

MME 4483a – “Heating, Ventilating and Air Conditioning I”

COURSE OUTLINE – 2024-2025

CALENDAR DESCRIPTION:	The psychrometry of air conditioning processes, comfort and inside design conditions, climate and outside design conditions, heat gains from solar and other sources, cooling load and heating load calculations, ventilation and filtration.
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INSTRUCTOR:	M. Walid Altahan Room - SEB 1067 e-mail : waltahan@eng.uwo.ca 519-661-2111 Ext: 88293 Office Hours : Mondays 12:30 to 2:30
PREREQUISITES:	MME 3334A/B Unless you have either the requisite 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. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.
ACCREDITATION UNITS:	Engineering Science = 75%, Engineering Design = 25%
TOPICS:	<ol style="list-style-type: none">1. Introduction to HVAC2. Typical Air Conditioning Systems3. Psychrometry3. Heat Transfer and heat transmission in Building Structures4. Comfort and Air Quality5. Space Heating Load6. Cooling Load
LEARNING OUTCOMES:	Upon completion of this course, students will be able to: <ol style="list-style-type: none">1. Classify and diagram various air conditioning systems.2. Sketch and analyse the psychrometric process3. Calculate the heat transfer coefficients of building structure and analyse the thermal performance4. Calculate the ventilation requirement of various building applications5. Calculate the heating and cooling load of buildings6. Use commercial software to perform the heating and cooling load calculations7. Design basic HVAC system to satisfy load conditions
CONTACT HOURS:	3 lecture hours, 2 tutorial hours, half course
TEXT:	McQuiston, F.C. and Parker, J.D., <i>Heating, Ventilating and Air Conditioning (Analysis and Design)</i> . Wiley, 6th Edition.
REFERENCES:	ASHRAE Handbook – Fundamentals; Trane Manual
COURSE WEBSITE:	http://owl.uwo.ca

UNITS: British Engineering Units will be used primarily, with some examples using SI Units

COMPUTING: Hourly Analysis Program (HAP) from Carrier Co.

EXAMINATIONS AND QUIZZES:

Assessment Type	Material Covered	Tentative Due Date	Weight
Homework Assignments (two)	Topic 2,3	Tuesday Oct. 8 and Oct 22	5%
Virtual tour and quiz		Tour: Thursday Sep 26 Quiz: Tuesday Oct 15 ASHRAE: TBD	5%
Lab	Topic 2	Week of Oct 14	5%
Mid-term Exam (Open book)	1, 2, 3, 4	Thursday November 14 th	25%
Group HVAC Load calculations project		Tuesday Nov. 12	25%
Final Exam (Open book)	Topics 2, 3, 4, 5, 6	TBD	35%

If a minimum of 50% is not obtained on the final examination, the student will be assigned a grade of no greater than 48% for the course.

COURSE POLICIES: The following course-specific policies will be enforced throughout the course:

Laboratory sessions

- Students are required to attend one lab session only during the term.
- A maximum of **one** make-up session will be offered to students who have missed a laboratory session **with** academic consideration.
- Missing of a laboratory session **without** academic consideration will translate into a zero mark for that laboratory session.
- Students arriving to a laboratory session later than 30 minutes after the scheduled start time will be considered absent and will receive a zero mark for that laboratory session.
- Complete hard copy of lab report is due at the end of the lab session.
- Lab reports will not be accepted if the student did not attend the laboratory experiment.

Team deliverables

- While the default assumption is that everyone contributes equally to the team effort (*i.e.*, project and labs) and hence everyone should receive the same mark for the team submission, individual adjustments of the marks are also permitted, and they are left at latitude of the instructional team (*i.e.*, course instructor and teaching assistants).

Midterm and Final examination

- Exams are open-book.
- A student who misses the midterm **without** academic consideration will receive a zero mark for the midterm.
- A student who misses the midterm **with** academic consideration will complete a make-up midterm as soon as possible (typically within the same week as the midterm). If this is not possible, the value of the midterm will be shifted to the final exam, at the instructor's discretion and after discussion with the student.

NOTE: The above topics and outline are subject to adjustments and changes as needed.

General Faculty / University Policies

In the event of contradictions between course-specific policies above and general Faculty / University policies described below, please contact your course instructor for clarification.

