

**DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING**  
**SE 3351A – SOFTWARE PROJECT AND PROCESS MANAGEMENT**  
**Course Outline Fall 2024**

**COURSE DESCRIPTION:**

The course bridges the critical domains of software development processes and project management, focusing on their application in real-world software engineering environments. Beginning with exploring traditional and modern software development methodologies, such as the Software Development Life Cycle (SDLC), Agile, Scrum, Lean, and DevOps, students will learn to navigate and integrate these approaches based on project and organizational requirements.

As the course progresses, students will shift focus to project management from a Project Management Professional (PMP) perspective. They will be introduced to key project management concepts, including the role of the project manager, project lifecycle, and organizational structures. The course delves into the essential Knowledge Areas and Process Groups defined by the PMP framework, covering project integration, scope, schedule, cost, quality, resource, communication, risk, procurement, and stakeholder management.

Throughout the course, students will engage in practical exercises, case studies, and simulations that mirror software project management challenges. This hands-on approach ensures that students understand the theoretical aspects and are prepared to apply these concepts effectively to deliver projects that meet business objectives, adhere to quality standards, and fulfill stakeholder expectations.

The course aims to equip students with the engineering skills and management discipline required to lead software projects across diverse application domains, fostering the ability to deliver high-quality software solutions that meet stakeholder expectations.

**ACADEMIC CALENDAR:**

[https://www.westerncalendar.uwo.ca/Courses.cfm?CourseAcadCalendarID=MAIN\\_015927\\_1&SelectedCalendar=Live&ArchiveID=](https://www.westerncalendar.uwo.ca/Courses.cfm?CourseAcadCalendarID=MAIN_015927_1&SelectedCalendar=Live&ArchiveID=)

Project Management and Software Process life cycles. Includes detailed analysis of components of each process. Metrics, tools and related standards associated with those components. Integration into a complete software project planning including software effort, scheduling and cost estimation, software quality management, and software risk management.

**PRE OR COREQUISITES:**

SE 2203A/B, SE 2250A/B or ECE 3390A/B, Mathematics 2151A/B or Mathematics 2155A, SE 2205A/B or Computer Science 2210A/B.

Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will be removed from this course and it will be deleted from your record.

**ANTIREQUISITES:**

Computer Science 3377A/B.

**CEAB ACADEMIC UNITS:**

Engineering Science 100%.

**INSTRUCTOR INFORMATION:**

- **Name:** Dr. Fadi AlMahamid
- **Office:** TEB 241
- **Office Hours:** Thursday, 10:30 p.m. to 12:00 p.m.
- **Email:** fadi.almahamid@uwo.ca

**CONTACT HOURS:**

Timetable information is available at <https://draftmyschedule.uwo.ca/>.

<b>LECTURE:</b>	<ul style="list-style-type: none"><li>• Thursday 8:30 AM – 10:30 a.m.</li><li>• Friday 2:30 p.m. – 3:30 p.m.</li></ul>
<b>TUTORIAL:</b>	2 hours per week during the term

**REQUIRED TEXT:**

- Information Technology Project Management
  - Author: Kathy Schwalbe
  - Edition: 9th Edition
  - Publisher: Cengage
- Software Engineering: A Practitioner's Approach
  - Authors: Roger S Pressman & Bruce R. Maxim
  - Edition: 8th Edition
  - Publisher: McGraw Hill

**RECOMMENDED SOFTWARE:**

- Microsoft Project: can be downloaded from UWO Azure Dev Tools for Teaching <https://azureforeducation.microsoft.com/devtools>
- ProjectLibre: is an open-source, free project management tool that can be downloaded from <https://www.projectlibre.com/product/1-alternative-microsoft-project-free-project-management-software-open-source>

**RECOMMENDED REFERENCES:**

- Clean Code in Python – Refactor your legacy code base
  - Author: Mariano Anaya.
  - Edition: 1st Edition
  - Publisher: Packt

- Pro Git – Everything you need to know about Git
  - Authors: Scott Chacon & Ben Straub.
  - Edition: 2nd Edition
  - Publisher: Apress

**GENERAL LEARNING OBJECTIVES (CEAB GRADUATE ATTRIBUTES):**

Knowledge Base		Engineering Tools	D	Impact on Society	
Problem Analysis	A	Individual & Team Work		Ethics and Equity	
Investigation		Communication	D	Economics and Project Management	D
Design		Professionalism		Life-Long Learning	D

Notation: x represents the content level code as defined by the CEAB. blank = not applicable; I = introduced (introductory); D = developed (intermediate) and A = applied (advanced).

