is an investment in your future and your experiences and the relationships you make will have a long-term impact on your life. Get involved with other students through study groups, social, sports, and other events to get the most out of your BCIT experience.

There are a number of expectations for your behavior at BCIT. We expect you to act professionally in your classwork and in your interactions with others. These and other expectations are covered in detail in BCIT policies, some of which are highlighted later in this document.

To be successful, you'll need to attend all classes and do all of the assigned work. Our programs are demanding but there are numerous support services to help you along the way. Instructors, assistant instructors, and other students are great resources. Your program head, counselling, and a variety of student services are available to help with program and personal concerns and the Student Association is a great advocate with lots of resources. Everyone is here to help you be successful so please ask when you need assistance.

Enjoy your time at BCIT and best of luck in your program.

A handwritten signature in black ink that reads "Brent Dunn". The signature is written in a cursive style with a large, stylized 'B' and 'D'.

Brent Dunn, PEng
Associate Dean
Mechanical Engineering

MECHANICAL ENGINEERING CALENDAR OF EVENTS 2018/2019
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FALL TERM

AUGUST 2018		
28	Tue	Modified Registration - SW9-110 from 0900 to 1530
SEPTEMBER 2018		
3	Mon	Labour Day - BCIT closed
4	Tue	Orientation - 1 st Year Students
5	Wed	Fall Term - Classes Begin
18	Tue	Fee deadline for returning students Last day to withdraw and receive a full refund (less \$200 commitment fee) Last day to apply for course credit exemption and/or change registration to "audit" status
OCTOBER 2018		
3	Wed	Set Rep Meeting - SW9-206 from 1430 to 1600
8	Mon	Thanksgiving Day - BCIT closed
NOVEMBER 2018		
7	Wed	Fall Awards ceremony - Willingdon Church from 0900
6	Tue	Last day to withdraw and receive "W" on transcript for Full Term courses
12	Mon	Day in Lieu of Remembrance Day – BCIT Closed
DECEMBER 2018		
7	Fri	Last Day of classes
10 – 14	Mon-Fri	Examination week
22	Sat	Fall Term Technology grades available on the BCIT Web site
24	Mon	Christmas Eve – BCIT closed
25	Tue	Christmas Day – BCIT closed
26	Wed	Boxing Day – BCIT closed
31	Mon	New Year's Eve – BCIT closed

Student Orientation

WINTER TERM		
JANUARY 2019		
1	Tue	New Year's Day – BCIT closed
2	Wed	Winter Term – Classes Begin
2	Wed	Modified Registration – SW9-206 from 1300 to 1600
16	Wed	Fee deadline for returning students Last day to withdraw and receive a full refund (less \$200 commitment fee) Last day to apply for course credit exemption and/or change registration to “audit” status
FEBRUARY 2019		
6	Wed	Set Rep Meeting – SW9-206 from 1430 to 1600
13	Wed	Last day to withdraw and receive “W” on transcript for Term A courses
18	Mon	Family Day – BCIT closed
26	Tues	Winter Convocation & Awards ceremonies – 1830
MARCH 2019		
8	Fri	Last day to withdraw and receive “W” on transcript for 15 week courses
11 - 15	Mon-Fri	Spring Break
18	Mon	Term B courses begin
TBA	TBA	Iron Ring Ceremony
APRIL 2019		
8	Mon	Last day to withdraw and receive “W” on transcript for Full Term courses
15 - 18	Mon-Fri	Final exams for 15 week courses
16	Tue	Option Selection Meeting for Students 1030 – 1230
19	Fri	Easter Friday – BCIT Closed
22	Mon	Easter Monday – BCIT Closed
24	Wed	Last day to withdraw and receive “W” on transcript for Term B courses
MAY 2019		
10	Fri	MECH Project Expo
10	Fri	Option Selection Forms due by 1500 hrs to Reception area of SW9-201
15	Wed	Last day of classes
16 - 24	Thurs - Fri	Examination week
20	Mon	Victoria Day - BCIT closed
JUNE 2019		
1	Sat	Winter Term Technology grades available online
19 - 21	Wed-Fri	Convocation and Graduating Awards Ceremonies – TENTATIVE

INSTITUTE POLICIES

BCIT policies support the Institute's mission and strategic direction. As such, they enable an environment of teaching and learning excellence, a superior student experience, a healthy and safe workplace for all employees, and judicious stewardship of resources.

