

**SYSC5900 (0.5 credit) Systems Engineering Project [Term]**

|  |  |
| --- | --- |
| **Instructor:** | [Name] |
| **Office:** | [Office] |
| **Email:**  **Phone:** | [[Official](mailto:marzieh.amini@carleton.ca) Email Address]  (613) 520-2600 [extension] |
| **Meeting:** | [Meeting times] |
| **Location:** | [In-person of via videoconference] |

**Title of Research Project** [title]

**Learning Outcomes** [list]

# Course Objectives

[Detail]

# Textbook (or Other Resources)

[Detail]

# Evaluation and Grading Scheme

# [Number grading scheme is required]

|  |  |  |
| --- | --- | --- |
| **Assessments and/or Assignments** | **Due Date** | **%** |
| [Items 1] | [Month and Day] | x |
| [Items 2] | [Month and Day] | x |
| [Items 3] | [Month and Day] | x |
| [Etc.] | [Month and Day] | x |
| **Total** |  | 100 |

# Breakdown of Course Requirements

The course is broken down into the following components:

* [Item 1]
* [Item 2]
* [Etc.]

[Definition of what constitutes successful participation and completion of course requirements. Example “All components of the project must be completed, failure to achieve 50% in any of the elements will result in failure. All reports and presentations should be submitted as PDF documents (for compatibility).”]

# Tentative Week-by-Week Breakdown

[Example provided below – revise as needed. Please refer to the academic year guide for relevant dates and deadlines, including the last date coursework may be submitted by students each term: <https://calendar.carleton.ca/academicyear/>].

|  |  |  |  |
| --- | --- | --- | --- |
| **WP** | **Task** | **Start Date** | **Due Date** |
| **1** | Reviewing |  |  |
| **1.1** | Gathering reference papers on:   * [list] | 15/Sep/2022 | 30/Sep/2022 |
| **1.2** | Reviewing documents and survey of [detail] | 30/Sep/2022 | 07/Oct/2022 |
| **2** | Implementation |  |  |
| **2.1** | Review and re-implement [detail] | 07/Oct/2022 | 28/Oct/2022 |
| **2.2** | Update report on data sets, issues, feedback, and troubleshooting of the pre- existing methods | 28/Oct/2022 | 04/Nov/2022 |
| **2.3** | Initial Report and Presentation explaining [detail] | 04/Nov/2022 | 11/Nov/2022 |
| **3** | Improvement |  |  |
| **3.1** | Fine-tune the [detail] | 11/Nov/2022 | 25/Nov/2022 |
| **3.2** | Update report on new method, issues, and feedback | 25/Nov/2022 | 05/Dec/2022 |
| **4** | Final Report |  |  |
| **4.1** | Final Report and Presentation | 05/Dec/2022 | 09/Dec/2022 |

## **General Regulations**

**Attendance:** Students are expected to attend all lectures and lab periods. The University requires students to have a conflict-free timetable. For more information, visit <https://calendar.carleton.ca/grad/gradregulations/administrationoftheregulations/#19> for Graduate Regulations

**Health and Safety:** Every student should have a copy of our Health and Safety Manual. A PDF copy of this manual is available online: <http://sce.carleton.ca/courses/health-and-safety.pdf>

**Deferred Term Work:** Students who claim illness, injury or other extraordinary circumstances beyond their control as a reason for missed term work are held responsible for immediately informing the instructor concerned and for making alternate arrangements with the instructor and in all cases, this must occur no later than three (3.0) working days after the term work was due. The alternate arrangement must be made before the last day of classes in the term as published in the academic schedule.

Instructors may, at their discretion, require students to provide medical documentation to support requests for accommodation for missed course work including exams and assignments. As per the Provost’s message of August 27, 2021, for the Fall 2021 term, students have been instructed to complete the [Medical Self-Declaration](https://carleton.ca/registrar/cu-files/covid-19-self-declaration-form/)form available on the Registrar’s Office website rather than seeking to obtain a doctor’s note or medical certificate. Instructions for the Winter 2022 term will be communicated by the Provost’s office.

For more information, visit <https://calendar.carleton.ca/grad/gradregulations/administrationoftheregulations/#19> for Graduate Regulations

**Appeal of Grades:** Within one month of the release of grades or the announcement of examination by committee (comprehensive examination, research essay or thesis) results, a graduate student may request, through the Faculty of Graduate and Postdoctoral Affairs, that one or more of their grades or results be reviewed. The results of examination by committee (including comprehensive, research essay or thesis examinations) will only be reviewed on procedural grounds. Grades for other courses will be reviewed through the submission of all or part of the written coursework to two re-readers. The average grade of the re-readers will replace the original of the reviewed work. Parts of grades based on non-written work (e.g., participation) will not be reviewed.  The process for the conduct of reviews can be found at <http://gradstudents.carleton.ca/wp-content/uploads/Grade-Appeal-Procedures.pdf>

**Academic Integrity:** Students should be aware of their obligations with regards to academic integrity. Please review the information about academic integrity at: <https://carleton.ca/registrar/academic-integrity/>. This site also contains a link to the complete Academic Integrity Policy that was approved by the University's Senate.

**Plagiarism:** The University Academic Integrity Policy defines plagiarism as “*presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.”*This includes reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the original source. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, artworks, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, material on the internet and/or conversations.

Examples of plagiarism include, but are not limited to:

* any submission prepared in whole or in part, by someone else;
* using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
* using another’s data or research findings without appropriate acknowledgement;
* submitting a computer program developed in whole or in part by someone else, with or without modifications, as one’s own; and
* failing to acknowledge sources through the use of proper citations when using another’s work and/or failing to use quotations marks.

**Academic Accommodation:** You may need special arrangements to meet your academic obligations during the term. You can visit the Equity Services website to view the policies and to obtain more detailed information on academic accommodation at <http://www.carleton.ca/equity/> For an accommodation request, the processes are as follows:

* **Pregnancy or Religious obligation**: Carleton University accommodates students who, by reason of religious obligation, must miss an examination, test, assignment deadline, laboratory, or other compulsory event.

Accommodation will be worked out directly and on an individual basis between the student and the instructor(s) involved. Students should make a formal request to the instructor(s) in writing for alternative dates and/or means of satisfying requirements. Such requests should be made during the first two weeks of any given academic term, or as soon as possible after a need for accommodation is known to exist. Instructors will make reasonable accommodation in a way that shall avoid academic disadvantage to the student.

Students unable to reach a satisfactory arrangement with their instructor(s) should contact the Office of Equity Services at <http://www.carleton.ca/equity/>.

Instructors who have questions or wish to verify the nature of the religious event or practice involved should also contact this office.

For accommodation regarding a formally-scheduled final exam, you must complete the Pregnancy Accommodation Form. <https://carleton.ca/equity/contact/form-pregnancy-accommodation/>

* **Academic Accommodations for Students with Disabilities**: The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your **Letter of Accommodation** at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). **Requests made within two weeks will be reviewed on a case-by-case basis.**After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website ([www.carleton.ca/pmc](http://www.carleton.ca/pmc)) for the deadline to request accommodations for the formally-scheduled exam (if applicable).
* **Survivors of Sexual Violence:** As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and where survivors are supported through academic accommodations as per Carleton’s Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: <https://carleton.ca/sexual-violence-support/>.
* **Accommodation for Student Activities:** Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, see <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

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