

# CHEE 315 – LABORATORY PROJECTS II

## Course Syllabus – Fall 2021 & Winter 2022

This is your course syllabus. Please download the file and keep it for future reference.

### LAND ACKNOWLEDGEMENT

Queen's University is situated on traditional Anishinaabe and Haudenosaunee Territory.  
See: <http://www.queensu.ca/encyclopedia/t/traditional-territories>

### INCLUSIVITY STATEMENT

Queen's students, faculty, and staff come from every imaginable background – small towns and suburbs, urban high rises, Indigenous communities, and from more than 100 countries around the world. You belong here: <https://www.queensu.ca/inclusive/>.

## TEACHING TEAM

### COURSE INSTRUCTOR

**David Poirier, M.Sc., P.Eng.**  
Chemical Engineering  
Queen's University

E-mail: [david.poirier@queensu.ca](mailto:david.poirier@queensu.ca)



For an up-to-date list of personnel, please check the course website.

## CHEE 315 (F/W 0.25-3-0.75 4.0)

### COURSE DESCRIPTION

The main objectives are to develop skill in using process and analytical equipment, to examine the strengths, weaknesses, and limitations of current theory, to improve the student's ability to obtain and interpret data, to demonstrate the value of planning experiments, to develop engineering judgement, and to provide experience in oral and written reporting.

Prerequisites CHEE 222 and CHEE 223

(0/0/16/32/0) (Mathematics/Natural Sciences/Complementary Studies/Engineering Science/Engineering Design)

### COURSE LEARNING OUTCOMES (CLO)

By the end of this course, students should be able to:

CLO	DESCRIPTION	INDICATORS
CLO 1	Demonstrate proficiency in operation and control of process and analytical equipment.	ET-Create ET-Apply ET-Limitations
CLO 2	Demonstrate engineering judgment and an awareness of the nature and magnitude of physical and chemical effects and factors, as well as errors and uncertainties.	PA Formulate PA-Evaluate
CLO 3	Collect and interpret data to draw meaningful conclusions and evaluate the strengths, weaknesses and limitations of current chemical engineering theory.	IN-Conduct IN-Analyze IN-Synthesis
CLO 4	Write concise, coherent and grammatically correct lab reports that reflect critical analysis and synthesis. Deliver clear and organized formal oral presentations.	CO-Written CO-Spoken
CLO 5	Demonstrate effective independent learning, initiative, originality and creativity in completion of pre-lab preparation and other tasks.	LL-Information
CLO 6	Work effectively as group member and demonstrate good leadership skills when team leader, adopting a professional approach during all project phases.	TW-Contribution TW-Feedback PR-Interpersonal
CLO 7	Document and follow appropriate safety protocols.	IN-Safety

This course develops the following attributes at the 3<sup>rd</sup> year level:

**Problem Analysis (PA):**

**PA-Formulate** Develop appropriate frameworks for solving complex engineering problems.

**PA-Evaluate** Analyze solutions to complex engineering problems to draw conclusions.

**Investigation (IN):**

**IN-Conduct** Conduct investigations to test hypotheses related to complex problems

**IN-Analyze** Analyze and interpret data using appropriate techniques and tools

**IN-Synthesis** Synthesize information from investigations considering sources of uncertainty and limitations to reach substantiated conclusions.

**IN-Safety** Adhere to appropriate workplace safety protocols in all work environments.

**Engineering Tools (ET):**

**ET-Create** Develop, adapt, and/or extend appropriate software, equipment, models, and simulations for a range of engineering activities.

**ET-Apply** Apply and manage appropriate techniques, apparatus, databases, models, tools, and/or processes to accomplish a task.

**ET-Limitations** Evaluate limitations and errors of instrumentation/measurement techniques/models/ simulations to assess appropriateness of the results.

**Individual and teamwork (TW):**

**TW-Contribution** Take initiative to plan, organize and complete tasks, as an individual and team member, in order to meet goals

**TW-Feedback** Share ideas and information by eliciting, giving, and applying positive and effective feedback.

**Communications (CO):**

**CO-Written** Produce clear, concise, precise, and well-organized written communication with language appropriate for the audience.

**CO-Spoken** Deliver formal and informal oral presentations with suitable language, content, style, timing and flow, while adapting format, content and tone to audience and purpose.

**Professionalism (PR):**

**PR-Interpersonal** Demonstrate professional conduct and integrity.

**Life-long learning (LL):**

**LL-Information** Identify, organize, and critically evaluate information from an appropriate range of sources, to meet learning needs.

**RELEVANCE TO THE PROGRAM**

This course provides opportunities for students to apply engineering science knowledge gained from most of their previous and current core courses, and to exercise and develop engineering judgment, in the operation and analysis of real chemical engineering processes. The structure of the course requires students to approach their lab project work like practicing engineers, hence contributing to the development of communication skills, professionalism, and an appreciation for the need of life-long learning to become and remain effective engineers.

