



# Civil Engineering Technician Handbook

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# Coordinator Welcome

Welcome to Confederation College and the  
Civil Engineering Technician program!

A Civil Engineering Technician plays a key role in the health, safety and economic well-being of our communities.

In this program you will learn industry related software including AutoCAD, Civil 3D, electronic surveying, project scheduling and design.

You will also gain knowledge in lab techniques for assessing construction materials, codes and legal requirements governing design and construction.

Many of our graduates have gone on to rewarding careers with engineering consultants, municipal and government agencies and construction companies, working locally, across Canada, the U.S. and abroad.

It is also possible to continue on to our 3<sup>rd</sup> year Civil Engineering Technology program. With good academic standing students have the option to transfer into 3<sup>rd</sup> year at Lakehead University and complete their Civil Engineering Degree.

You are on your way to succeeding in your career goals with this program!

Lesley Dell, M.Eng, MBA, P.Eng.  
Program Coordinator, Civil Engineering Technician  
Program Coordinator, Civil Engineering Technology



## Coordinator Contact Information

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# 1. Introduction

Your success in this program is our goal. You have chosen it for good reason and we are excited to work with you to help you succeed.

This handbook was designed to help you understand the expectations of this program, the policies of the college, and the resources available to you.

We work hard to make sure the information in this handbook is accurate. If any changes occur through this school year, you will be notified by email. Be sure to check that you are reading the handbook for the year we are in.

This handbook is specific to your program, but there are other general college policies that you also need to be familiar with.

These can be found

- On the [College website](#)
- In the [New Student Guidebook](#)
- In the [SUCCI Student Handbook](#)

The SUCCI Student Handbook provides details regarding Student Services, Safety and Security, Student Rights and Responsibilities and more.

It is the responsibility of each student to review and comply with the content in this handbook.

If there are any questions or concerns regarding the content in this handbook, please contact:

**Lesley Dell, Program Coordinator**

Email address: [ldell@confederationcollege.ca](mailto:ldell@confederationcollege.ca)

**Mandy Wright, Student Success Advisor**

Email address: [mwright@confederationcollege.ca](mailto:mwright@confederationcollege.ca)

We wish you all the best in your studies!

## 2. Program Credential and Courses

### [Civil Engineering Technician](#)

#### Explanation of credential and courses.

2-Year Ontario College Diploma Program

Students in this two-year College Diploma program take seven (7) courses in Semesters 1, 2 and 3. In Semester 4 you will have seven (7) courses plus a Work Experience course where you work at a local company gaining experience in the field of Civil Engineering for 3 hours per week. In addition, there is an optional Co-Op Work Placement for 16 weeks in the summer between Semesters 2 and 3.

The standard sequence of courses for the Civil Engineering Technician program are as follows:

Semester 1		Semester 2	
CE 110	Statics I	CE 200	Occupational Health & Safety
CE 125	Construction Materials and Methods	CE 210	Statics II
CE 130	Introductory Surveying	CE 230	Advanced Surveying (Field School)
CE 140	Basic Drafting	CE 240	Construction Drawing with CAD
CS 050	College Writing	CE 219	Communications for Technology
MA 170	Technology Math I	MA 270	Technology Math II
MC 165	Microsoft Office	<b>Choose one of the following:</b>	
		LV 109	Indigenous Identity in Relation to Land
		SY 066	Sociology of Community: The Indigenous Context
<b>Optional: CE202 Co-op Work Placement I</b>			
Semester 3		Semester 4	
CE235	Construction Management I	CE 320	Hydraulics
CE 310	Strength of Materials	CE 401	Work Experience
CE 335	Construction Planning	CE 411	Steel Design
CE345	Geomatics	CE412	Concrete Design
CE350	Soil Mechanics I	CE425	Materials Testing
CE 355	Computer Applications in Civil Engineering	CE 515	Highway Construction
GE	General Elective	EN 015	Professional Practice
		GE	General Elective

DegreeWorks is a web-based assessment tool to assist you in tracking your progress throughout your program.

