COURSE SYLLABUS

COURSE TITLE: CIVIL CAPSTONE (CIVE289)

CLASS SECTION: XO1A, B

TERM: Winter 2024

COURSE CREDITS:3

DELIVERY METHOD(S): On campus Lecture, On

campus Seminar, D2L

For COVID-19 information please visit https://legacy.camosun.ca/covid19/index.html.

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Robin Ley

EMAIL: LeyR@Camosun.bc.ca

OFFICE: TEC265

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

Working in teams, students select, plan and execute a civil engineering design project of their own choosing. All components of the project require scope and progress monitoring, design documentation and compliance to the ASTTBC Code of Ethics. A formal written report is completed as part of an accompanying course, ENGL 273. The project applies the theory students previously learned in the Civil Engineering Technology program and concludes in a project presentation event with their peers

PREREQUISITE(S):
- o   **C** in CIVE 251
- o   **C** in CIVE 271
- o   **C** in CIVE 255
- o   **C** in CIVE 276

- o **C** in CIVE 261
- o **C** in CIVE 291
- COREQUISITE(S):
  - o ENGL 273

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course a student will be able to:

- Apply relevant safety regulations and best practices in the lab and in the field.
- Research, plan and schedule the completion of a technical design project within the field of civil engineering.
- Identify and prioritize design criteria and assess a suitable project scope.
- Work effectively in a team to design a technical project.
- Monitor project progress and adapt the project scope accordingly.
- Complete a post-completion analysis of project progress and team participation and identify recommendations for improvement.
- Prepare a comprehensive set of design calculations.
- Document the use of supporting design software including variables, methods and algorithms.
- Present final design in an appropriate medium such as: poster; video; architectural fly-through; or model.
- Produce appropriate technical documentation such as: construction drawings, user documentation, specifications, or client report.
- Apply the ASTTBC Code of Ethics throughout the project.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Course content will be posted on D2L: https://online.camosun.ca/d2l/home. Communication will be sent through email or D2L. Please set up automatic forward for D2L messages to your preferred email address. Messages may also be sent to email addresses provided in mycamosun.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following are the deliverables and due dates for this course. They are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

Deliverable	Week	Due Date
Three Project Ideas	1	January 12, 2024
Technical Proposal (with cost proposal)	3	January 26, 2024
Accountability Log (first submittal, weekly thereafter)	3	January 26, 2024
Proposal Presentation	4	Jan 30 & 2, 2024
Accountability Log with Reflection	5	February 9, 2024
Progress Report	8	March 1, 2024
Progress Presentation	9	March 5&8, 2024
Accountability Log with Reflection	10	March 15, 2024
Brochure	12	March 29, 2024
Design Report & Drawings	14	April 12, 2024
Cost Report	16	April 23, 2024
Final Presentation	16	April 23, 2024
Final Accountability Log with Reflection	16	April 23, 2024

Notes:
1) *Please check the D2L for topics and schedule for the lectures, content, and seminars. In addition, groups will be required to meet with their Technical Advisors.*
2) *Proposal and Progress Presentations will be held in conjunction with ENGL273 instructors. The proposal and progress presentations will typically be held during the Wednesday and Friday ENGL 273 lecture times. Relevant instructors will attend the presentations. Groups will not need to present separately to CIVE and English instructors.*
3) *Final presentations will be held on the last day (or last two day) of the exam period. Presentations will be made to an audience including CIVE289 and ENGL273 instructors, other faculty, invited guests, industry guests and peers.*
4) *This course schedule is subject to change. Please refer to the course website for updates.*
5) *Accountability Logs are due on Sundays by midnight. The lowest accountability log individual grade will be dropped from final grade calculation. All reflective question submittals will be included in the final grade calculation.*

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the CAL exams page. http://camosun.ca/services/accessible-learning/exams.html

EVALUATION OF LEARNING

Students must achieve a minimum of 50% on each component in order to pass the course. See Class Policies for additional information.

Component	Weighting %
Group Marks (80%)	
Three Project Ideas	5
Project Proposal & Cost Estimate	10
Proposal Presentation	5
Progress Report	10
Progress Presentation	5
Final Project Report and Drawings	25
Brochure	5
Cost Report	5
Final Project Presentation	10
Individual Marks (20%)	
Accountability Log (weekly attendance incorporated into this grade item)	20
TOTAL	100

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the Grade Review and Appeals policy for more information. http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf

PROFESSIONAL BEHAVIOUR & GROUP WORK

Work in this course and on your projects is meant to mimic a "real world" scenario and work environment. Professional behavior and effective teamwork are essential for completion of this course. Working in teams is challenging but in a professional work environment teamwork is essential to the design process. The following outlines some issues and how they will be addressed. Regardless of whether the issue is listed here, it is ultimately the instructor's decision on how the issue will be resolved.