# COURSE EVALUATION

## ASSESSMENT WEIGHTING

Deliverable*	Week or Date	Weight	Alignment with CLOs
Course orientation and safety briefing quiz	1 <sup>st</sup> week of classes	2.5%	
Four formal technical laboratory reports (18% per lab project)	see course term schedule table for due dates	72.0%	1, 2, 3, 4, 5
Formal final oral presentation (one per student)	"	5.0%	4
Technical memorandum (one per student - current team leader)	"	2.0%	4
Assignment (one assignment - performed individually)	"	2.5%	
Preparation, teamwork, and safety practices (4% per lab project)	NA	16.0%	3, 6, 7

\* See course onQ (D2L) website for assessment descriptions.

## GRADING

All assessments in this course will receive numerical percentage marks. The final grade you receive for the course will be derived by converting your numerical course average to a letter grade according to the established [Grade Point Index](#).

### Feedback on Assessments

The Project Supervisors will provide feedback on graded activities on onQ. You can expect feedback on your assessments within ten to fourteen days of the due date.

### Accessing Your Final Grade

Your final grades will show on SOLUS. Official transcripts showing final grades will be available on the Official Grade Release Date at the end of term.

## COURSE MATERIALS

### Required Textbook

- No textbook required

The main information resource for CHEE 315 is the course onQ (D2L) website. Information related to deliverable expectations, evaluation rubrics, safety, schedules, project information, etc. can all be found in content modules on the course onQ website.

Other technical information related to lab projects can be found in published scientific literature and materials on reserve at Queen's Stauffer Library.

### Required Hardware/Software

Students must have a reliable [internet connection and hardware](#) that are compatible with online learning requirements.

### Suggested Time Commitment

Learners can expect to invest on average 10-11 hours per week in this course.

## COURSE STRUCTURE AND ACTIVITIES

There are no regularly scheduled lectures for this course. There are mandatory course orientation and safety lectures during the 1<sup>st</sup> week of term. After the orientation lectures, teams consisting of 3 or 4 students are assigned by the course instructor. These teams remain together for the term and perform 4 of the available engineering lab experiments.

Teams are expected to function independently during all phases of their projects, but are permitted to consult with their Project Supervisor (TA) if they have difficulties related to technical aspects of their project, or with one of the Chemical Engineering Technologists if they have apparatus-related issues.

The Course Instructor is available to consult with on matters related to evaluation disputes, team dynamics, deadline extensions and penalties, clarification of course policies, etc.

The term is divided evenly into 4 project periods/rounds. A team leader is designated by the group for each project (everyone must serve as team leader at least once). Lab Teams will follow a well-defined laboratory schedule for each laboratory project.

All laboratory projects involve completion of the following main tasks:

- Laboratory preparation and an informal oral presentation of project objectives to the Laboratory Supervisor
- Laboratory/experimental work
- Formal technical report preparation & submission
- Technical memorandum & Final Oral Presentation (Oral presentations for Project Rounds 2 & 3 only)
- All Students individually submit a peer evaluation.

### EXPECTATIONS FOR PRE-LAB/LAB WORK/FINAL DELIVERABLES

Pre-lab preparation, experimental work and preparation and submission of the formal final technical reports will be completed as a team in all four project rounds. Final formal oral

presentations will be prepared and presented in pairs (or individually, for some members of 3-person groups). The technical memorandum is prepared and submitted by the current team leader only.