**Note:** Please check [Degree Works](#) for the most recent version of your programs' courses.

# CIVIL ENGINEERING TECHNICIAN Diploma Planner

**Course Planner Checklist**    Name: \_\_\_\_\_ Student # \_\_\_\_\_

Full-Time Program Requirements	✓ have (Grade)	X need
<b>SEMESTER 1</b>		
CE 110 Statics I		
CE 125 Construction Materials and Methods		
CE 130 Introductory Surveying		
CE 140 Basic Drafting		
CS 050 College Writing		
MA 270 Technology Math I		
MC 165 Microsoft Office		
<b>SEMESTER 2</b>		
CE 200 Occupational Health & Safety		
CE 210 Statics II		
CE230 Advanced Surveying (Field School)		
CE 240 Construction Drawing with CAD		
CE 219 Communications for Technology		
MA 270 Technology Math II		
<b>Choose one of the following:</b>		
LV 109 Indigenous Identity in Relation to Land		
SY 066 Sociology of Community: The Indigenous Context		

Full-Time Program Requirements	✓ have (Grade)	X need
<b>SEMESTER 3</b>		
CE235 Construction Management I		
CE 310 Strength of Materials		
CE 335 Construction Planning		
CE345 Geomatics		
CE350 Soil Mechanics I		
CE 355 Computer Applications in Civil Engineering		
GE General Elective		
<b>SEMESTER 4</b>		
CE 320 Hydraulics		
CE 401 Work Experience		
CE 411 Steel Design		
CE412 Concrete Design		
CE425 Materials Testing		
CE 515 Highway Construction		
EN 015 Professional Practice		
GE General Elective		

## 3. Class Guidelines

Our goal at Confederation College is to create open, inclusive, and respectful learning environments for everyone – students, professors, and staff.

In order to maintain this kind of learning environment, we have created policies and procedures that outline the rights and responsibilities of students and professors.

Policies regarding Academic and Personal conduct are on the [College website](#), and also on page 11 of this handbook. We expect all students to review and follow these policies.

Policies below are specific to the Civil Engineering Technician Program.

### General Class Structure

On the first day or two of a class your professors will inform you of specific class rules and provide you with a course outline. This outline will describe the course, outline your assessments, explain the grading system, and provide a class schedule with important dates and deadlines. Usually, this information is posted in Blackboard, so refer to it often to avoid missing any deadlines.

Distance Education students will be contacted by DE staff for an orientation and to share program specific requirements for students who attend online.

Professors will use your college email address and/or Blackboard as a means of communication.

It is your responsibility to check your college email daily.

## 4. Program Expectations

### Attendance / Participation / Missed Tests & Assignments

- Success is directly related to attendance. It is expected that you will attend all classes.
- Absences for legitimate and documentable reasons do occur BUT **your professors need to be made aware prior to the absence**. In special rare circumstances if you are unable to contact your Professor prior to the absence then contact them as soon as you are able. Waiting to contact your Professor for multiple weeks or months is not acceptable.
- If you are absent from class, you must find out what you missed from your classmates and get their notes. After reviewing what you've missed you can reach out to your professor for further clarification. Your professor will not re-teach the missed material or follow up with you to ensure you've gotten caught up.



