

3. Course Policies

Policies

1. Late reports will not be accepted. Late submissions will automatically receive a zero. Students are responsible for all deadlines, as laid out in this course manual. The Laboratory Coordinator (David Poirier) or Project Supervisor MAY grant extensions, given reasonable notice and justification.

Note: Computer hardware and software issues will only justify a minimal extension (e.g. 1 day max.). The expectation is that everyone maintains backups of all their working files (e.g. USB memory stick, cloud-based file service, etc.).

2. Grading concerns and reassessment:
 - a. Grading concerns must first be communicated by students (via email) to the original grader within one week of the evaluation being posted on the course onQ website. The request for reassessment must include a description of the specific reasons for requesting a grade adjustment (e.g. incorrect addition, missing grade, etc.) and identify the specific part of the report or evaluation sheet that is of concern.
 - b. If the student or group is not satisfied with the response of the original grader, they may then contact the course instructor with their concerns (within one week of receiving a response from the original grader).
 - c. Please note that it is possible for the original mark to be reduced as a result of a reassessment.
3. Students who break any of the department safety guidelines will lose access privileges to the lab. The supervisor will be contacted immediately and work in the lab may not continue until the specific Project Supervisor, the Laboratory Coordinator and one of the Chemical Engineering Technologists review the incident and are satisfied that work will proceed safely.
4. No work will be done in the laboratories outside lab hours without permission of your supervisor and one of the Chemical Technologists.

Academic Integrity

Engineers have a duty to:

- *act at all times with devotion to the high ideals of personal honour and professional integrity*
- *give proper credit for engineering work*

Professional Engineers Ontario Code of Ethics, Section 77 of the O. Reg. 941
<http://www.peo.on.ca>

The quote above describes the standard of behaviour expected of professional engineers. As engineering students, you have made a decision to join us in the profession of engineering, a long-respected profession with high standards of behaviour.

As future engineers, we expect you to behave with integrity at all times. Our policies do not prohibit you from collaborating, even closely, with fellow students in any class. Indeed, we strongly encourage collaboration and teamwork, when conducted responsibly. We have, however, set firm guidelines on the quality of submitted work and have taken a strong stand against plagiarism and other forms of academic dishonesty. Briefly stated, we expect that submitted work bears the name of all those contributing to it, and that you do not allow others to copy your work.

Should a student's submitted work be suspected of containing evidence of academic dishonesty, action shall be taken, as required by the Faculty of Applied Science policy on academic integrity: <http://engineering.queensu.ca/policy/Honesty.html>.

Additional information on the University's policies concerning academic dishonesty can be found on the "Academic Integrity @ Queen's" website. **All students are expected to familiarize themselves with these policies** and to conduct themselves accordingly.

1. [Academic Integrity @ Queen's website](#)
2. [Procedures for dealing with departures from academic integrity in the Faculty of Engineering and Applied Science](#)
3. [Queen's code of conduct](#)

All reports must include the following statement at the bottom of the report title page:

We do hereby verify that this written report is our own individual work and contains our own original ideas, concepts and designs. No portion of this report has been copied in whole or in part from another source, with the possible exception of properly referenced material. Furthermore, we have not and will not lend any part of this report (electronic or hardcopy) to any other student, either now or in the future.

Last updated Feb. 4, 2020