## COURSE SCHEDULE (FALL 2021)

Term Week No.	Week Starts	Tasks
1	Sep. 6	<ul style="list-style-type: none"> <li>No in-lab work during week 1.</li> <li>Attend course orientation &amp; safety lecture (mandatory - see course Announcements on onQ for time and location).</li> <li>Individually complete course orientation &amp; safety quiz on onQ, by 10:00 pm EDT on Thursday, Sep. 9.</li> <li>Lab groups and 1st lab project assigned by Course Instructor before Saturday evening of week 1.</li> <li>Contact your team members, select a leader for Project Round 1 and start work on pre-lab tasks.</li> </ul>
2	Sep. 13	<p><b>Project Round 1</b></p> <ul style="list-style-type: none"> <li>Check lab project, supervisor and lab-work date assignments in the document "10.1 First Project Round".</li> <li>Study project-related reference materials, view apparatus video, plan procedure.</li> <li>Team leader arranges pre-lab Zoom meeting for group with Project Supervisor (scheduling tips/guidelines provided in the document "4. Project and Course Requirements").</li> <li>All group members attend pre-lab Zoom meeting with Project Supervisor to demonstrate preparedness for lab work.</li> <li>If pre-lab preparation is approved, group performs lab work in-person on assigned lab date according to protocols specified in the lab manual document "11. Laboratory Work Modes &amp; COVID Safety Protocols". Any group member that cannot attend lab work in-person must participate in lab work via a Zoom meeting video link on an in-person member's laptop pc at the scheduled lab time.</li> <li>Begin work on group-prepared lab report.</li> <li>Team Leader submits group-prepared report as a single WORD .docx file via the CHEE 315 onQ website by 12:00 noon on the designated due-date specified in the document "10.1 First Project Round".</li> <li>Team Leader individually prepares and submits technical memo via onQ by the final report deadline.</li> <li>No final oral presentations in first project round.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul> <p><b><u>Additionally, in 1st project round only:</u></b></p> <ul style="list-style-type: none"> <li>Everyone individually completes and submits Assignment #1 via onQ by 10:00 pm on Wed., Sep. 22.</li> <li>Team Leader gets consensus from lab group members and submits lab preference survey via onQ by 12:00 noon on Fri., Sep. 24.</li> </ul>
3	Sep. 20	<ul style="list-style-type: none"> <li>If pre-lab preparation is approved, group performs lab work in-person on assigned lab date according to protocols specified in the lab manual document "11. Laboratory Work Modes &amp; COVID Safety Protocols". Any group member that cannot attend lab work in-person must participate in lab work via a Zoom meeting video link on an in-person member's laptop pc at the scheduled lab time.</li> <li>Begin work on group-prepared lab report.</li> <li>Team Leader submits group-prepared report as a single WORD .docx file via the CHEE 315 onQ website by 12:00 noon on the designated due-date specified in the document "10.1 First Project Round".</li> <li>Team Leader individually prepares and submits technical memo via onQ by the final report deadline.</li> <li>No final oral presentations in first project round.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul>
4	Sep. 27	<ul style="list-style-type: none"> <li>Team Leader individually prepares and submits technical memo via onQ by the final report deadline.</li> <li>No final oral presentations in first project round.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul> <p><b><u>Additionally, in 1st project round only:</u></b></p> <ul style="list-style-type: none"> <li>Everyone individually completes and submits Assignment #1 via onQ by 10:00 pm on Wed., Sep. 22.</li> <li>Team Leader gets consensus from lab group members and submits lab preference survey via onQ by 12:00 noon on Fri., Sep. 24.</li> </ul>
5	Oct. 4	<p><b>Project Round 2</b></p> <ul style="list-style-type: none"> <li>Check project, supervisor and lab-work date in the .pdf document "10.2 Second Project Round".</li> <li>Study project-related reference materials, view apparatus video, plan procedure.</li> <li>Team leader arranges pre-lab Zoom meeting for group with Project Supervisor (scheduling tips/guidelines provided in the document "4. Project and Course Requirements").</li> <li>All group members attend pre-lab Zoom meeting with Project Supervisor to demonstrate preparedness for lab work.</li> <li>If pre-lab preparation is approved, group performs lab work in-person on assigned lab date according to protocols specified in the lab manual document "11. Laboratory Work Modes &amp; COVID Safety Protocols". Any group member that cannot attend lab work in-person must participate in lab work via a Zoom meeting video link on an in-person member's laptop pc at the scheduled lab time.</li> <li>Begin work on group-prepared lab report.</li> <li>Team Leader submits group-prepared report as a single WORD .docx file via the CHEE 315 onQ website by 12:00 noon on the designated due-date specified in the document "10.2 Second Project Round".</li> <li>Team Leader individually prepares and submits technical memo via onQ by the final report deadline.</li> <li>Final oral presentation (via Zoom meeting with Project Supervisor) co-prepared and co-presented by current Team Leader and 1st or 4th Team Leader (see presentation schedule in the document "10.2 Second Project Round").</li> <li>Both Presenters must submit a copy of the presentation slides (.pdf or .ptx) via onQ anytime before the presentation time.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul>
Reading Week	Oct. 11	<ul style="list-style-type: none"> <li>All group members attend pre-lab Zoom meeting with Project Supervisor to demonstrate preparedness for lab work.</li> <li>If pre-lab preparation is approved, group performs lab work in-person on assigned lab date according to protocols specified in the lab manual document "11. Laboratory Work Modes &amp; COVID Safety Protocols". Any group member that cannot attend lab work in-person must participate in lab work via a Zoom meeting video link on an in-person member's laptop pc at the scheduled lab time.</li> <li>Begin work on group-prepared lab report.</li> <li>Team Leader submits group-prepared report as a single WORD .docx file via the CHEE 315 onQ website by 12:00 noon on the designated due-date specified in the document "10.2 Second Project Round".</li> <li>Team Leader individually prepares and submits technical memo via onQ by the final report deadline.</li> <li>Final oral presentation (via Zoom meeting with Project Supervisor) co-prepared and co-presented by current Team Leader and 1st or 4th Team Leader (see presentation schedule in the document "10.2 Second Project Round").</li> <li>Both Presenters must submit a copy of the presentation slides (.pdf or .ptx) via onQ anytime before the presentation time.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul>
