

Engineering Technology Charter of Expectations

Engineering Technology strives to maintain standards of excellence as a community committed to personal development. Every student and employee of the College is to provide and maintain an environment conducive to learning and working. All individuals are treated with respect and dignity. Our department has set standards and guidelines to promote positive student conduct structured around but not necessarily limited to the following principles:

Professionalism:

We expect students to:

- Adopt an attitude of professionalism and respect that will promote a sense of pride in our community.
- Strive to maintain an environment in which proper language is used without profanity.
- Demonstrate integrity, responsibility, honesty, respect and enthusiasm.
- Maintain an environment free from harassment, discrimination and disruptive behavior.

Honesty and Integrity:

We dedicate ourselves to upholding the reputation, integrity and honour of our role in education. We expect students to understand the following:

- All individual evaluations must be the result of the student's own work and not that of others.
- Academic dishonesty is a serious offense and subject to the Academic Honesty policy.
- E-learn, Mocomotion and all computer accounts must be kept confidential. All inappropriate activity that comes from the student's accounts will be associated with that student and they can be held accountable.
- Types of Academic dishonesty include, but are not limited to the following:
 - Possession or use of unauthorized material.
 - Copying from other students' work.
 - Direct use or paraphrasing of material without acknowledgement of its source.
 - Falsifying data Copyright infringement, such as using unlawfully downloaded or photocopied materials.
 - Submitting individual work that has been done by someone else, whether in whole or in part.
 - Making your material available for others to submit as their own work.
- The following guidelines are used in Engineering Technology as penalties for academic honesty infringements during your time at Mohawk College:
 - 1st Offence – zero on the evaluation;
 - 2nd Offence – zero on the course;
 - 3rd Offence – possible suspension from the program.

Responsibility and Commitment:

As a member of Engineering Technology, the student is accountable for actions both in and out of class including distracting other students during class time. The student is responsible for:

- Reviewing the course Learning Plan for course expectations including evaluation criteria.
- Learning material covered for all missed classes.
- Preparing for classes by completing assignments such as readings and homework.
- Scheduling personal appointments and work schedules outside of school hours.
- Informing Professors of CAAP's prior to class times especially if a CAAP requires in-class support.
- Working in a productive manner with group members.
- Scheduling group meetings in a mutually convenient manner.
- Completing and submitting assignments, reports, labs and projects on time.
- Keeping a backup copy of all individual and group assignments.

Faculty Contact:

Faculty may be contacted by e-mail, or by phone and you must include your full name, student number, and course code, and reason for your message. If you choose to e-mail the Professor, you must use your Mocomotion (@mohawkcollege.ca) or E-learn e-mail account (@elearn.mohawkcollege.ca). If leaving a voice mail message, please speak slowly and clearly. Remember, if you want them to call you back, they need to have your information.

Tests and Evaluations:

All references to Test(s) should be understood to mean test(s), quizzes, exam(s) or in-class assessment(s). If the expectations, listed below, are not met, a grade of zero (0) will apply.

1. It is the student's responsibility to be available for all Tests at their scheduled time and to meet deadlines for all assessments. It is the student's responsibility to notify the course Professor by e-mail or telephone *PRIOR* to the start of the Test if they cannot be present for any reason.
 - All final written Tests will be scheduled during exam week according to the posted Exam Timetable.
 - It is the student's responsibility to inform the Professor of any conflict as soon as Test schedules are posted.
2. The student will be required to provide documentation such as a medical note or accident report validating the reason for missing the Test, assessment or evaluation. Please discuss this with your Professor privately. Upon return to school, submit your documentation to your Professor immediately. Medical notes must specifically state that you were unable to write the Test on the specific date.

A student has a right to view their Test with the Professor within ten (10) working days of the grade posting and should make these arrangements with the Professor directly.

Test Protocol:

- Students must arrive 10 minutes prior to all tests.
- Students arriving less than 30 minutes late for a test will be allowed to write the test, but they have lost the time that they have missed. The 30-minute grace period will be shortened for shorter tests such as quizzes.
- Students will not be permitted to enter a testing room if they are thirty (30) minutes late and will receive a grade of zero unless relevant documentation is provided.
- Students will not be permitted to leave within the first thirty (30) minutes of a test.
- Students who request to leave the test at any point during the scheduled test will not be able to return unless permission has been granted by the Professor.
- At the conclusion of a test, all testing activity must cease. In the event that this requirement is not observed, the invigilator may refuse to accept the student's test results.
- The use of aids such as electronic devices, dictionaries and translators during a test must be approved by the Professor prior to the test.
- Students must place their personal belongings at the front or side of the test room.
- Students must be prepared to place their Mohawk Identification Card in front of them on the desk throughout the test period for identification purposes.
- While waiting outside a test room, students should be respectful and considerate of others who are still writing the test.

Compliance:

Individual faculty members are charged with the responsibility of dealing with infractions of the Charter of Expectations. If you choose not to comply with these guidelines, disciplinary measures may include any of the following:

- verbal warning
- written warning
- deductions from the student's class mark
- ejection from the class, course, program or College

Blended Learning:

In the blended delivery model, students commit to both face-to-face classroom instruction and active learning outside the classroom. The student is expected to be fully prepared for face-to-face classes by completing self-study activities such as:

- required readings
- pre-class deliverables
- supplementary learning resources such as videos, games or simulations
- on-line discussions through Discussion boards
- on-line activities
- group work
- site visits

Note: Discussion boards are not monitored by the Professor unless specifically stated in an evaluation rubric.

Lab Work:

Students are expected to come to a lab class prepared for the lab. If a student is not prepared, they could be asked to leave the lab class and complete the work before returning. They will have lost the time they missed in the lab.

Program of Studies and Graduation

For each program, the College defines a Program of Studies which lists courses, sorted by semester, that provide a continuum of learning from basic to more complex levels. A student can create their own academic plan in discussion with their Program Co-ordinator, Associate Dean or Student Success Advisor.

Students are responsible to apply to graduate during the semester in which they are completing their final courses. The student must complete the requirements of the Program of Study of their graduating year in order to graduate.

References:

Mohawk College has developed several policies and procedures designed to protect students and provide an enriching and rewarding learning experience in which the rights of individuals are respected.

For the most up-to-date information on the following policies and procedures, consult [Mohawk College Corporate Policies and Procedures](#)

Policies and Procedures that relate to academic and student issues:

- [Academic Appeals Policy](#)
- [Academic Honesty Policy](#)
- [Prior Learning Assessment and Recognition Policy](#)
- [Human Rights Policy](#)
- [Information Technology - Use and Security Policy](#)
- [Student Behaviour Policy](#)
- [Program Promotion and Graduation Requirements Policy](#)
- [Student Complaint Procedure](#)
- [Violence Protection and Prevention Policy](#)
- [Sexual Assault and Sexual Violence Policy](#)
- [Academic Accommodation for Students with Disabilities](#)