- Attendance** Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course, will be reported to the Associate Dean Academic (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Associate Dean Academic, the student will be debarred from taking the regular examination in the course.
- Missed/Late Accommodation Policy**
1. Students missing a test/assignment/lab or examination you will report the absence by submitting an Academic Consideration Request form through [STUDENT ABSENCE PORTAL](#).
 2. **Documentation must be provided as soon as possible.**
- 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 (below 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 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.*
- Late Assignments**
1. Advise the instructor if you are having problems completing the assignment on time (prior to the due date of the assignment).
 2. Be prepared to submit the Academic Consideration Request Form and provide documentation if requested by the instructor (see below for information on documentation).
 3. If you are granted an extension, establish a due date. The approval of the Chair of your Department (or the Assistant Dean, First Year Studies, if you are in first year) is not required if assignments will be completed prior to the last day of classes.

4. Some courses may have built-in flexibility for assignment deadlines or the total number of assignments that will be graded. See course-specific policies for details.
5. Extensions beyond the end of classes must have the consent of the instructor, the department Chair and the Associate Dean, Undergraduate Studies. Documentation is mandatory.

Note: Forged notes and certificates will be dealt with severely. To submit a forged document is a scholastic offence (see below).

Medical Accommodation

1. The Academic Consideration Request Form is available through the [STUDENT ABSENCE PORTAL](#).
2. 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. Students must request academic consideration as soon as possible and no later than 48 hours after the missed assessment.**
6. 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.

7. 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.

8. 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.

**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.

**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

**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

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.

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.

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](#).

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](#).

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.

Important Links

- [WESTERN ACADEMIC CALENDAR](#)
- [ACADEMIC RIGHTS AND RESPONSIBILITIES](#)
- [ENGINEERING PROGRESSION REQUIREMENTS AND ACADEMIC REGULATIONS](#)
- [UNIVERSITY STUDENTS' COUNCIL \(USC\) - SERVICES](#)
- [IMPORTANT DATES AND DEADLINES](#)
- [ACADEMIC CONSIDERATION FOR MEDICAL ILLNESS - UNDERGRADUATE STUDENTS](#)
- [ACCOMMODATIONS FOR RELIGIOUS HOLIDAYS](#)
- [SCHEDULING OF ASSIGNMENTS, TESTS, AND EXAMINATIONS](#)
- [STUDENT FORMS](#)
- [OFFICE OF THE REGISTRAR](#)
- [RETENTION OF ELECTRONIC VERSION OF COURSE OUTLINES \(SYLLABI\)](#)
- [ACADEMIC APPEALS](#)
- [STUDENT ABSENCE PORTAL](#)

Note: These instructions apply to all students registered in the Faculty of Engineering regardless of whether the courses are offered by the Faculty of Engineering or other faculties in the University.

Add Deadlines:

First term half course (i.e. "A" or "F")	September 13, 2024
Full courses and full-year half course (i.e. "E", "Y" or no suffix)	September 13, 2024
Second term half course (i.e. "B" or "G")	January 14, 2025

Drop Deadlines:

First term half course without penalty (i.e. "A" or "F")	November 12, 2024
Full courses and full-year half courses without penalty (i.e. "E", "Y" or no suffix)	December 2, 2024
Second term half or second term full course without penalty (i.e. "B" or "G")	March 7, 2025

Contact Information:

Undergraduate Services Office: Phone: 519-661-2130	SEB 2097 E-mail: engugrad@uwo.ca
Mechanical Engineering: Phone: 519-661-4122	SEB 3002 E-mail: mmeundergraduate@uwo.ca
Chemical & Green Process Engineering: Phone: 519-661-2131	TEB 477 E-mail: cbeugrad@uwo.ca
Civil Engineering: Phone: 519-661-2139	SEB 3005 E-mail: civil@uwo.ca
Computer, Electrical, Mechatronic Systems & Software Engineering Phone: 519-661-3758	TEB 279 E-mail: eceugrad@uwo.ca
Integrated Engineering Phone: 519-661-6725	ACEB 2410 E-mail: engceli@uwo.ca
Office of the Registrar/Student Central Phone: 519-661-2100	WSSB 1120