



Civil Engineering Technician Program Handbook

Civil Engineering Technician Handbook

Table of Contents

Coordinator Welcome	2
1. Introduction.....	3
2. Program Credential and Courses	4
CIVIL ENGINEERING TECHNICIAN Diploma Planner	5
3. Class Guidelines.....	7
General Class Structure	7
4. Program Expectations	7
Attendance / Participation / Missed Tests & Assignments	7
Required Safety Equipment.....	9
Teamwork.....	9
Grading	9
Professionalism and In-class Behaviour	10
5. Academic Policies	11
Academic Integrity	12
Academic Integrity Sign-off	13
6. Resources and Support Services	14
Writing Centre.....	14
Student Success Centre	14
Degree Works.....	14
Academic Date Calendar	14
7. Contact Information	14

Coordinator Welcome

Welcome to Confederation College and the Civil Engineering Technician program!

Civil Engineering Technicians play a vital role in supporting the health, safety, and economic well-being of our communities.

In this program, you will develop practical skills using industry-standard tools and technologies, including AutoCAD, Civil 3D, electronic surveying equipment, project scheduling software, and design applications. You will also gain hands-on experience with laboratory techniques used to assess construction materials, along with an understanding of the codes, standards, and legal requirements that govern modern design and construction.

Our graduates pursue rewarding careers with engineering consulting firms, construction companies, and municipal and government organizations. Working locally and globally, they take on roles such as civil engineering technicians, surveyors, site coordinators, project managers, site inspectors, estimators, drafters, designers, and materials testing specialists.

Graduates of this program may choose to continue into the third year of our Civil Engineering Technology program. There is also an opportunity to transfer into the third year at Lakehead University to complete a Civil Engineering degree. This program provides a strong foundation to help you move confidently toward achieving your career goals in civil engineering.

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: lesley.dell@confederationcollege.ca

Student Success Advisor: Ashley Hancharik

Email address: ashley.hancharik@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	Choose one of the following:	
		LV 109	Indigenous Identity in Relation to Land
		SY 066	Sociology of Community: The Indigenous Context
Optional: CE202 Co-op Work Placement I			
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
SEMESTER 1		
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		
SEMESTER 2		
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		
Choose one of the following:		
LV 109 Indigenous Identity in Relation to Land		
SY 066 Sociology of Community: The Indigenous Context		

Full-Time Program Requirements	✓ have (Grade)	X need
SEMESTER 3		
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		
SEMESTER 4		
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

- Student success is strongly linked to regular attendance. You are expected to attend all scheduled classes.
- Absences for legitimate and documentable reasons may occur; however, you must notify your professor in advance. In rare and unavoidable circumstances where prior notification is not possible, you must contact your professor as soon as you are able. Delays of several days, weeks or months are not acceptable.
- If you miss a class, it is your responsibility to obtain notes and course materials from classmates. After reviewing the missed content, you may contact your professor for clarification if needed. Professors are not responsible for re-teaching missed material or ensuring you have caught up.

- Legitimate and documentable absences must be discussed with your professor in advance whenever possible. Examples include:
 - Illness or medical emergency
You should notify your professor as soon as possible, preferably before the start of class.
 - Court summons or jury duty
Official documentation (e.g., summons notice) is required.
 - Death of an immediate family member
This should be communicated to and discussed with your professor.
- Unacceptable reasons for missing class include the following:
 - Procrastination or poor time management
 - Oversleeping
 - Personal travel
 - Work commitments
 - Routine appointments
- If you miss a test, exam, or quiz without a legitimate and documented reason, you may receive a grade of zero (0).
- In some courses, a comprehensive assessment may be used to replace one missed test grade of zero (0); however, this option is not available in all courses. Consult your professor to determine if this applies.
- If you miss an in-class assignment or activity (completed during scheduled class time) without a legitimate reason, you will receive a grade of zero (0).
- Assessment deadlines occur throughout the semester. You may not submit an accumulation of missed work at the end of the term.
- Assignments, projects, essays, and other take-home work must be submitted by the specified date and time. Some courses do not permit late submissions, while others apply late penalties at the discretion of the professor.
- The final day of the semester is the last opportunity to submit outstanding work, unless otherwise approved by the professor. No submissions will be accepted after this date.
- All assignments must be submitted according to the instructions provided by your professor (e.g., hard copy or electronic submission). Professors are not responsible for printing student work; ensuring proper submission is your responsibility.
- Distance Education students must contact the Distance Education office for testing procedures, including approved testing centers, proctors, and any program-specific requirements.

Required Safety Equipment

The program includes numerous field trips to construction sites, as well as outdoor field work and laboratory activities. To participate in these activities safely, students are required to obtain their own personal protective equipment (PPE).

Required safety equipment includes:

- CSA-approved hard hat (**non-white**)
- 5-point tear-away construction safety vest
- CSA-approved safety boots (minimum 6-inch height)
- Construction safety glasses
- Appropriate clothing for outdoor and site conditions

Students are responsible for ensuring their safety equipment meets applicable standards and is worn as required during all field and lab activities.

Teamwork

A significant portion of this program involves group-based projects and assignments. Students are expected to actively participate in and contribute meaningfully to all group work.

Students who fail to meet these expectations, without documented extenuating circumstances, may receive a failing grade for the relevant project or assignment.

Faculty members will provide specific guidelines outlining group work requirements for each course. Expectations may vary between instructors; therefore, students are responsible for seeking clarification when expectations are not clearly understood.

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

Students are expected to conduct themselves in a professional manner at all times.

- You may bring a drink or small snack to class if needed; however, food and beverages are strictly prohibited in the AutoCAD (computer) lab. Eating is also not permitted during practical activities, such as surveying, site visits, and materials testing labs, where it may create unsafe conditions. If you are unsure, confirm with your professor. Students are responsible for disposing of their own waste properly.
- Communicate respectfully in all interactions, including emails, classroom discussions, labs, and online environments. Treat faculty and classmates with professionalism and courtesy.
- Cell phones must be turned off or silenced during class. If you must take an urgent call, exit the classroom quietly and answer it in the hallway. Notify your professor before class if you are expecting an important call.
- Remain attentive during lectures and activities. Talking while the professor or others are speaking is considered disruptive and disrespectful.
- Arrive on time. If you arrive late, enter as quietly and discreetly as possible. Some instructors may require late students to wait for a break before entering. If you need to leave early, inform your professor before class and do so with minimal disruption, preferably during a break.
- Seek help when needed. A variety of supports are available to help students succeed.
- Participate actively in class and lab sessions. Students are expected to pay attention, take notes, and engage in learning activities.
- Permission must be obtained from your professor before recording lectures. Due to the nature of classroom discussions, permission may be denied.

Additional expectations:

- Maintain reasonable expectations for email and telephone response times. Messages sent during evenings or weekends will typically be addressed during regular working hours.
- When contacting a professor, provide clear and complete information, including your full name, contact details, course name, and a clear description of your question or concern.
- Keep track of scheduled appointments. If you arrange a meeting with a professor outside of class time, you are expected to attend. If you are unable to do so, notify your professor in advance.

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

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Student Success Advisor:	Ashley Hancharik Ph: 807-475-6548	Email: ashley.hancharik@confederationcollege.ca
Associate Vice-President:	Shane Strickland Ph: 807-473-3825	Email: shane.strickland@confederationcollege.ca
Associate Dean:	Andrew Phillips Ph: 807-473-3748	Email: andrew.phillips@confederationcollege.ca
Distance Education:		Email: de@confederationcollege.ca