6	Oct. 18	<ul style="list-style-type: none"> <li>Team Leader submits group-prepared report as a single WORD .docx file via the CHEE 315 onQ website by 12:00 noon on the designated due-date specified in the document "10.2 Second Project Round".</li> <li>Team Leader individually prepares and submits technical memo via onQ by the final report deadline.</li> <li>Final oral presentation (via Zoom meeting with Project Supervisor) co-prepared and co-presented by current Team Leader and 1st or 4th Team Leader (see presentation schedule in the document "10.2 Second Project Round").</li> <li>Both Presenters must submit a copy of the presentation slides (.pdf or .ptx) via onQ anytime before the presentation time.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul>
7	Oct. 25	<ul style="list-style-type: none"> <li>Final oral presentation (via Zoom meeting with Project Supervisor) co-prepared and co-presented by current Team Leader and 1st or 4th Team Leader (see presentation schedule in the document "10.2 Second Project Round").</li> <li>Both Presenters must submit a copy of the presentation slides (.pdf or .ptx) via onQ anytime before the presentation time.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul>
8	Nov. 1	<p><b>Project Round 3</b></p> <ul style="list-style-type: none"> <li>Check project, supervisor and lab-work date in the .pdf document "10.3 Third Project Round".</li> <li>Study project-related reference materials, view apparatus video, plan procedure.</li> <li>Team leader arranges pre-lab Zoom meeting for group with Project Supervisor (scheduling tips/guidelines provided in the document "4. Project and Course Requirements").</li> <li>All group members attend pre-lab Zoom meeting with Project Supervisor to demonstrate preparedness for lab work.</li> <li>If pre-lab preparation is approved, group performs lab work in-person on assigned lab date according to protocols specified in the lab manual document "11. Laboratory Work Modes &amp; COVID Safety Protocols". Any group member that cannot attend lab work in-person must participate in lab work via a Zoom meeting video link on an in-person member's laptop pc at the scheduled lab time.</li> <li>Begin work on group-prepared lab report.</li> <li>Team Leader submits group-prepared report as a single WORD .docx file via the CHEE 315 onQ website by 12:00 noon on the designated due-date specified in the document "10.3 Third Project Round".</li> <li>Team Leader individually prepares and submits technical memo via onQ by the final report deadline.</li> <li>Final oral presentation (via Zoom meeting with Project Supervisor) co-prepared and co-presented by current Team Leader and whomever has not previously presented (see presentation schedule in the document "10.3 Third Project Round").</li> <li>Both Presenters must submit a copy of the presentation slides (.pdf or .ptx) via onQ anytime before the presentation time.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul>
9	Nov. 8	<ul style="list-style-type: none"> <li>All group members attend pre-lab Zoom meeting with Project Supervisor to demonstrate preparedness for lab work.</li> <li>If pre-lab preparation is approved, group performs lab work in-person on assigned lab date according to protocols specified in the lab manual document "11. Laboratory Work Modes &amp; COVID Safety Protocols". Any group member that cannot attend lab work in-person must participate in lab work via a Zoom meeting video link on an in-person member's laptop pc at the scheduled lab time.</li> <li>Begin work on group-prepared lab report.</li> <li>Team Leader submits group-prepared report as a single WORD .docx file via the CHEE 315 onQ website by 12:00 noon on the designated due-date specified in the document "10.3 Third Project Round".</li> <li>Team Leader individually prepares and submits technical memo via onQ by the final report deadline.</li> <li>Final oral presentation (via Zoom meeting with Project Supervisor) co-prepared and co-presented by current Team Leader and whomever has not previously presented (see presentation schedule in the document "10.3 Third Project Round").</li> <li>Both Presenters must submit a copy of the presentation slides (.pdf or .ptx) via onQ anytime before the presentation time.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul>
10	Nov. 15	<ul style="list-style-type: none"> <li>Final oral presentation (via Zoom meeting with Project Supervisor) co-prepared and co-presented by current Team Leader and whomever has not previously presented (see presentation schedule in the document "10.3 Third Project Round").</li> <li>Both Presenters must submit a copy of the presentation slides (.pdf or .ptx) via onQ anytime before the presentation time.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul>
11	Nov. 22	<p><b>Project Round 4</b></p> <ul style="list-style-type: none"> <li>Check project, supervisor and lab-work date in the .pdf document "10.4 Fourth Project Round".</li> <li>Study project-related reference materials, view apparatus video, plan procedure.</li> <li>Team leader arranges pre-lab Zoom meeting for group with Project Supervisor (scheduling tips/guidelines provided in the document "4. Project and Course Requirements").</li> <li>All group members attend pre-lab Zoom meeting with Project Supervisor to demonstrate preparedness for lab work.</li> <li>If pre-lab preparation is approved, group performs lab work in-person on assigned lab date according to protocols specified in the lab manual document "11. Laboratory Work Modes &amp; COVID Safety Protocols". Any group member that cannot attend lab work in-person must participate in lab work via a Zoom meeting video link on an in-person member's laptop pc at the scheduled lab time.</li> <li>Begin work on group-prepared lab report.</li> <li>Team Leader submits group-prepared report as a single WORD .docx file via the CHEE 315 onQ website by 12:00 noon on the designated due-date specified in the document "10.4 Fourth Project Round".</li> <li>Team Leader individually prepares and submits technical memo via onQ by the final report deadline.</li> <li>No final oral presentations in fourth project round.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul>
12	Nov. 29	<ul style="list-style-type: none"> <li>If pre-lab preparation is approved, group performs lab work in-person on assigned lab date according to protocols specified in the lab manual document "11. Laboratory Work Modes &amp; COVID Safety Protocols". Any group member that cannot attend lab work in-person must participate in lab work via a Zoom meeting video link on an in-person member's laptop pc at the scheduled lab time.</li> <li>Begin work on group-prepared lab report.</li> <li>Team Leader submits group-prepared report as a single WORD .docx file via the CHEE 315 onQ website by 12:00 noon on the designated due-date specified in the document "10.4 Fourth Project Round".</li> <li>Team Leader individually prepares and submits technical memo via onQ by the final report deadline.</li> <li>No final oral presentations in fourth project round.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul>

