



# **School of Energy**

## **Student Orientation Manual**

### **Mechanical Engineering Programs**

Mechanical Engineering, Mechatronics and Robotics,  
Technology Teacher Education

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**SEPTEMBER 2024**

# Welcome

Welcome to BCIT and congratulations on acceptance into your program. We're very proud of our programs and we hope you will have a fulfilling student experience.

Our programs are challenging, but rewarding, and are an investment in your future. Your experiences, and the relationships you make, will have a long-term impact on your life. Engage with your classmates through study groups, social, sports, and other events to get the most out of your BCIT experience.

There are 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 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 set-rep, Program Head, counselling, and a variety of student services are available to help with program and personal concerns. The Student Association is a great advocate with lots of resources. Everyone is here to help you be successful, so please ask if you need assistance.

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

A handwritten signature in dark ink, appearing to be 'Jeanie Chan', written in a cursive style.

Jeanie Chan, P.Eng, MASc, BEMP  
Interim Associate Dean  
Mechanical Engineering

<b>MECHANICAL ENGINEERING CALENDAR OF EVENTS 2024/2025</b>
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<b>FALL TERM</b>
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AUGUST 2024		
21 - 25	Wed-Sun	<a href="#">Modified Registration</a> – Forms Due
SEPTEMBER 2024		
2	Mon	Labour Day - BCIT closed
3	Tue	Orientation - 1st Year Students at 1200 Mechanical Engineering SW9-110 Mechatronics and Robotics SW9-117 Technology Teacher Education SW9-233
4	Wed	Fall Term - Classes Begin
17	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
30	Mon	Truth and Reconciliation Day – BCIT Closed
OCTOBER 2024		
14	Mon	Thanksgiving Day - BCIT closed
16	Wed	Set Rep Meeting – SW9-117 from 1430 to 1530
NOVEMBER 2024		
8	Fri	Last day to withdraw and receive “W” on transcript for Full Term courses
11	Mon	Remembrance Day - BCIT closed
		Fall Awards ceremony ( <b>cancelled</b> )
DECEMBER 2024		
6	Fri	Last Day of classes
9 - 13	Mon-Fri	Examination week
21	Sat	Fall Term Technology grades available on the BCIT Web site
22 - 26	Sun-Thur	<a href="#">Modified Registration</a> – Forms Due
24	Tue	Christmas Eve – BCIT closed
25	Wed	Christmas Day – BCIT closed
26	Thurs	Boxing Day – BCIT closed
31	Tue	New Year’s Eve – BCIT closed

<b>WINTER TERM</b>		
<b>JANUARY 2025</b>		
1	Wed	New Year's Day – BCIT closed
6	Mon	Winter Term – Classes Begin
20	Mon	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
<b>FEBRUARY 2025</b>		
5	Wed	Set Rep Meeting – SW9-117 from 1430 to 1530
17	Mon	Last day to withdraw and receive "W" on transcript for Term A courses
17	Mon	Family Day – BCIT closed
<b>MARCH 2025</b>		
10 - 14	Mon-Fri	Spring Break
17	Mon	Term B courses begin
24	Mon	Last day to withdraw and receive "W" on transcript for 15 week courses
<b>APRIL 2025</b>		
11	Wed	Last day to withdraw and receive "W" on transcript for Full Term courses
9	Wed	Option Selection Meeting (All Options) – SW9-110 from 1430 to 1630
18	Fri	Good Friday – BCIT closed
21	Mon	Easter Monday – BCIT closed
17-25	Thurs-Fri	Final exams for 15 week courses
28	Mon	Last day to withdraw and receive "W" on transcript for Term B courses
<b>MAY 2025</b>		
9	Fri	MECH Project Expo
12	Mon	Option Selections due by 1600 hrs via Survey Monkey
14	Wed	Last day of classes
15 - 23	Thurs-Fri	Examination week
19	Mon	Victoria Day - BCIT closed
31	Sat	Winter Term Technology grades available online
<b>JUNE 2025</b>		
TBA	TBA	Convocation & Awards ceremonies

## 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](http://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.

In case of illness or other unavoidable absence, the student must communicate as soon as possible with their instructor, or program head, indicating the reason for the absence. Students seeking accommodation for a medical absence must submit a [BCIT Student Medical Certificate](#) to the department. For other absences, the student should be prepared to provide appropriate supporting documentation. Unapproved excessive absence may result in failure or forced withdrawal from the course or program.

