

Engineering Technology - Course Outline

ENGR 101: 2010 Trimester 1

This document sets out the workload and assessment requirements for ENGR 101. It also provides contact information for staff involved in the course. If the contents of this document are altered during the course, you will be advised of the change by an announcement in lectures and/or on the course web site. A printed copy of this document is held in the School Office.

Objectives

By the end of the course, students should have:

1. Gained an understanding of fundamental physical principles underlying electronic, mechatronic, networked and software systems (BE graduate attributes 3(a)).
2. Gained experience in working within a team, including breaking up and allocating tasks, managing a team, and working with other people to achieve a defined task (BE graduate attributes 2(a), 2(b) and 3(d)).
3. Practiced communication through explaining what they have done in coursework and reasons for it with their peers and others (BE graduate attribute 2(b)).
4. Developed an understanding of engineering ethics and professionalism (BE graduate attribute 1(a)).
5. Demonstrated creative and critical thinking through the design, implementation and testing of systems to solve real-world problems (BE graduate 3(b)).
6. Gained confidence in dealing with computers based on experience of building, configuring, installing and testing a modern operating system (BE graduate attributes 3(a) and 3(d)).
7. Gained an understanding issues of security on a network and be able to configure machines and systems to use networks safely (BE graduate attributes 3(a) and 3(d)).

Textbook

There is no set textbook for ENGR 101. However, you will find many useful resources in the library and you are encouraged to seek out extra information as appropriate. The text "Engineering your future" by Dowling et. al. is a good general resource for the BE and we suggest that you obtain a copy.

Lectures and Tutorials

A schedule of lecture topics, laboratories and assignment due dates is available online

Lectures for ENGR 101 are: *2:10pm Monday in MCLT103 and 2:10pm Tuesday and Thursday in HULT323.*

Tutorials may occasionally be held during normal lecture times. Additional tutorials may also be held in preparation for tests and the examination. The times for these extra tutorials will be announced in lectures.

A tutor will be available on Wednesday from 4-5pm and Friday from 10am-11am to answer any questions that you might have. Just drop in with any course related questions.

Assignments

There will be six written assignments. The purpose of the assignments is to help you to learn the material in the course. They are not worth a large fraction of the assessment and experience shows that those not making a good attempt at the assignments often do poorly in tests and the exam.

There will be six assignments that will be made available via the website at least a week before the due date. You should check each assignment for submission details, as some will require hard copy submission, while others will require electronic submission. Hard copy submission must be made into the boxes on Cotton level 2, while electronic submission can be completed on the course web site. Electronic submission is via a web browser (you'll learn about this in assignment 1 of COMP102), so you can submit assignments from the labs or from a computer at home. Before the assignment's due date you may resubmit as many times as you wish, but the most recent submission of a file will always overwrite previous submissions. After the due date the system keeps all versions of submitted work (including the last on-time submission). You should submit assignments as either TEXT files created with an editor such as notepad or as PDF files. **Do not** use a proprietary file format such as .doc or .docx for example.

Model solutions to the assignments are generally posted shortly after the assignment deadline, so that you can review and assess your own work. Comparing your work to the provided solutions is an important part of the learning. Note that this also means that assignments submitted after the solutions are posted will not generally be marked, unless you have made prior arrangements on the basis of exceptional circumstances with the course coordinator.

Laboratory Work

Every student in ENGR101 is required to attend a two-hour laboratory once every week (**from week two of the course**). You must sign in to a particular laboratory session during week one and you must attend that session throughout the course. Lab sign in will be done from Tuesday the 2nd of March via the electronic sign in system. See the web site for details. In your first session you will be assigned to a table group, and you must remain in that table group throughout the course. For any problems with laboratories, please contact [Shiping Zang](#) who is the Bachelor of Engineering technician in charge of the laboratory. If you are unable to attend your assigned laboratory due to illness or other extraordinary circumstances, again contact the Mr Zang as soon as possible.