See www.bcit.ca/about/administration/policies.shtml for a list of policies.

Attendance and Performance Requirements

Policy 5101 – Student Regulations

Regular attendance in lectures, seminars, laboratory, and shop periods is seen as integral to student success, and may be monitored by instructors. If repeated absences or any absences from an exam or test are due to illness, the student is requested to submit a [BCIT Student Medical Certificate](#). Absence for any cause does not relieve a student from the responsibility of completing the assigned work to the satisfaction of the instructor.

It is the responsibility of the student:

- In the case of illness or other unavoidable absence, to notify your Program Head and instructor, indicating the reason for the absence as soon as possible.
- To obtain and present to your Program Head an official [BCIT Student Medical Certificate](#) substantiating an absence of three or more consecutive days or any absence from an evaluation such as an assignment, lab, exam or other component.

Students who are absent for any reason are responsible for determining what work was missed and the details of any assignments. In the event of extenuating circumstances (e.g. documented illness), the instructor may consider an extension.

Prohibited Behaviours

Policy 5104 - Academic Integrity and Appeals

Plagiarism

Academic integrity requires that persons do not falsely claim credit for the ideas, writing, or other intellectual property of others, either by presenting such works as their own or through impersonation.

Cheating and Other Prohibitions

The following activities are further examples (not all-inclusive) of breaches of this policy:

- Using cheat sheets or other sources of information in an examination, without authorization
- Communicating, in any way, with other students during an examination, to give or receive answers to exam questions
- Preparing work in whole or in part, with the expectation that this work will be submitted by another student for appraisal
- Offering for sale essays or other assignments, in whole or in part, with the expectation that these works will be submitted by a student for appraisal
- Submitting the work one has completed for one class, either at BCIT or elsewhere, for appraisal in a second class without prior authorization by the instructor
- Impersonating another student in an exam, test or interview

- Changing the score on an examination, test, or any assignment
- Encouraging, enabling or causing others to do or attempt any of the above

Use of Information Systems

[Policy 3501](#) – Acceptable use of information technology

[Policy 3502](#) – Information Security

Computer Ethics Guidelines

- Do not attempt to discover other users' passwords, or to use any password discovered by chance. Take all reasonable precautions to prevent anyone from discovering your password. Change your password on a regular basis or if you think it has been compromised.
- Do not attempt to read or copy any information stored on the computer system unless explicitly authorized to do so. This includes information which has been stored by IT Services, by other computer users, by a commercial vendor or by any other party.
- Do not use institute computer facilities for non-instructional projects or commercial purposes. Minimize incidental personal use.
- Do not move any computer equipment nor disconnect cables from computers and outlets.

Users of the computer systems are cautioned that violation of the above rules may disrupt service to themselves and others. Furthermore, it could violate a copyright or other non-disclosure agreement into which BCIT has entered.

IT Services staff who have access to information owned by users of the system will treat all such information as strictly confidential.

Copying Software

All software installed on Institute-owned assets must be properly licensed. Users are prohibited from using Institute information processing facilities to download, store, use, or distribute unlicensed software.

Student Evaluation

[Policy 5103](#) – Student Evaluation

BCIT aims to employ equitable, consistent, and fair marking practices. This provides an objective measurement of student learning for BCIT's grading purposes, and timely, credible feedback to help direct students' efforts.

Harassment and Discrimination

[Policy 7507](#) - Harassment and Discrimination

All members of the BCIT community are entitled to work and learn in an environment free from Bullying and Harassment and Discrimination. To that end, these parties:

- Are committed to providing a learning environment where the individual differences of all students and employees are valued and respected.

- Will not condone and will not tolerate any Discrimination, Bullying or Harassing behaviour which undermines the dignity, self-esteem, and productivity of any student or employee.
- Consider Bullying and Harassment and/or Discrimination by any employee or student to be a serious breach of human rights which requires immediate resolution. Such resolution may include disciplinary measures up to and including dismissal or expulsion.