- Legitimate and documentable reasons for missing class need to be discussed in advance with your Professor. Examples include the following:
  - Illness or Medical Emergency:  
If you are sick or experience a medical emergency, you should inform your professor as soon as possible, preferably before the class.
  - Court summons, jury duty:  
A court summons or jury duty notice serves as documentation.
  - Death of family member:  
Documented through discussion with your Professor.
- Unacceptable reasons for missing class include the following:
  - Procrastination or poor time management
  - Sleeping in
  - Trips
  - Work
  - Appointments
- If you miss a test/exam/quiz without a legitimate reason, you may receive a grade of zero (0).
- Some courses allow a comprehensive test to replace one missed test grade of zero (0). Some courses do NOT allow this. Consult your professor to determine if this is an option.
- If you miss an in-class assignment or activity (ones that are given and completed within the scheduled class time) without a legitimate reason, you will receive a grade of zero (0).
- Assessment due dates are continuous throughout the semester. You CANNOT submit a semester's worth of work at the end of the semester.
- Assignments, projects, essays, etc. (given as "homework" with a due date) are due on the assigned date and time. For some courses, no late submissions will be accepted, for others late penalties will be deducted as determined by your professor.
- The last day of the semester is the final day to submit work. Beyond that date, work will not be accepted (unless otherwise approved by Professor).
- Assignments are to be submitted in the manner prescribed by your Professor. For example, some Professors require assignments to be submitted via hard copy while others will accept electronic attachments. Follow the submission instructions provided by your Professor. Professors are NOT required to print off your papers or projects, etc. This is YOUR responsibility.
- Distance Education students must contact the DE department for testing instructions. This includes approved testing centres, proctors and specific program requirements.

## Required Safety Equipment

There will be many field trips to construction sites, outdoor field work and lab work. Students are required to purchase their own safety equipment. Required safety items are:

- 5 point tear-away construction safety vest
- CSA approved hard hat (not white)
- 6" CSA approved steel toed boots
- Construction Safety glasses

## Teamwork

A significant amount of group work is required in this program. Individual students are expected to be full participants in, and contributors to, each group-based project/assignment within the program coursework.

Individual students who fail to meet this expectation, without documented extenuating circumstances may receive a failing grade in the project/assignment. Guidelines will be provided outlining the requirements of group work by individual faculty members. Expectations will vary among faculty and students are expected to ask questions if they are not clear.

## Grading

Students require a minimum grade of 50% to pass an individual course and a Grade Point Average of 60% in the program to graduate.

A	80% - 100%
B	70% - 79.9%
C	60% - 69.9%
D	50% - 59.9%
F	< 50%

Course Evaluation and Grading Policy Ch5-s1-01 can be found on the [Academic Policies webpage](#).

## Professionalism and In-class Behaviour

- **Conduct yourself as a professional.** This includes your emails and interactions in the classroom and labs with faculty and classmates. Address your colleagues and teachers with respect both online and in-person.
- **Bring a drink or small snack to class if you need.** (Certain lab/shop environments prohibit this, so ask your professor if you are unsure). Dispose of your own garbage.

- **Turn off your cell phone in class.** If you must answer a call, leave the classroom quietly so you do not disturb the class and answer in the hallway. Tell your professor before class if you are expecting a call that you will have to answer.
- **Focus on what's happening in class.** Talking to classmates while the professor is speaking is considered disrespectful and disruptive.
- **Arrive on time to class.** If you are late, enter the classroom as quietly and discreetly as possible. Some teachers require students to wait for a break to enter the class if they are late. If you need to leave the class early, try to leave at a break and explain to your professor before the start of class why you need to leave.
- **Ask for help when you need it.** We have many supports available to all students to help them be successful.
- **Participate during the class.** Students are encouraged to pay attention, take notes, and participate in the classroom and labs.
- **Ask for permission before recording lectures.** Because of the disclosures that occur in many class discussions, professors have the ability to deny this request.

#### **Additional expectations:**

- **Have reasonable expectations regarding email/telephone response times.** Messages sent at late hours or on weekends will not be responded to until appropriate working hours.
- **Leave clear messages.** When leaving messages for professors, always (and clearly) include your full name, contact information, and specific class, as well as your question or concern.
- **Keep track of appointments.** If you schedule a meeting outside of class time with your professor, be sure to add it to your calendar and attend. If you cannot make an appointment, contact your professor beforehand to let him/her know you will not be showing up.
- **Know the start date and end date of each semester, as well as dates for any holidays or breaks.** (All relevant dates are identified in your SUCCI Student Handbook.) Early departure at the semester's end, early departure or late return at Student Success Week, or other scheduled vacation during the academic semester is not considered as an 'extraordinary circumstance.' You will NOT be granted permission to write tests or exams earlier or later to accommodate this.