When absent, it is the responsibility of the student to:

- Notify your Instructor and Program Head as soon as possible, indicating the reason for the absence.
- In the case of medical absence, obtain and present to your Program Head an official [BCIT Student Medical Certificate](#).
- Determine what lecture or coursework was missed, and the details of any assignments.

Absence for any cause does not relieve a student from the responsibility of completing the assigned work to the satisfaction of the instructor. 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 their 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 which does not affect their GPA. To withdraw, students should contact their 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 free to use for the academic year and do not need to be registered or reserved. To use a locker, place a lock on the locker. Clear your belongings and remove your lock at the end of the academic year as locks and contents will be removed in early June.



## **STUDENT ADVANCEMENT GUIDELINES**

### **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.

### **Limits to Number of Attempts to Complete a Course**

#### **Policy 5103** – Evaluation of Students

Students are allowed a maximum of three attempts to successfully complete a course. Students who have not successfully completed a course within the allowed number of attempts will not be eligible to graduate from their respective programs. Students require permission from the Associate Dean to register after two unsuccessful attempts.

### **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.

### **Time Limit to Complete a Credential**

#### **Policy 5103** – Evaluation of Students

To ensure the quality of BCIT graduates, BCIT programs may establish a maximum time limitation for students to complete a credential. The time limitation begins on the date of the program approval or the starting date of the first course towards the credential, whichever is more beneficial to the student.

In Mechanical Engineering, all programs must be completed within BCIT's default time limitation of seven years.

## 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 you 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.

<sup>1</sup> 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.

More information is available here: [Apps For Staying Safe - BCIT](#)



## Contact Information

Name	Position	Room	Phone	email
Jeanie Chan	Interim Associate Dean	SW9-201E	604-432-8280	<a href="mailto:jeanie_chan@bcit.ca">jeanie_chan@bcit.ca</a>
Courtney Neish	Administrative Assistant to the Associate Dean	SW9-201D	604-432-8274	<a href="mailto:courtney_neish@bcit.ca">courtney_neish@bcit.ca</a>
Melissa Hart	Program Assistant	SW9-201A	604-451-6868	<a href="mailto:melissa_hart@bcit.ca">melissa_hart@bcit.ca</a>
Shervin Jannesar	Program Head Mechanical First Year	SW9-201B	604-456-1252	<a href="mailto:sjannesar@bcit.ca">sjannesar@bcit.ca</a>
Cyrus Raoufi	Program Head Mechanical Design	SW9-201P	604-432-8331	<a href="mailto:cyrus_raoufi@bcit.ca">cyrus_raoufi@bcit.ca</a>
Mohammad Alemi	Program Head Mechanical Manufacturing	SW9-201M	604-456-8044	<a href="mailto:malemi3@bcit.ca">malemi3@bcit.ca</a>
Skai Edwards	Program Head Mechanical Systems	SW9-201J	604-432-8541	<a href="mailto:skai_edwards@bcit.ca">skai_edwards@bcit.ca</a>
Martin Strange	Program Head Bachelor of Engineering	SW9-201C	604-432-8332	<a href="mailto:mstrange@bcit.ca">mstrange@bcit.ca</a>
Greg Scutt	Program Head Mechatronics & Robotics	SW9-201F	604-432-8350	<a href="mailto:gscutt@bcit.ca">gscutt@bcit.ca</a>
Roger Bortignon	Department Head Technology Teacher Education	SW9-201Q	604-412-7412	<a href="mailto:roger_bortignon@bcit.ca">roger_bortignon@bcit.ca</a>

## Useful BCIT Links

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