Rating: I – The instructor will introduce the topic at the level required. It is not necessary for the student to have seen the material before. D – There may be a reminder or review, but the student is expected to have seen and been tested on the material before taking the course. A – It is expected that the student can apply the knowledge without prompting (e. g. no review).

**COURSE MATERIALS:**

Weekly content and guides for the laboratories will be available on the course OWL site. The material for this course will be taught in both lectures and labs; therefore, it is imperative that you attend each lecture and lab.

**COURSE TOPICS AND SPECIFIC LEARNING OUTCOMES:**

The following table summarizes the course learning outcomes along with CEAB GAs where the GAs in bold indicate ones to be measured and reported annually.

Course Objectives and Specific Learning Outcomes	CEAB GA Indicators	Tentative Timeline
<b>Part 1: Software Development Processes</b>		
<b>Unit 1: Introduction to Software Development Processes and Modern Methodologies</b>		
<b>At the end of this unit, the students will be able to:</b>		
a. Define the phases of the Software Development Life Cycle (SDLC) and explain their significance in software projects.		Week 1
b. Describe the core principles of Agile, Scrum, Lean, and Kanban methodologies.		
c. Differentiate between traditional (e.g., Waterfall) and modern (e.g., Agile) methodologies in terms of flexibility, efficiency, and collaboration.		
d. Illustrate how different methodologies can be applied to various software projects.		
e. Identify factors that influence the selection of a methodology for a specific project scenario.	PA1, EMP1	

f. Compare the strengths and weaknesses of traditional and modern methodologies.	PA1		
<b>Unit 2: Practical Implementation of Modern Software Development Practices</b>			
<b>At the end of this unit, the students will be able to:</b>			
<b>2.1. Scrum Framework:</b>			
a. Understand the Scrum framework by examining its roles (Product Owner, Scrum Master, Development Team), events (Sprint Planning, Daily Standups, Sprint Review, Sprint Retrospective), and artifacts (Product Backlog, Sprint Backlog, Increment).	CS1	Week 2-3	
b. Demonstrate the application of Scrum through practical exercises that simulate real-world software development projects.	PA1		
<b>2.2. Agile and Lean Software Development:</b>			
c. Explore the foundational principles of Agile and Lean, such as customer collaboration, rapid iteration, and waste reduction.	CS1		
d. Discuss how Agile and Lean can complement each other in software development, focusing on maximizing value and minimizing waste.			
<b>2.3. DevOps and Continuous Integration/Delivery:</b>			
e. Explain DevOps's cultural and technical practices that enable seamless collaboration between development and operations teams.	CS1		
f. Evaluate the impact of DevOps practices on project delivery speed and software quality.			
g. Discuss the tools and techniques used to automate software integration, testing, and deployment processes, emphasizing the importance of continuous delivery in modern software development.			
<b>Part 2: Project Management (PMP Perspective)</b>			
<b>Unit 3: Introduction to Project Management</b>			
<b>At the end of this unit, the students will be able to:</b>			
a. Describe the foundational concepts of project management, including the project life cycle and the role of the project manager and Project Management Office (PMO).	CS1	Week 4	
b. Classify different organization types (structured, semi-structured, functional, matrix) and explain their impact on project management.			
c. Explain project selection methods to determine the most suitable projects.	PA1		
<b>Unit 4: Project Lifecycle and Process Groups</b>			
<b>At the end of this unit, the students will be able to:</b>			
a. Explain the stages of the project lifecycle and the relationship between Process Groups and Knowledge Areas.		Week 5	
b. Discuss the five Project Process Groups—initiating, Planning, Executing, Monitoring and Controlling, and Closing—and analyze how they interact throughout the project lifecycle.	PA1		
c. Discuss the application of different Knowledge Areas within the various Process Groups.	CS3		
<b>Unit 5: Project Integration Management</b>			
<b>At the end of this unit, the students will be able to:</b>			
a. Strategic Planning and Project Selection: Analyze strategic goals and identify potential projects that align with organizational objectives.	PA1	Week 6	
b. Methods for Selecting Projects: Evaluate various project selection methods and apply them to prioritize potential projects.	EPM1		

