Classroom Expectations

1. Hello everyone, and welcome to Carleton University's Faculty of Engineering and Design! I'm Niki, one of your 1st year advisors. Thanks for taking the time to watch this video. We hope that you find the information useful and use it as you begin your engineering studies here at Carleton.

   I hope that by the end of this presentation you have an understanding of the expectations the university will have of you, and what expectations you can have of us.

2. In today's presentation I'll be reviewing these important topics:

- University expectations
- Who's who in the classroom
- Classroom etiquette
- What you can expect
- Academic integrity

3. First we'll start off with a list of what is expected of you:

a. You need to be aware of the dates and deadlines as published by the University Registrar's Office. There are strict deadlines for things like adding a course, withdrawing from a course, as well as deadlines that you'll see for due dates in your courses. Assume these are all firm deadlines and be sure to plan ahead.

b. You need to be checking your Carleton CMAIL email daily. This is the preferred way that University officials will contact you.

c. Be aware of university rules and regulations – you can do so by consulting with an academic advisor before making any decisions about course selection, or withdrawal. I would note that one example of this is needing to earn a C- or higher in all of your first year ECOR 104X courses in order to successfully move onto second year courses. I encourage you to read the calendar description of your program.

d. In university it's imperative that you be an active participant in your learning. This means you need to spend time learning, You can do this by summarizing your notes, completing practice problems, or discussing course material with your peers. Ask for help, and hold yourself accountable for meeting your expectations.

e. Lastly, plan ahead to ensure that you complete ALL (yes, ALL) coursework assigned to you by your professor.

4. There are several "key players" in your academic experiences – here is some quick insight into who's who:

   a. All lectures are taught by Carleton Professors, or Contract Instructors. With your labs and problem analysis sessions are led by a Teaching Assistant also known as a TA.

   b. If you are having difficulty with the material or need clarification make sure to utilize the office hours hosted by your professor or TA. And make sure to ask questions in class.

5. All engineering students will have access to the Elsie MacGill Learning Centre or EMLC.

I'll be call it the Elsie centre for short. The Elsie centre offers academic support to students in 1st- year courses. The Centre is staffed with upper year engineering tutors (who we call "scholars") to help you with your engineering, math and science courses as well as give you feedback on your written assignments. These tutoring services will be delivered online this fall.

The Elsie centre will also be sharing some high school review videos that will help you refresh some key concepts before you start your 1st term courses.

Don't forget to share your ideas, and opinions with your peers as you will be working on group projects and labs with your classmates. Forming study groups and sharing notes is a great way to learn concepts outside a lecture setting.

6. It's inevitable that you will at some point in first year, need to contact your professor or TA, even if you're just feeling uncertain.

   Some tips to help you communicate with them when you do, include:

Address your lecturers as Professors with their last name. For example, Professor Taylor.

Introduce yourself, and what course you are inquiring about, including the section of the course or lab is important to mention.

Before you have a problem, ask questions about the syllabus if you need clarification, and let them know if you need any accommodations for missed work due to illness or any other extenuating circumstances. Don’t wait till the end of the semester to ask for help.

7. When you encounter a problem, provide an explanation of your situation, ask for feedback, see if there can be any accommodations for making up or rescheduling missed work. See if there are any academic support resources that you can use.

8. Here are some scenarios that you could be emailing your professor about.

   You want to review your graded coursework.

   You have questions about an upcoming assignment.

   You want to know where to find additional practice problems.

9. Some reminders for meeting with your professor or TA:

   Be courteous, ask for help when you need it, be prepared with your questions, and make sure to thank your professor or TA for their time and assistance. Remember to always email from your Carleton Cmail account and include your student number!

   Don’t forget, if you’ve booked a specific time with your professor or TA, show up on time. Many professors and Ta’s schedule back to back appointments and it may be hard for them to accommodate delays.

   With these tips we hope that you’ll be able to get your questions answered as soon as possible.

10. Now let’s talk about Classroom etiquette: As you prepare for your semester make sure you attend lectures, prepare for and participate in your classes, and avoid getting distracted as you learn.

11. Did you know there’s a strong correlation between student attendance and their final grades? Generally, students with good attendance have better grades.

Try to arrive a few minutes early and stay for the whole class. If you need to miss a class, consider contacting the professor, and make alternative arrangements to get notes from a peer.

12. Compared to high school you will be expected to learn at a faster pace and adhere to firm deadlines with regards to assignments and projects. Before you start your courses make sure to read the course syllabi, this will go over details like attendance policies, grading, and deliverables for the course.

To prepare for class make sure to read the material ahead of time to familiarize your self with the content. Have all the supplies you need for your classes each day and come prepared to learn.

Students will have 25 – 30 hours of lectures, labs and tutorials every week; for every hour in class it is recommended you spend an hour outside of class learning the material, so this is an additional 25 – 30 hours of work a week.

13. Contribute to class discussions, whether it be in a lecture hall or a virtual discussion on CULearn. Look for opportunities to ask and answer questions without being disruptive to

the learning environment. Students that regularly participate in class are constantly involved with the material and are more likely to recall a greater portion of the information.

14. University learning environment is different to high school. Distractions can be “well distracting”, make sure to put your phone down or out of view, avoid surfing the internet, and chatting with others. Pay attention and be an active learner by taking notes, reading material, and asking questions.

15. Engineering is a profession demanding impeccable ethical conduct. You are expected to hold yourself to a high standard in terms of Academic integrity.

    I would note that professors and TAs assume you know the standards of academic integrity.

    These are the categories of academic integrity violations, please make note and look for further information in upcoming faculty orientations. You can also check out the Academic Integrity polices on the registrars office website.

https://carleton.ca/registrar/academic-integrity/

16. Now we're going to look into what you can expect when you come to University?

17. Well professors teaching methods differ, you'll have to adapt to different teaching styles. Make sure to reach out to our academic support resources if you need help with course material. You can also reach out to the Centre for Student Academic Support for learning support workshops like academic integrity, note-taking, managing procrastination, time management and many more…

Class sizes will also be larger compared to high school, get to know your peers and form study groups to help with learning the material, and sharing ideas.

Read your syllabi! Each course will have different grading schemes, due dates and policies. This will help you plan out your semester.

Make sure you look at the Student Rights and Responsibilities policy

(https://carleton.ca/studentaffairs/student-rights-and-responsibilities/).

18. 4 of your 8 first year ECOR 104X courses have a group project in which you'll need to work as a team on the deliverables. Teamwork skills, especially in engineering disciplines is required not only for academic success but for success in your career as well.

    Some "tips" on how to approach group projects are:

    - establish ground rules, for example being respectful and considerate, or listening to each other's ideas first, or always having deliverables complete 3 days before due date for final revisions
    - get to know each other and divide responsibilities based your individual strengths, be sure to SHARE the workload
    - group's who've struggled in the ECOR 104X projects use messenger to communicate, we strongly discourage this. Instead try using a teamwork

platform like Microsoft Teams to organize your tasks and share files.

- It's never to early to ask your TA or professor for assistance with resolving conflicts, or letting them know if a team member ghosts you
- Remember that group projects are not just about the final deliverables; the process of working as a team is just as important.

19. If you have any questions contact the 1st year support team at ECORSupport@cunet.carleton.ca, and don't forget to check your cmail email often, this is where you'll get the latest information from the university!

    Thank you and welcome to the Engineering at Carleton community!