**COURSE SCHEDULE (WINTER 2022)**

Term Week No.	Week Starts	Tasks
1	Jan. 10	<ul style="list-style-type: none"> <li>No in-lab work during week 1.</li> <li>Attend course orientation &amp; safety lecture (mandatory - see course Announcements on onQ for time and location).</li> <li>Individually complete course orientation &amp; safety quiz on onQ, by 10:00 pm EST on Thursday, Jan. 13.</li> <li>Lab groups and 1st lab project assigned by Course Instructor before Saturday evening of week 1.</li> <li>Contact your team members, select a leader for Project Round 1 and start work on pre-lab tasks.</li> </ul>
2	Jan. 17	<p><b>Project Round 1</b></p> <ul style="list-style-type: none"> <li>Check lab project, supervisor and lab-work date assignments in the document "10.1 First Project Round".</li> <li>Study project-related reference materials, view apparatus video, plan procedure.</li> <li>Team leader arranges pre-lab Zoom meeting for group with Project Supervisor (scheduling tips/guidelines provided in the document "4. Project and Course Requirements").</li> <li>All group members attend pre-lab Zoom meeting with Project Supervisor to demonstrate preparedness for lab work.</li> <li>If pre-lab preparation is approved, group performs lab work in-person on assigned lab date according to protocols specified in the lab manual document "11. Laboratory Work Modes &amp; COVID Safety Protocols". Any group member that cannot attend lab work in-person must participate in lab work via a Zoom meeting video link on an in-person member's laptop pc at the scheduled lab time.</li> <li>Begin work on group-prepared lab report.</li> <li>Team Leader submits group-prepared report as a single WORD .docx file via the CHEE 315 onQ website by 12:00 noon on the designated due-date specified in the document "10.1 First Project Round".</li> <li>Team Leader individually prepares and submits technical memo via onQ by the final report deadline.</li> <li>No final oral presentations in first project round.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul> <p><b>Additionally, in 1st project round only:</b></p> <ul style="list-style-type: none"> <li>Everyone individually completes and submits Assignment #1 via onQ by 10:00 pm on Wed., Jan. 26.</li> <li>Team Leader gets consensus from lab group and submits lab preference survey via onQ by 12:00 noon on Fri., Jan. 28.</li> </ul>
3	Jan. 24	<ul style="list-style-type: none"> <li>If pre-lab preparation is approved, group performs lab work in-person on assigned lab date according to protocols specified in the lab manual document "11. Laboratory Work Modes &amp; COVID Safety Protocols". Any group member that cannot attend lab work in-person must participate in lab work via a Zoom meeting video link on an in-person member's laptop pc at the scheduled lab time.</li> <li>Begin work on group-prepared lab report.</li> <li>Team Leader submits group-prepared report as a single WORD .docx file via the CHEE 315 onQ website by 12:00 noon on the designated due-date specified in the document "10.1 First Project Round".</li> <li>Team Leader individually prepares and submits technical memo via onQ by the final report deadline.</li> <li>No final oral presentations in first project round.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul>
4	Jan. 31	<ul style="list-style-type: none"> <li>Team Leader submits group-prepared report as a single WORD .docx file via the CHEE 315 onQ website by 12:00 noon on the designated due-date specified in the document "10.1 First Project Round".</li> <li>Team Leader individually prepares and submits technical memo via onQ by the final report deadline.</li> <li>No final oral presentations in first project round.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> <li>Additionally, in 1st project round only:</li> <li>Everyone individually completes and submits Assignment #1 via onQ by 10:00 pm on Wed., Jan. 26.</li> <li>Team Leader gets consensus from lab group and submits lab preference survey via onQ by 12:00 noon on Fri., Jan. 28.</li> </ul>
5	Feb. 7	<p><b>Project Round 2</b></p> <ul style="list-style-type: none"> <li>Check project, supervisor and lab-work date in the .pdf document "10.2 Second Project Round".</li> <li>Study project-related reference materials, view apparatus video, plan procedure.</li> <li>Team leader arranges pre-lab Zoom meeting for group with Project Supervisor (scheduling tips/guidelines provided in the document "4. Project and Course Requirements").</li> <li>All group members attend pre-lab Zoom meeting with Project Supervisor to demonstrate preparedness for lab work.