c. Developing a Project Charter: Create a project charter to formally initiate the project, defining the project’s purpose, objectives, and stakeholders.	CS3	
d. Developing a Project Management Plan: Design a comprehensive project management plan that integrates all aspects of the project, ensuring alignment with organizational goals.		
e. Directing and Managing Project Work: Execute and oversee project activities, ensuring that work is performed according to the project management plan.		
f. Managing Project Knowledge: Capture and apply project knowledge to enhance project performance and support continuous improvement.		
g. Monitoring and Controlling Project Work: Assess project progress against the plan, identifying variances and implementing corrective actions.		
h. Performing Integrated Change Control: Evaluate and manage changes to project scope, schedule, and costs, ensuring that changes are integrated effectively.	EPM4	
i. Closing Projects or Phases: Finalize all project activities, ensuring that project deliverables are completed and formally accepted.		
<b>Unit 6: Project Scope Management</b>		
<b>At the end of this unit, the students will be able to:</b>		
a. Planning Scope Management: Develop a scope management plan that defines how the project scope will be defined, validated, and controlled.		
b. Collecting Requirements: Gather and document stakeholder requirements to ensure the project meets their needs.	CS1	
c. Defining Scope: Clearly articulate the project scope, specifying the work that will be performed and the deliverables that will be produced.		
d. Creating the Work Breakdown Structure: Decompose the project scope into smaller, manageable components to facilitate planning, execution, and control.	ET1	Week 7
e. Validating Scope: Review and accept completed deliverables to ensure they meet the defined scope and quality standards.		
f. Controlling Scope: Monitor project scope and manage changes to the scope baseline, ensuring the project remains on track.		
<b>Unit 7: Project Schedule Management</b>		
<b>At the end of this unit, the students will be able to:</b>		
a. Planning Schedule Management: Formulate a schedule management plan that outlines how the project schedule will be developed, monitored, and controlled.	EPM2	
b. Defining Activities: Identify and document the specific actions needed to produce the project deliverables.		
c. Sequencing Activities: Organize project activities in a logical sequence, determining the order in which they should be performed.		Week 8
d. Estimating Activity Durations: Predict the time required to complete each activity, using appropriate estimation techniques.		
e. Developing the Schedule: Construct a project schedule that aligns with the project timeline and resource availability.	ET1	
f. Controlling the Schedule: Track project progress, adjusting the schedule as necessary to accommodate changes and keep the project on track.		
<b>Reading Week</b>		
<b>Unit 8: Project Cost Management</b>		
<b>At the end of this unit, the students will be able to:</b>		

a. Planning Cost Management: Design a cost management plan that establishes how project costs will be estimated, budgeted, and controlled.	ET1, EPM1	Week 10
b. Estimating Costs: Assess and approximate the financial resources required to complete project activities.		
c. Determining Budget: Aggregate estimated costs to develop a project budget, setting a cost baseline for monitoring and control.		
d. Controlling Costs: Monitor project expenditures against the cost baseline, implementing corrective measures to manage cost variances.	EPM2	
<b>Unit 9: Project Quality Management</b>		
<b>At the end of this unit, the students will be able to:</b>		
a. Planning Quality Management: Develop a quality management plan that specifies the quality standards and processes that will guide the project.		Week 10
b. Managing Quality: Implement quality management activities, ensuring that project deliverables meet the required quality standards.		
c. Controlling Quality: Inspect and verify project deliverables to ensure they meet quality standards and identify areas for improvement.		
<b>Unit 10: Project Resource Management</b>		
<b>At the end of this unit, the students will be able to:</b>		
a. Planning Resource Management: Create a resource management plan that outlines how project resources (human, material, equipment) will be identified, acquired, and managed.	ET1	Week 11
b. Estimating Activity Resources: Assess the type and quantity of resources needed to perform each project activity.		
c. Acquiring Resources: Secure the necessary resources for project execution, negotiating with suppliers and stakeholders as needed.	EPM2	
d. Developing the Project Team: Enhance team performance through training, team-building activities, and conflict resolution strategies.		
e. Managing the Project Team: Supervise team performance, providing feedback, resolving conflicts, and adapting to team dynamics to achieve project goals.		
f. Controlling Resources: Monitor resource utilization, ensuring that resources are used efficiently and effectively throughout the project.		
<b>Unit 11: Project Communication Management</b>		
<b>At the end of this unit, the students will be able to:</b>		
a. Planning Communications Management: Design a communications management plan that defines how project information will be distributed, stored, and retrieved.		Week 12
b. Managing Communications: Execute communication activities, ensuring that project stakeholders receive timely and accurate information.	CS2	
c. Monitoring Communications: Evaluate communication effectiveness, adjusting the communication strategy as necessary to meet stakeholder needs.		
<b>Unit 12: Project Risk Management</b>		
<b>At the end of this unit, the students will be able to:</b>		
a. Planning Risk Management: Develop a risk management plan that outlines how risks will be identified, assessed, and managed throughout the project.	EPM3	Week 12
b. Identifying Risks: Recognize potential risks that could impact the project, documenting their characteristics and potential effects.	EPM3	
c. Performing Qualitative Risk Analysis: Prioritize risks based on their likelihood and impact, focusing on those that require immediate attention.	EPM3	