## 5. Academic Policies

Students should familiarize themselves with the following College policies:

Charter of Students' Rights & Responsibilities: Ch5-s5-03

Course Evaluation and Grading Policy: Ch5-s1-01

Student Code of Conduct: Ch5-s5-02

Academic Integrity: Ch5-s5-01 (Sign-off Required, see page 13)

Use of Electronic Devices in Class: Ch5-s5-06

Academic Appeal Policy: Ch5-s1-02

**A complete list of Confederation College Policies and Procedures** can be found on the website, or accessed through the link below:

[Link to main Academic Policies and Procedures webpage](#)

# Academic Integrity

**Purpose:** Academic integrity is central to the mission of Confederation College. Commitment to academic integrity supports the mutual respect and learning that our community values. The Academic Integrity Policy and Procedure reflect these values.

**Scope:** Applies to all students and staff to guide behavior and support learning.

**Academic Integrity:** Having academic integrity means acting fairly and honestly when engaging in academic activities. By having and applying an Academic Integrity Policy and Procedure, Confederation College ensures graduates complete their studies fairly and honestly through hard work and dedication, and thus are well-prepared for their future careers.

**Definition of Academic Dishonesty:** A violation of academic integrity. Academic dishonesty takes the form of any kind of cheating in academic work, including taking credit for the work of others without crediting them, misrepresenting one's own work, fabricating information, and facilitating academic dishonesty by others.

Examples of academic dishonesty include, but are not limited to, the following:

- Plagiarism: representing the words or ideas of someone else as one's own including copy and pasting from internet, as well as failing to attribute any of the following: quotations, paraphrases, or borrowed information.
- Unauthorized use of artificial intelligence: utilizing AI and specifically foundational models to create writing, computer code, or images from minimal human prompting and presenting that work as one's own is an academic offense. There will be times when you are able to utilize generative artificial intelligence for productive and ethical academic use, but these instances will be guided and introduced by your faculty as part of your learning.
- Cheating: using or attempting to use unauthorized information or materials in any academic exercise; copying from one's own or someone else's work; representing someone else's work as one's own; or violating rules and policies governing examinations, such as bringing pre-written work into an in-class examination or talking during examination or accessing information via the internet.
- Fabrication: inventing or falsifying data, citations, or information.
- Facilitating academic dishonesty: intentionally helping or trying to help someone else commit an act of academic dishonesty.

**Consequences:** Violations may result in failing grades, suspension, or expulsion. Violation may also entail being recorded in the online tracking tool.

**Procedure for Students:**

- Read and become familiar with College policy and faculty expectations regarding academic integrity, as stated in the course outline.
- Seek clarification of principles and practices of academic integrity from the faculty and/or other academic resources, such as librarians, tutors, or the writing center, before completing assignments or attempting examinations.
- Cooperate with faculty if issues of Academic Dishonesty arise.

## Academic Integrity Sign-off

Sign-off shows acknowledgment of your commitment to uphold academic integrity and understanding of the consequences for academic dishonesty, including specific examples provided.

I, \_\_\_\_\_ (student name), have read and understand the Academic Integrity information and policy contained in the Civil Engineering Technician handbook.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## 6. Resources and Support Services

### Writing Centre

<https://www.confederationcollege.ca/department/tutoring/writing-centre>

### Student Success Centre

<https://www.confederationcollege.ca/department/student-success-centre>

### Degree Works

<https://www.confederationcollege.ca/department/registration/degreeworks>

### Academic Date Calendar

<https://www.confederationcollege.ca/department/admissions/registration-services>

## 7. Contact Information

Program Coordinator:	<b>Lesley Dell</b> Ph: 807-475-6124	Email: <a href="mailto:ldell@confederationcollege.ca">ldell@confederationcollege.ca</a>
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