Sexual Violence and Misconduct

[Policy 7103](#) - Sexual Violence and Misconduct

The British Columbia Institute of Technology (BCIT) does not tolerate any form of Sexual Violence and Misconduct. BCIT is committed to providing and maintaining a safe and secure learning and working environment free from Sexual Violence and Misconduct.

Members of the BCIT Community who are alleged to have committed an act of Sexual Violence and Misconduct may be subject to BCIT's administrative processes and/or the criminal justice system.

Cannabis Use

[Policy 7200](#) - Cannabis Use

BCIT is committed to promoting the safety and well-being of the BCIT community and visitors to BCIT Premises. Cannabis impairment can have serious adverse effects on BCIT's students, faculty members, employees, and anyone else attending BCIT Premises, due to the safety-sensitive nature of many programs offered at BCIT. Accordingly, BCIT-with limited exceptions as indicated (see "Special Situations")-prohibits the use of Cannabis on BCIT Premises and prohibits anyone attending work, or a BCIT course, program, clinical placement, practicum, field trip, BCIT sponsored event, or volunteer activity whether on or off BCIT Premises, while impaired by Cannabis.

DEPARTMENT PRACTICES

Assistance with a Course

If you require assistance with a course, contact your course instructor during his/her posted office hours or contact the assistant instructor assigned to your lab group.

Assignments

All assigned work must be submitted on or before the specified date. Marks may be deducted for late assignments per the criteria established by the instructor.

Course Credit Procedure

Credit may be granted for individual course(s). To apply for credit, complete a [Course Credit/Exemption form](#) for each course. Attend the course until your application for course credit has been approved.

Course Outlines

Outlines can be viewed by clicking the link on the My Courses tab in [mybcit](#). Students are responsible for reading the outline and being aware of course requirements. Course outlines are also available on the [Course Outlines](#) page.

Dissatisfaction with Course or Instructor

Attempts should be made to resolve any misunderstandings with your instructor. If unresolved, discuss the issue with your Program Head. Subsequent steps may be taken through the Associate Dean.

Exam Identification

In order to write exams, students will be required to produce photo-identification. Students should bring their BCIT ID Card or alternatively two pieces of identification, one of which must be government photo ID such as a driver's license.

Contacting Instructors

Instructors have an open door policy. In addition, each instructor should have office hours. For your convenience, instructors can be reached by calling their local from the internal telephones located throughout the campus.

Timetables

Any changes to the timetable will be posted. Individual timetables are available through myBCIT and set timetables are available [here](#).

Withdrawal from Courses/Program

Students can withdraw from a course up to the withdrawal deadline and receive a "W" on their transcript. To withdraw, contact your program head.

Students can [withdraw](#) from the program once they have met with their Program Head to discuss options. Withdrawal deadlines are available on the department and institute calendars.

Lockers

Lockers are available on a first come first serve basis. Locks and contents will be removed in early June.

STUDENT ADVANCEMENT GUIDELINES

Academic Performance

Students who fail courses may be placed on a modified program or be required to discontinue from the program. Depending on the number of failures in the term or the number of accumulated failures in the program, students may be required to sign a performance contract to remain in the program.

Modified Program

Students who are unsuccessful in one or more courses may be placed on a modified program and be required to register in person. Registration in individual courses is subject to space availability.

Three Attempts in a Course

Policy 5103 – Student Evaluation

Students must complete a course within a maximum of three attempts. If they do not complete within three attempts, they will be removed from the program. Students require written permission from the Associate Dean to register after two unsuccessful attempts.

Student Performance Contracts

Policy 5100 - PR1 – Student Performance Contracts

Student performance contracts are initiated by the department or program to address the following issues:

- Failure to complete an outstanding course in a timely fashion.
- An accumulation of failures in the program.
- Other circumstances that the department identifies at a marks review relating to poor performance in a course or courses.

Return to the Program

Students who wish to return to day school programs after not attending for a period of one term or longer must apply for readmission to the program. In some cases, signing a performance contract may be required.

LAB AND SHOP SAFETY

BCIT is dedicated to promoting safe and healthy working conditions and attitudes for employees, students and visitors. Failure to comply with safety requirements will result in your having to leave the shop/lab area.