d. Performing Quantitative Risk Analysis: Conduct a numerical analysis of risks, determining their potential impact on project objectives.	EPM3	
e. Planning Risk Responses: Formulate risk response strategies, selecting actions that will mitigate or exploit risks to benefit the project.	CS2	
f. Implementing Risk Responses: Carry out risk response strategies, ensuring that identified risks are effectively managed.	EPM3	
g. Monitoring Risks: Continuously monitor risk exposure, assessing the effectiveness of risk responses and identifying new risks as they arise.	EPM3	
<b>Unit 13: Project Procurement Management</b>		
<b>At the end of this unit, the students will be able to:</b>		
a. Planning Procurement Management: Develop a procurement management plan that outlines how project procurements will be planned, conducted, and controlled.		Week 13
b. Conducting Procurements: Implement the procurement plan by soliciting bids, evaluating proposals, and awarding contracts.	CS3	
c. Controlling Procurements: Oversee procurement activities, ensuring that contracted work is performed as agreed and that contracts are properly closed.		
<b>Unit 14: Project Stakeholder Management</b>		
<b>At the end of this unit, the students will be able to:</b>		
a. Identifying Stakeholders: Identify all project stakeholders, analyzing their interests and influence to determine their potential impact on the project.		Week 13
b. Planning Stakeholder Engagement: Develop a stakeholder engagement plan that outlines strategies for interacting with stakeholders throughout the project.		
c. Managing Stakeholder Engagement: Execute the stakeholder engagement plan, fostering relationships and ensuring that stakeholders are appropriately involved in project activities.	CS2	
d. Monitoring Stakeholder Engagement: Assess the effectiveness of stakeholder engagement strategies, making adjustments as necessary to maintain positive stakeholder relationships.	EPM3, EPM4	

## EVALUATION:

Name	% Worth	Assigned	Due Date	CEAB GAs ASSESSED
Assignments	30%	No	Posted on OWL	PA1, CS1, CS2. CS3. ET1, LL1, LL2, EPM1, EPM2, EPM3, EPM4
Midterm Exam	20%	No	First Saturday after the reading week	PA1, CS1, CS3, ET1
Final Exam	50%	Yes	Final Exam Period	PA1. CS1, CS3, ET1, EPM1, EPM2, EPM3, EPM4

Note that the dates listed above are tentative and may be adjusted if needed. Marks will be assigned on the basis of method of analysis and presentation, correctness of solution, clarity and neatness.

For this course, the following assessment has been designated as requiring supporting documentation:

- Final Exam, due during the final examination period

## Homework/Laboratory Assignments:

This course includes four assignments that will be completed in groups, as outlined in the table below. Students will select a project topic and collaborate on these assignments throughout the course. Each assignment is designed to align with key aspects of project management, allowing students to progressively develop their project management skills. As students advance through each phase, they will apply project management principles and integrate relevant engineering tools and techniques to enhance the planning, execution, and control of their projects.