</li> <li>If pre-lab preparation is approved, group performs lab work in-person on assigned lab date according to protocols specified in the lab manual document "11. Laboratory Work Modes &amp; COVID Safety Protocols". Any group member that cannot attend lab work in-person must participate in lab work via a Zoom meeting video link on an in-person member's laptop pc at the scheduled lab time.</li> <li>Begin work on group-prepared lab report.</li> <li>Team Leader submits group-prepared report as a single WORD .docx file via the CHEE 315 onQ website by 12:00 noon on the designated due-date specified in the document "10.2 Second Project Round".</li> <li>Team Leader individually prepares and submits technical memo via onQ by the final report deadline.</li> <li>Final oral presentation (via Zoom meeting with Project Supervisor) co-prepared and co-presented by current Team Leader and 1st or 4th Team Leader (see presentation schedule in the document "10.2 Second Project Round").</li> <li>Both Presenters must submit a copy of the presentation slides (.pdf or .ptx) via onQ anytime before the presentation time.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul>
6	Feb. 14	<ul style="list-style-type: none"> <li>All group members attend pre-lab Zoom meeting with Project Supervisor to demonstrate preparedness for lab work.</li> <li>If pre-lab preparation is approved, group performs lab work in-person on assigned lab date according to protocols specified in the lab manual document "11. Laboratory Work Modes &amp; COVID Safety Protocols". Any group member that cannot attend lab work in-person must participate in lab work via a Zoom meeting video link on an in-person member's laptop pc at the scheduled lab time.</li> <li>Begin work on group-prepared lab report.</li> <li>Team Leader submits group-prepared report as a single WORD .docx file via the CHEE 315 onQ website by 12:00 noon on the designated due-date specified in the document "10.2 Second Project Round".</li> <li>Team Leader individually prepares and submits technical memo via onQ by the final report deadline.</li> <li>Final oral presentation (via Zoom meeting with Project Supervisor) co-prepared and co-presented by current Team Leader and 1st or 4th Team Leader (see presentation schedule in the document "10.2 Second Project Round").</li> <li>Both Presenters must submit a copy of the presentation slides (.pdf or .ptx) via onQ anytime before the presentation time.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul>
Reading Week	Feb. 21	<ul style="list-style-type: none"> <li>Team Leader submits group-prepared report as a single WORD .docx file via the CHEE 315 onQ website by 12:00 noon on the designated due-date specified in the document "10.2 Second Project Round".</li> <li>Team Leader individually prepares and submits technical memo via onQ by the final report deadline.</li> <li>Final oral presentation (via Zoom meeting with Project Supervisor) co-prepared and co-presented by current Team Leader and 1st or 4th Team Leader (see presentation schedule in the document "10.2 Second Project Round").</li> <li>Both Presenters must submit a copy of the presentation slides (.pdf or .ptx) via onQ anytime before the presentation time.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul>
7	Feb. 28	<ul style="list-style-type: none"> <li>Final oral presentation (via Zoom meeting with Project Supervisor) co-prepared and co-presented by current Team Leader and 1st or 4th Team Leader (see presentation schedule in the document "10.2 Second Project Round").</li> <li>Both Presenters must submit a copy of the presentation slides (.pdf or .ptx) via onQ anytime before the presentation time.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul>
8	Mar. 7	<p><b>Project Round 3</b></p> <ul style="list-style-type: none"> <li>Check project, supervisor and lab-work date in the .pdf document "10.3 Third Project Round".</li> <li>Study project-related reference materials, view apparatus video, plan procedure.</li> <li>Team leader arranges pre-lab Zoom meeting for group with Project Supervisor (scheduling tips/guidelines provided in the document "4. Project and Course Requirements").</li> <li>All group members attend pre-lab Zoom meeting with Project Supervisor to demonstrate preparedness for lab work.</li> <li>If pre-lab preparation is approved, group performs lab work in-person on assigned lab date according to protocols specified in the lab manual document "11. Laboratory Work Modes &amp; COVID Safety Protocols". Any group member that cannot attend lab work in-person must participate in lab work via a Zoom meeting video link on an in-person member's laptop pc at the scheduled lab time.</li> <li>Begin work on group-prepared lab report.</li> <li>Team Leader submits group-prepared report as a single WORD .docx file via the CHEE 315 onQ website by 12:00 noon on the designated due-date specified in the document "10.3 Third Project Round".</li> <li>Team Leader individually prepares and submits technical memo via onQ by the final report deadline.</li> <li>Final oral presentation (via Zoom meeting with Project Supervisor) co-prepared and co-presented by current Team Leader and whomever has not previously presented (see presentation schedule in the document "10.3 Third Project Round").</li> <li>Both Presenters must submit a copy of the presentation slides (.pdf or .ptx) via onQ anytime before the presentation time.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul>