- Group formation – In professional environments, technologists are often required to work in pre-assigned teams, or with people they have not worked with before. Students are encouraged to form groups based on shared interests, similar work habits, and past collaboration. However, all students must be in a group in order to complete this course. If students are not able to find or form their own groups, the instructor will assign groups or put individual students into groups. There are also cases where the instructor may merge groups if needed.

- Team dynamics – groups and individuals are reminded that professional behavior and ethics are key to the success of this course. Building on the teamwork skills developed in CIVE181 and throughout this program, groups are encouraged to work collaboratively in a constructive manner. Failing to work as a team could result in failing this course. Groups should attempt to resolve issues within

the group using good communication, accountability, and by setting boundaries between professional and personal relationships. Supports are available to student and groups when navigating poor team dynamics, but it is ultimately each student and groups' responsibility to complete their design project as a team and demonstrate professional behavior. See Camosun's policies below.

- <u>Individual poor performance or inadequate contribution</u> - As you are working in groups, your other group members rely on you to complete your share of the work. Individual students that are performing poorly or not providing adequate contribution could:
  - ➤ Receive a lower grade on group assignments
  - ➤ Be removed from the group thus failing the course

The instructor will meet with students prior to taking these actions.

- <u>Sick Time and Personal Issues</u> – students are responsible for completion of their assigned work, completing all the assignments, and achieving the learning outcomes for this course. Should you get sick or require time away for personal issues, it is your responsibility to reach out to your teammates and the instructor to make arrangements. Due to the demands of this course, excessive time away may require the student to withdraw from the course (see the policies below). Good communication within your group and with the instructor will help during these times.

COURSE GUIDELINES & EXPECTATIONS

- Assignments will generally be submitted electronically through the drop boxes in D2L. Groups must separately submit required assignments to CIVE289 and ENGL273. Files must be organized and professionally presented. Assignments not meeting this criteria will be rejected and require resubmittal (including late deductions, see below). The final report and drawing packages will be submitted both electronically and via hard copy as will be discussed later in the course. Additionally, five hard copies of the brochure will be required at the final presentation.

- Late assignments - Students should contact the instructor prior to the due date and request an extension. No extensions will be given on or after the due date. Lack of planning or technical difficulties will not be acceptable reasons for extensions. Each deliverable will require a substantial effort and groups should plan accordingly.

  10% deduction per day will be applied to late submittals without an approved extension. This includes weekends and holidays. Therefore, if an assignment is due by midnight on a Friday and the assignment is submitted the next Sunday, 20% will be deducted from the final grade for that assignment. For an assignment being marked out of 100 points, this means a 20 point deduction.

  Assignments submitted after graded assignments have been returned are worth zero. Note, assignments will be graded and returned quickly, so students submitting late assignments run the risk of receiving a zero grade. For example, accountability logs will be graded every Monday morning and therefore the drop box will not be available for submittals once graded as begun.

- You must complete all assignments (excluding accountability logs) in order to pass the course. You must pass (>50%) all assignments in order to pass the course. For accountability logs, a weighted average of greater than 50% must be achieved to pass the course.

- Attendance to lectures and seminars is expected.   Deductions to the weekly accountability log will be applied for every absence. Students' attendance to all proposal, progress, and final presentations is required. Deductions to your individual presentation grade will be applied if you miss any other groups' presentations.

- D2L is used for this course. Students are responsible for following directions and checking D2L as well as email correspondence.

- Because the learning outcomes for this course focus on professionalism, engineering design, technical writing, creativity and teamwork, use of generative artificial intelligence tools like ChatGPT, Quillbot, etc., is expressly prohibited. All work in this course will be checked through Turnitin Feedback Studio to identify possible use of AI and other forms of text similarity. Use of these tools will result in a zero grade on the assignment and violation of the student code of conduct. Don't do it.

- Equity, diversity, and inclusion (EDI) are central to Camosun's culture and values. The Camosun community and the engineering community at large commit to pursuing equity in education regardless of race, heritage, religion, gender or gender identity, and ability. We learn best when we feel safe. Inappropriate, hateful or demeaning comments or actions will not be tolerated. Your suggestions on how to make your experience here better are encouraged and appreciated. Please let the instructor or the department chair know ways to improve your experience at Camosun. If you wish to know more about Camosun's EDI policy, please see the EDI page on the college's website: http://camosun.ca/about/policies/equity-diversity-inclusion.html

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit http://camosun.ca/students/.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid

Support Service	Website
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the Centre for Accessible Learning (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: http://camosun.ca/services/accessible-learning/

Academic Integrity

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit http://camosun.ca/learn/fees/#deadlines.

Grading Policy

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf for further details about grading.

Grade Review and Appeals

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (http://camosun.ca/learn/calendar/current/procedures.html) and the Grading Policy at http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct
Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.