Assignment #	Description	Weight
1	<b>Project Initiation and Scope Definition:</b> In this first phase, students will focus on initiating the project and defining its scope. This involves creating the Project Charter, which formally authorizes the project, and the Scope Statement, which outlines the project's objectives, deliverables, and boundaries.	5%
2	<b>Work Breakdown Structure (WBS) and Activity Definition:</b> Phase Description: In the second phase, students will decompose the project's scope into manageable components by creating a Work Breakdown Structure (WBS). They will also define the activities necessary to complete each deliverable and begin to sequence these activities.	5%
3	<b>Project Schedule and Resource Estimation:</b> In this third phase, students will focus on developing a project schedule and estimating the resources required to complete the project. This involves estimating the duration of each activity, allocating resources, and developing a detailed project timeline.	10%
4	<b>Cost Management and Risk Analysis:</b> In the final phase, students will focus on cost management and risk analysis. They will develop a project budget based on the resource estimates and identify potential risks that could impact the project, along with strategies to mitigate these risks.	10%

## COURSE POLICIES:

### Late Submission Policy:

Please note that the assignment submission deadline includes flexibility in the form of a 48-hour submission window (grace period). As a result, the instructor reserves the right to deny any requests for academic consideration for assignments submitted after this grace period.

If students submit their assignments beyond the 48-hour grace period, a penalty of 10% per day will be applied for late submissions, up to a maximum of 3 days. After three days, late submissions will no longer be accepted.

### Self-Reported Absence:

No weight-shifting is allowed for self-reported absence; missed work will be due after a covered period.

### Laboratory:

Throughout the semester, we will conduct a series of tutorials and support sessions designed to reinforce key concepts and assist with project assignments. These sessions are integral to the course, providing hands-on experience with essential project management tools, particularly MS Project. Early in the



semester, during Weeks 2 and 3, we will hold two tutorials focused on introducing MS Project. These sessions will cover the basics of project scheduling, resource management, and task tracking, ensuring you are well-prepared for the assignments ahead.

Before each major assignment, a dedicated tutorial session will be held to explain the assignment requirements, demonstrate relevant tools and techniques, and offer guidance on how to approach the tasks. These sessions are crucial for helping you apply course concepts directly to your project work.

Attendance at the tutorials is highly recommended, as they are critical to your success in the course. While attendance at these sessions is optional, they are extremely valuable for ensuring you stay on track with your assignments. If you miss a tutorial, it is your responsibility to catch up on the material, as tutorials will not be repeated.

### **Midterm Test:**

There will be one midterm test, which will be a closed-book exam (no reference materials allowed) and will last for two hours. Calculators are not permitted. If a student misses the midterm, the exam will not be rescheduled. Instead, the weight of the midterm will be added to the final exam, making the final exam worth 70% of the overall grade. If no valid justification is provided for missing the midterm, the student will receive a mark of zero for the test.

### **Final Examination:**

Please note that the final exam is considered to be central to the learning objectives for this course. Accordingly, students seeking academic consideration for this assessment must provide formal supporting documentation. Students who are granted academic consideration for this assessment will be provided with the following opportunity to make up this work: The final examination will take place during the regular examination period. It will be three hours long, closed book, and no calculators are allowed.

A mark of 60% or more must be achieved on the final examination to obtain a passing grade in the course.

A final examination mark < 60% will result in a final course grade of 48% or less.

If the above conditions are not met, your final grade cannot exceed 48%. Students who have failed this course (i.e., final average < 50%) must repeat all course components.

### **Use of English:**

In accordance with Senate and Faculty Policy, students may be penalized up to 10% of the marks on all assignments, tests, and examinations for improper use of English. Additionally, poorly written work with the exception of the final examination may be returned without grading. If resubmission of the work is permitted, it may be graded with marks deducted for poor English and/or late submission.

### **Attendance:**

Any student who, in the opinion of the instructor, is absent too frequently from class, laboratory, or tutorial periods will be reported to the Dean (after due warning has been given). On the recommendation of the department, and with the permission of the Dean, the student will be debarred from taking the regular final examination in the course.