9	Mar. 14	<ul style="list-style-type: none"> <li>All group members attend pre-lab Zoom meeting with Project Supervisor to demonstrate preparedness for lab work.</li> <li>If pre-lab preparation is approved, group performs lab work in-person on assigned lab date according to protocols specified in the lab manual document "11. Laboratory Work Modes &amp; COVID Safety Protocols". Any group member that cannot attend lab work in-person must participate in lab work via a Zoom meeting video link on an in-person member's laptop pc at the scheduled lab time.</li> <li>Begin work on group-prepared lab report.</li> <li>Team Leader submits group-prepared report as a single WORD .docx file via the CHEE 315 onQ website by 12:00 noon on the designated due-date specified in the document "10.3 Third Project Round".</li> <li>Team Leader individually prepares and submits technical memo via onQ by the final report deadline.</li> <li>Final oral presentation (via Zoom meeting with Project Supervisor) co-prepared and co-presented by current Team Leader and whomever has not previously presented (see presentation schedule in the document "10.3 Third Project Round").</li> <li>Both Presenters must submit a copy of the presentation slides (.pdf or .ptx) via onQ anytime before the presentation time.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul>
10	Mar. 21	<ul style="list-style-type: none"> <li>Final oral presentation (via Zoom meeting with Project Supervisor) co-prepared and co-presented by current Team Leader and whomever has not previously presented (see presentation schedule in the document "10.3 Third Project Round").</li> <li>Both Presenters must submit a copy of the presentation slides (.pdf or .ptx) via onQ anytime before the presentation time.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul>
11	Mar. 28	<p><b>Project Round 4</b></p> <ul style="list-style-type: none"> <li>Check project, supervisor and lab-work date in the .pdf document "10.4 Fourth Project Round".</li> <li>Study project-related reference materials, view apparatus video, plan procedure.</li> <li>Team leader arranges pre-lab Zoom meeting for group with Project Supervisor (scheduling tips/guidelines provided in the document "4. Project and Course Requirements").</li> <li>All group members attend pre-lab Zoom meeting with Project Supervisor to demonstrate preparedness for lab work.</li> <li>If pre-lab preparation is approved, group performs lab work in-person on assigned lab date according to protocols specified in the lab manual document "11. Laboratory Work Modes &amp; COVID Safety Protocols". Any group member that cannot attend lab work in-person must participate in lab work via a Zoom meeting video link on an in-person member's laptop pc at the scheduled lab time.</li> <li>Begin work on group-prepared lab report.</li> <li>Team Leader submits group-prepared report as a single WORD .docx file via the CHEE 315 onQ website by 12:00 noon on the designated due-date specified in the document "10.4 Fourth Project Round".</li> <li>Team Leader individually prepares and submits technical memo via onQ by the final report deadline.</li> <li>No final oral presentations in fourth project round.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul>
12	Apr. 4	<ul style="list-style-type: none"> <li>All group members attend pre-lab Zoom meeting with Project Supervisor to demonstrate preparedness for lab work.</li> <li>If pre-lab preparation is approved, group performs lab work in-person on assigned lab date according to protocols specified in the lab manual document "11. Laboratory Work Modes &amp; COVID Safety Protocols". Any group member that cannot attend lab work in-person must participate in lab work via a Zoom meeting video link on an in-person member's laptop pc at the scheduled lab time.</li> <li>Begin work on group-prepared lab report.</li> <li>Team Leader submits group-prepared report as a single WORD .docx file via the CHEE 315 onQ website by 12:00 noon on the designated due-date specified in the document "10.4 Fourth Project Round".</li> <li>Team Leader individually prepares and submits technical memo via onQ by the final report deadline.</li> <li>No final oral presentations in fourth project round.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul>