These are minimum requirements and in many situations additional safety protection or training may be required. These regulations do not apply to people passing through a shop within a clearly marked safety path.

Students using shops must provide their own personal eye and foot protection equipment.

Eye Protection

Appropriate safety eyewear must be worn at all times except in situations where the instructor specifically states safety eyewear is not required.

Foot Protection

CSA approved safety footwear must be worn (boots with Green Triangle logo, puncture proof sole, steel toes and ankle support).

Clothing

Suitable close fitting clothing protecting arms must be worn at all times, except where the instructor expressly indicates that bare arms are safe or desirable in a specific situation. Where long sleeves may be a hazard they are to be securely rolled up to a safe length. Bare legs are prohibited.

Suppliers

Approved safety glasses are available from on-campus stores and from industrial suppliers. Safety footwear is not available for purchase on campus.

Required safety equipment for other types of labs will be outlined by the program area.

Alertness

Students are expected to be alert and aware of potential hazards. Personal music players are not permitted. Impairment resulting from use of alcohol or drugs will result in suspension.

¹ A working shop is defined as one in which manufacturing and/or service activity of any kind, even by a single individual, is taking place. This would include the demonstration of operations.

SAFETY ON CAMPUS

BCIT's Safety Wise mobile app is your most convenient source of safety information and emergency communication when you need it most. In addition to its safety features, the app contains detailed maps to help you find your way around campus.

The app is available for both Apple and Android devices.

More information is available here: <http://www.bcit.ca/safety/app.shtml>



Welcome to BCIT!

You have made the exciting decision to pursue your education at BCIT and we are thrilled to have you. BCIT has many FREE services available for all students on all campuses to help students succeed. Please watch the Student Welcome Video for more information.

<https://www.youtube.com/watch?v=vGtuYc8Fsv8>

Contact Information

Name	Position	Room	Phone	email
Brent Dunn	Associate Dean	SW9-201E	604-432-8755	brent_dunn@bcit.ca
Courtney Neish	Administrative Assistant to the Associate Dean	SW9-201D	604-432-8274	courtney_neish@bcit.ca
Mary Woodbury	Program Assistant	SW9-201	604-451-6868	mary_woodbury@bcit.ca
Alan Inglis	Program Head Mechanical First Year	SW9-201J	604-432-1252	alan_inglis@bcit.ca
Cyrus Raoufi	Program Head Mechanical Design	SW9-201C	604-432-8331	cyrus_raoufi@bcit.ca
Stephen McMillan	Program Head Mechanical Manufacturing	SW9-201P	604-432-8280	stephen_mcmillan@bcit.ca
Joseph Poon	Program Head Mechanical Systems	SW9-201B	604-432-8541	joseph_poon@bcit.ca
Pavlos Paleologou	Program Head Mechatronics & Robotics	SW3-2930	604-432-8926	pavlos_paleologou@bcit.ca
Roger Bortignon	Program Head Technology Teacher Education	SW9-201Q	604-412-7412	roger_bortignon@bcit.ca
Mehrzaad Tabatabaian	Program Head Bachelor of Engineering	SW9-201F	604-456-1104	mehrzaad_tabatabaian@bcit.ca

Useful BCIT Links

Mechanical Engineering Commons	commons.bcit.ca/mecheng/
Mechatronics Commons	commons.bcit.ca/mechatronics/
School Homepage	www.bcit.ca/energy
myBCIT	my.bcit.ca
Welcome to BCIT	www.bcit.ca/welcome
BCIT Orientation	http://www.bcit.ca/welcome/orientation/
BCIT Student Services	https://www.bcit.ca/student-services/
Bookstore	www.bcit.ca/bookstore
Employment Services	www.bcit.ca/ses
Events Calendar	www.bcit.ca/calendar/main.php
Fees	www.bcit.ca/admission/fees
Financial Aid & Awards	www.bcit.ca/financialaid
Forms	www.bcit.ca/admission/downloads.shtml
Parking	https://www.bcit.ca/parking/
Policies	www.bcit.ca/about/administration/policies.shtml
Sustainability	www.bcit.ca/sustainability
Student Association	www.bcitsa.ca