### **ABSENCE FROM MANDATORY COURSE COMMITMENTS:**

Students must familiarize themselves with the Policy on **Academic Consideration for Absences:**

<https://www.eng.uwo.ca/undergraduate/academic-consideration-for-absences.html>

#### **I. Missed/Late Accommodation Policy**

1. The Academic Consideration Request Form is available through the STUDENT ABSENCE PORTAL.

2. Documentation must be provided as soon as possible. Requests for academic consideration must include the following components:
  - a. Indication of the course(s) and assessment(s) affected by the request
  - b. Medical note, and
  - c. Additional supporting documentation as relevant
3. Requests for academic consideration without a medical note or other supporting documentation may be accepted once per term, per course.
4. Undocumented absences cannot be used for examinations scheduled by the Office of the Registrar during official examination periods (including take-home final exams and December mid-year exams for full courses) and practical laboratory and performance tests typically scheduled in the last week of the term. Undocumented absences also cannot be used for the “designated assessment” in each course. When flexibility in assessment exists and is clearly stated on the course outline, both undocumented absences and academic consideration requests with documentation may be denied.
5. Forged notes and certificates will be dealt with severely. To submit a forged document is a scholastic offence.

## II. Exam Accommodation

1. If you are unable to write a final examination, report your absence using the Academic Consideration Request Form through [STUDENT ABSENCE PORTAL](#).
2. Be prepared to provide the Undergraduate Services Office with supporting documentation (see next page for information on documentation) the next day, or as soon as possible (in cases where students are hospitalized). **The following circumstances are not considered grounds for missing a final examination or requesting special examinations: common cold, headache, sleeping in, misreading timetable and travel arrangements.**
3. In order to receive permission to write a Special Examination, you must obtain the approval of the Chair of the Department and the Associate Dean and in order to apply you must submit an the Academic Consideration Request Form through [STUDENT ABSENCE PORTAL](#).  
**PLEASE NOTE: It is the student's responsibility to check the date, time and location of the Special Examination.**

## III. LATE ASSIGNMENTS

### IV. Medical Accommodation

1. Requests for Academic Consideration Request Form through [STUDENT ABSENCE PORTAL](#).
2. Requests for academic consideration must include the following components:
  - a. Self-attestation signed by the student (*This is only accepted for the first/one absence*)
  - b. Medical note. Forged notes and certificates will be dealt with severely. To submit a forged document is a scholastic offence.
  - c. Indication of the course(s) and assessment(s) affected by the request
  - d. Supporting documentation as relevant
3. Requests without supporting documentation are limited to one per term per course.
4. **Students must request academic consideration as soon as possible and no later than 48 hours after the missed assessment.**
5. Once the request and supporting documents have been received and reviewed, appropriate academic consideration, if granted, shall be determined by the instructor in consultation with the academic advisor, in a manner consistent with the course outline.

Academic consideration may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, or re-weighting of course requirements. Some forms of academic consideration, such as arranging Special Examinations, assigning a grade of Incomplete, or granting late withdrawals

without academic penalty, may only be granted by the Academic Advising office of the Faculty of Registration.

6. **An instructor may deny academic consideration for any assessment that is not required in the calculation of the final grade** (e.g., “8 of 10 quizzes”). Assessment flexibility must be indicated on the course outline.
7. **An instructor may deny academic consideration relating to the timeframe submission of work where there is already flexibility in the submission timeframe** (e.g., 72-hour submission window). This assessment flexibility must be indicated on the course outline.

#### V. **Religious Accommodation**

When scheduling unavoidably conflicts with religious holidays, which (a) require an absence from the University or (b) prohibit or require certain activities (i.e., activities that would make it impossible for the student to satisfy the academic requirements scheduled on the day(s) involved), no student will be penalized for absence because of religious reasons, and alternative means will be sought for satisfying the academic requirements involved. If a suitable arrangement cannot be worked out between the student and instructor involved, they should consult the appropriate Department Chair and, if necessary, the student's Dean.

It is the responsibility of such students to inform themselves concerning the work done in classes from which they are absent and to take appropriate action.

#### VI. **Academic Integrity**

In the Faculty of Engineering, we encourage students to create a culture of honesty, trust, fairness, respect, responsibility, and courage, befitting the professional degree you are pursuing.

Please visit [Academic Integrity Western Engineering for more information](#)

#### VII. **Academic Offences**

Plagiarism means using another’s work without giving credit. The university has rules against plagiarism and other scholastic offences. Western Engineering has a zero-tolerance policy on plagiarism. The minimum penalty is zero on the course work and a repeat offence will earn you zero on the course. A third offence may lead to expulsion from the university.