## COURSE COMMUNICATION

### NETIQUETTE

In this course, you may be expected to communicate with your peers (lab group members) and the teaching team (Project Supervisors, Chemical Engineering Technologists & Course Instructor) through electronic communication. You are expected to use the utmost respect in your dealings with your colleagues or when participating in activities, discussions, and online communication.

Following is a list of netiquette guidelines. Please read them carefully and use them to guide your online communication in this course and beyond.

1. Make a personal commitment to learn about, understand, and support your peers.
2. Assume the best of others and expect the best of them.
3. Acknowledge the impact of oppression on the lives of other people and make sure your writing is respectful and inclusive.
4. Recognize and value the experiences, abilities, and knowledge each person brings.
5. Pay close attention to what your peers write before you respond. Think through and re-read your writings before you post or send them to others.
6. It's alright to disagree with ideas, but do not make personal attacks.
7. Be open to be challenged or confronted on your ideas and challenge others with the intent of facilitating growth. Do not demean or embarrass others.
8. Encourage others to develop and share their ideas.

### QUESTIONS ABOUT COURSE MATERIAL

Questions or comments regarding the course structure, requirements, policies, etc. should be addressed with the Course Instructor. Questions related to technical aspects of your lab project should be address with your Project Supervisor or, if equipment-related, one of the Chemical Engineering Technologists.

### COURSE ANNOUNCEMENTS

The instructor will post course news in the Announcements section on the main course homepage on onQ. Please sign up to be automatically notified by email when the instructor posts new information in onQ Announcements.

### OFFICE HOURS

Use e-mail to arrange meeting times with the Course Instructor, your Project Supervisor, or one of the Chemical Engineering Technologists.

### CONFIDENTIAL MATTERS

If you have a confidential matter you would like to discuss with your instructor, their contact details are on the first page of this document. Expect email replies within 48 hours.

## COURSE POLICIES

Please review the following policies concerning copyright, academic integrity, absences and academic accommodations:

### COPYRIGHT

The material presented in this course is intended for use as part of the course at Queen's University and is the property of the instructor unless otherwise stated. Copying this material for distribution (e.g. uploading material to a commercial third-party website) can lead to a violation of Copyright law and constitutes a violation of Academic Integrity.

### ACADEMIC INTEGRITY

As an engineering student, 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. Please note that 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

The standard of behaviour expected of professional engineers is explained in the [Professional Engineers Ontario Code of Ethics](#). Information on policies concerning academic integrity is available in the [Queen's University Code of Conduct](#), in the [Senate Academic Integrity Policy Statement](#), on the [Faculty of Engineering and Applied Science website](#), and from your instructor.

Departures from academic integrity include plagiarism, use of unauthorized materials or services, facilitation, forgery, falsification, unauthorized use of intellectual property, and collaboration, and are antithetical to the development of an academic community at Queen's. Given the seriousness of these matters, actions which contravene the regulation on academic integrity carry sanctions that can range from a warning or the loss of grades on an assignment to the failure of a course to a requirement to withdraw from the University.

### LATE POLICY

Unless other arrangements have been approved, [departmental policies](#) regarding late and missed assignments, and missed quizzes/exams will be followed. In the event of extenuating circumstances, you may request an extension to an assignment due date without penalty. Requests must be made to your instructor prior to the original due date of the assignment, and some substantiating documentation is often required (see information below on absences). Note that unacceptable reasons include extra-curricular activities, travel plans, generally behind on schoolwork, etc. In the absence of substantiating documentation, the normal late penalty will apply as described in the assignment or departmental policies.

## ABSENCES (ACADEMIC CONSIDERATIONS) AND ACADEMIC ACCOMMODATIONS

For absences and academic accommodations please review the information on the [FEAS website](#).

## ACADEMIC AND STUDENT SUPPORT

Queen's has a robust set of supports available to you including the [Library](#), [Student Academic Success Services \(Learning Strategies and Writing Centre\)](#), and [Career Services](#). Learners are encouraged to visit the Faculty of Engineering and Applied Science [Current Students](#) web portal for information about various other policies such as academic advisors, registration, student exchanges, awards and scholarships, etc.

### INDIVIDUAL NEEDS AND SUPPORT

If you have a disability or health-related condition that may require academic accommodations, please approach the [Queen's Accessibility Services](#). The staff at Accessibility Services are available by appointment to develop individualized accommodation plans, provide referrals, and assist with advocacy. The sooner you let us know your needs, the better we can assist you in achieving your learning goals. For questions or assistance with requesting Academic Consideration or Accommodation, contact the FEAS Academic Accommodation Coordinator at [engineering.aac@queensu.ca](mailto:engineering.aac@queensu.ca)

Every effort has been made to provide course materials that are accessible. For further information on accessibility compliance of the educational technologies used in this course, please consult the links below.

EDUCATIONAL TECHNOLOGY	ACCESSIBILITY COMPLIANCE INFORMATION
onQ (Brightspace Learning Management System by D2L)	<a href="https://www.d2l.com/accessibility/standards/">https://www.d2l.com/accessibility/standards/</a>
Zoom	<a href="https://zoom.us/accessibility">https://zoom.us/accessibility</a>

If you find any element of this course difficult to access, please discuss with your instructor how you can obtain an accommodation.

### RELIGIOUS OBSERVANCE

Students in need of accommodation for religious observance are asked to speak to their professor within a week of receiving their syllabus. Note also that alternative assignments are considered a "reasonable accommodation" under the Ontario Human Rights Code. Students with questions about their rights and responsibilities regarding religious accommodation should contact Chaplain Kate Johnson via [Chaplain@queensu.ca](mailto:Chaplain@queensu.ca).

## **TECHNICAL SUPPORT**

Some basic comfort level with basic hardware and software skills are required for this course. If you require technical assistance, please contact [Technical Support](#).

## **SUPPORTIVE PERSONAL COUNSELLING**

If at any time you find yourself feeling overwhelmed, anxious, sad, lonely, or distressed, consider confidential supportive counselling offered by the [embedded counselors](#) at the Student Wellness Service Faculty of Engineering and Applied Science.