Laboratories in the first part of the trimester will consist of a series of group work projects. As part of this exercise you will be expected to attend a session on Tuesday the 20th of April at a location to be announced closer to the date (there are no normal laboratory sessions in that week).

Laboratories in the second part of the trimester will consist of a series of computer based laboratories. If you have access to a computer outside the labs, you may use it to work on laboratories, but you will need to acquire your own software. Please note that we do not have the resources to provide assistance if you have difficulties with a computer at home -- the tutors can only answer questions about the laboratories and the workstations in the laboratories. Note also that we cannot offer you any help with choosing, setting up, or fixing your own computer system, other than the general advice that we provide on the website.

The laboratory work will be marked in the laboratory sessions, and includes 'lab prework':

- 0: not attended
- D: attended without prework
- C: attended with prework but did not complete laboratory report
- B: attended with prework and wrote a good laboratory report
- A: attended with prework and wrote an excellent laboratory report

Workload

In order to maintain satisfactory progress in ENGR 101, you should plan to spend an average of at least 10 hours per week on this paper. A plausible and approximate breakdown for these hours would be:

- Lectures: 3 hours
- Laboratories: 2 hours
- Reading and preparation: 2 hour
- Assignments and prework for laboratories: 3 hours

School of Engineering and Computer Science

The School office is located on level three of the Cotton Building ([Cotton 358](#)).

Staff

The course organiser for ENGR 101 is [Christopher Hollitt](#). The lecturers for the course are [Christopher Hollitt](#), [Robin Dykstra](#) and [Andy Linton](#). Their contact details as of the start of the course are listed below. Be aware that Robin and Chris are likely to be moving offices part-way through the course; new contacts will be provided when that happens.

- *Christopher Hollitt*
- [Cotton 354](#)
- +64 4 463 6965
- Christopher.Hollitt@ecs.vuw.ac.nz

- *Robin Dykstra*
- [Cotton 353](#)
- +64 4 463 5233 x7508
- Robin.Dykstra@ecs.vuw.ac.nz

- *Andy Linton*
- [Cotton 330](#)
- +64 4 463 5144
- Andy.Linton@ecs.vuw.ac.nz

[Shiping Zang](#) is in charge of the day to day running of the laboratories. His contact details are:

- *Shiping Zang*
- [Cotton 145](#)
- +64 4 463 6750

- Shiping.Zang@ecs.vuw.ac.nz

Announcements and Communication

The main means of communication outside of lectures will be the ENGR 101 web area at http://ecs.victoria.ac.nz/Courses/ENGR101_2010T1/. There you will find, among other things, this document, the [lecture schedule](#) and [assignment handouts](#), and the [ENGR 101 Forum](#). The forum is a web-based bulletin board system. Questions and comments can be posted to the forum, and staff will read these posts and frequently respond to them.

Assessment

Your grade for ENGR 101 will be determined based on the following assessment weightings:

Item	Weight
Assignments (6)	15%
Laboratories	20%
Tests (2)	15%
Final Examination	50%

Work submitted late will be subject to a penalty of 10% of the total mark per day. However, no work will be accepted once the solutions have been posted (and we may choose to post the solutions immediately after the due date). Late work must be submitted via the school office. Ask the staff to place the work into the appropriate lectures pigeon hole. **Do not** attempt to hand in late work at lecture, as it is easy for such work to be lost. You should also not submit late work into the submission boxes on Cotton level 2, as they will not be checked after the due date.

Assignments will assess students' mastery of the technical material in the course (Objective 1). The assignments will require some written answers to aid the development of good written communication skills (Objective 3). The first half of the laboratories will focus on the development of teamwork and oral communication skills (Objectives 2 and 3). Assessment of this portion of the laboratory will also depend on the technical prowess of the resulting engineering designs (Objective 5). The second portion of the laboratories will focus on practical computing skills (Objectives 6 and 7). This will be assessed primarily through brief written laboratory reports. Finally, the tests and exams will assess students' mastery of both the course's technical content (Objective 1) and of engineering professionalism and ethics (Objective 4).