[Scholastic Discipline for Undergraduate Students](#) & [Cheating, Plagiarism and Unauthorized Collaboration: What Students Need to Know](#)

Students must write their reports, essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. University policy states that cheating, including plagiarism, is a scholastic offence. The commission of a scholastic offence is attended by academic penalties, which might include expulsion from the program. If you are caught cheating, there will be no second warning.

All required papers may be subject to submission for textual similarity review to commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents on the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between the University of Western Ontario and Turnitin.com (<http://www.turnitin.com>). Scholastic offences are taken seriously and students are directed to read the appropriate policy,

specifically, the definition of what constitutes a Scholastic Offence, in the relevant section of the Academic Handbook:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf)

#### **VIII. Faculty of Engineering AI Policy**

The use of generative Artificial intelligence (GenAI) tools won't be discouraged in the Faculty of Engineering. As we pride ourselves on building the future we can't hide from the use of GenAI tools to contribute to the understanding of the course materials. However, the use of GenAI tools in any assignment or contribution during the course will have to be disclosed, as a resource.

GenAI tools use won't be permitted in any type of examination or other assessments where the faculty have prohibited their use. If use of GenAI tools is detected by the instructor in these instances, academic offences penalties might be imposed against the student.

#### **IX. Use of English Policy**

In accordance with Senate and Faculty Policy, students may be penalized up to 10% of the marks on all assignments, tests, and examinations for improper use of English. Additionally, poorly written work except for the final examination may be returned without grading. If resubmission of the work is permitted, it may be graded with marks deducted for poor English and/or late submission.

#### **X. Accessibility**

Western is committed to achieving barrier free accessibility for persons with disabilities studying, visiting and working at Western. As part of this commitment, there are a variety of services, groups and committees on campus devoted to promoting accessibility and to ensuring that individuals have equitable access to services and facilities. To help provide the best experience to all members of the campus community, please visit the [Accessibility Western University](#) for information on accessibility-related resources available at Western.

Students with disabilities may arrange for academic accommodation at Western. For a more detailed explanation, please visit [Academic Support & Engagement -Academic Accommodation](#).

#### **XI. Inclusivity, Diversity, and Respect**

The Faculty of Engineering at Western University is committed to creating equitable and inclusive learning environments that value diverse perspectives and experiences. We recognize that university courses often marginalize students based on social identity characteristics such as, but not limited to, Indigeneity, race, ethnicity, nationality, ability, gender identity, gender expression, sexuality, age, language, religion, and socioeconomic status. Understanding this, we strive to facilitate equitable experiences and inclusion within the classroom by respecting and integrating multiple ways of knowing, being, and doing. Please visit the [Office of Equity, Diversity and Inclusion](#).

#### **XII. Health and Well-Being**

- [Health & Wellness Services – Students](#) - Offers appointment-based medical clinic for all registered part-time and full-time students.
- [Mental Health Support](#) - Provides professional and confidential services, free of charge, to students needing assistance to meet their personal, social and academic goals. Services include consultation, referral, groups and workshops, as well as brief, change-oriented psychotherapy.
- [Crisis Support](#) - For immediate assistance, please visit Thames Hall Room 2170 or call 519-661-3030. The crisis clinic operates between 11:00 am - 4:30 pm. For after-hours crisis support, click [here](#).
- [Gender-Based Violence and Survivor Support](#) - Western [is committed to reducing incidents of gender-based and sexual violence](#) and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced gender-based or sexual violence (either recently or in the

past), you will find information about support services for survivors, including emergency contacts, [here](#). To connect with a case manager or set up an appointment, please contact [support@uwo.ca](mailto:support@uwo.ca).

### Important Contacts

<a href="#">Engineering Undergraduate Services</a>	SEB 2097	519-661-2130	engugrad@uwo.ca
<a href="#">Electrical and Computer Engineering</a>	TEB 279	519-661-2111 x86264	eceugrad@uwo.ca
<a href="#">Office of the Registrar/Student Central</a>	WSSB 1120	519-661-2100	

### Important Links

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- [ENGINEERING PROGRESSION REQUIREMENTS AND ACADEMIC REGULATIONS](#)
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- [SCHEDULING OF ASSIGNMENTS, TESTS, AND EXAMINATIONS](#)
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