Unless we explicitly state that something is not examinable, all material presented in lectures could appear on the final exam. In particular, do not assume that something is not examinable because it does not appear in the printed lecture notes.

Bachelor of Engineering students should be aware that copies of their assessed work may be retained for inspection by an accreditation panel.

Tests and Exams

Two tests are administered during the normal lecture times, the first on the 25th of March and the second on the 10th of May. If you cannot attend a test, please contact the [Christopher Hollitt](#) as soon as possible to make alternate arrangements

The [timetable for final examinations](#) will be available from the University web site and will be posted on a notice board outside the faculty office. The final examination will be three hours long. Paper non-English to English dictionaries will be permitted in the examination. The examination period for trimester 1 is 7 June - 30 June.

Plagiarism

Working Together and Plagiarism

We encourage you to discuss the principles of the course and assignments with other students, to help and seek help with programming details, problems involving the lab machines. However, any work you hand in must be your own work.

The [School policy on Plagiarism](#) (claiming other people's work as your own) is available from the course home page. Please read it. We will penalise anyone we find plagiarising, whether from students currently doing the course, or from other sources. Students who knowingly allow other students to copy their work may also be penalised. If you have had help from someone else (other than a tutor), it is always safe to state the help that you got. For example, if you had help from someone else in writing a component of your code, it is not plagiarism as long as you state (eg, as a comment in the code) who helped you in writing the method.

Mandatory Requirements

1. The practical skills covered in the laboratories are an essential component of ENGR 101, so there is a mandatory requirement that you attempt all the laboratories. There will be an opportunity during the last week of trimester to make up any laboratory session that you were unable to attend. Please see Mr Zang as soon as you become aware that you need to

use this facility.

2. The assignments relate to the theory aspects of the course and are essential for preparing for the terms test and final examination. You must submit reasonable attempts for at least four of the six fortnightly assignments.
3. You must also get at least a **D** in the final examination (40% minimum).

Passing ENGR 101

To pass ENGR 101, a student must satisfy mandatory requirements and gain at least a **C** grade overall (50% minimum).

Withdrawal

The last date for withdrawal from ENGR 101 with entitlement to a refund of tuition fees is Friday, 12th March 2010 (the end of week 2 of trimester). The last date for withdrawal without being regarded as having failed the course is Friday, 14th May 2010 (the end of week 9) -- though later withdrawals may be approved by the Dean in special circumstances.

Rules & Policies

Find key dates, explanations of grades and other useful information at <http://www.victoria.ac.nz/home/study>.

Find out about academic progress and restricted enrolment at <http://www.victoria.ac.nz/home/study/academic-progress>.

The University's statutes and policies are available at <http://www.victoria.ac.nz/home/about/policy>, except qualification statutes, which are available via the Calendar webpage at <http://www.victoria.ac.nz/home/study/calendar> (See Section C).

Further information about the University's academic processes can be found on the website of the Assistant Vice-Chancellor (Academic) at <http://www.victoria.ac.nz/home/about/avcacademic>

All students are expected to be familiar with the following regulations and policies, which are available from the school web site:

[Grievances](#)

[Student and Staff Conduct](#)

[Meeting the Needs of Students with Disabilities](#)

[Student Support](#)

[Academic Integrity and Plagiarism](#)

[Dates and Deadlines including Withdrawal dates](#)

[School Laboratory Hours and Rules](#)

[Printing Allocations](#)

[Expectations of Students in ECS courses](#)

The School of Engineering and Computer Science strives to anticipate all problems associated with its courses, laboratories and equipment. We hope you will find that your courses meet your expectations of a quality learning experience.

If you think we have overlooked something or would like to make a suggestion feel free to talk to your course organiser or lecturer.
