

Engineers and Geoscientists BC

GUIDELINE TO COMPLETING SYLLABUS & COURSE DESCRIPTION

For: Applicants Being Reviewed by Board of Examiners

Applicants are required to complete the syllabus checklist when a complete academic review by the Board of Examiners is required as part of the application process. Applicants will be directed to complete this syllabus via a request made through the applicant dashboard.

In order to complete the syllabus checklist you will need to submit:

- Transcripts for all courses being claimed against the syllabus checklist.
- Course descriptions for courses being claimed against the syllabus checklist.

Each page of the course description document is required to be numbered. If you are providing course descriptions from more than one university each university course description document is required to have its own number sequence.

Each course you have completed should be compared against the syllabus checklist requirements, and your course information should be entered in the corresponding column. Please review the description for each exam listed on the syllabus as each exam is an academic module with multiple topics covered. This means that it is probable you will need to list more than one course you completed in order to cover all the topics.

Indicate your course code title and the school name/degree for each course claimed on the syllabus.

Example:

Applicant Joan Doe is completing the syllabus checklist after completing a B.A.Sc, M.Eng. and Ph.D from the University of British Columbia. She claims a first year mathematics course she completed in her bachelor program against the syllabus checklist requirement. The course code on her transcript is MATH 253 – Multivariable Calculus and the course is listed on page two of her transcript. The course description is found on page four of her course description document.

Example:

Exam Number and Name	Applicant's Self-Evaluation – Course Equivalent Code	Page Number Reference to Course Equivalent	For Office Use Only	
04-BS-1 – Mathematics	MATH 253 – Multivariable Calculus (B.A.Sc. - UBC)	Transcripts pg.2. (B.A.Sc. - UBC) Course Description page 4 (B.A.Sc. - UBC)	Full Credit Comments	No Credit

Note:

- ***Once you complete the word document save your work as a PDF and upload via the applicant portal.***
- Applicants may not claim work experience against the syllabus checklist requirements.
- You may claim courses you taught as a teaching assistant or university/college instructor against the syllabus checklist requirements. Course descriptions for these courses and a letter from your supervisor/employer are required. Indicate you taught these courses in the course equivalent code section of the table. These courses will be reviewed on a case-by-case basis and equivalency is not guaranteed.
- Endeavor to complete the entire syllabus checklist. If you have taken courses that are not claimed on the syllabus checklist and have course descriptions for these courses you can include this information in your course description document. Please title this section: **Not claimed against syllabus checklist**
- You are not permitted to use one course completed for multiple syllabus checklist requirements unless the course content clearly includes two or more different topics listed in the requirements. If you believe a course you have completed covers topics from more than one exam module you are asked to indicate in percentage (%) the amount you believe your completed course covers the syllabus exam. You are required to supplement this information with a separate document outlining your course description and your reasoning behind the percent applied.
- You are permitted to claim research projects and thesis study towards a related syllabus checklist requirement. Applicants claiming research projects or thesis study towards the syllabus checklist requirements are required to submit an abstract or one paragraph summary of the research project in a separate document. Please also include how in your opinion you feel your thesis / research project meets the course requirements as outlined on the syllabus.

Example:

Applicant Joan Doe is claiming a research project against the syllabus checklist requirements. She will need to list the course code of her project under course equivalent code and provide a project description. She is also claiming her Master Thesis against a syllabus checklist requirement. She will need to list the master thesis title under course equivalent, and provide her thesis abstract as a separate document with an explanation of how her research meets topics covered in the course syllabus requirement.

Exam Number and Name	Applicant's Self-Evaluation – Course Equivalent Code	Page Number Reference to Course Equivalent	For Office Use Only	
04-BS- Properties of Materials	BMEG 597– Master of Engineering Project (M.Eng. – UBC)	Project Description (M.Eng. – UBC) pg 1-5	Full Credit Comments	No Credit

04-BS-04 – Electric Circuits and Power	CHBE 699– Doctoral Dissertation (Ph.D. – UBC)	Ph.D. Thesis Abstract Additional Explanation pg. 3	Full Credit Comments	No Credit
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Submitting Course Descriptions:

Engineers and Geoscientists BC accepts course descriptions via the following methods. The source of all course description documents must be indicated on the document.

- A copy of your official syllabus/course descriptions sent directly from your institution to Engineers and Geoscientists BC by mail, fax, or e-mail.
- Syllabus/Course Descriptions downloaded from the official website of your academic institution. You can upload a complete copy of the Syllabus/Course Descriptions with the website URL clearly indicated on your document.
- Syllabus/Course Descriptions obtained from a professor from your school of graduation sent to you may be accepted with proof of email correspondence with the professor. Please include the email with your course description document.
- Course description information sent to Engineers and Geoscientists BC from university professors is required to come from a valid university email address.
- You may be able to find a course catalogue from your university in the UBC library archives. You must indicate UBC as the source of your course catalogue when using this method.
- If you are unable to obtain Syllabus/Course Descriptions by the above methods, you are permitted to write your own course descriptions using the following guidelines:
 - You must indicate on the document that you are the author of your course descriptions and provide an explanation as to why you are unable to obtain official course descriptions directly from the institution.
 - Course descriptions must be written for all courses claimed on your self-assessment checklist. You are asked to recall as much detail concerning courses as possible.
 - Where possible, details should include a course outline, course content, textbooks used, hours required to complete the course, projects completed, labs involved, etc. All this information is helpful in assessing your academic background.
 - You must indicate all sources used to help write your own course descriptions; for example, standard syllabi, personal notes, textbooks, materials provided by

classmates, etc. Where applicable, you must indicate how your courses differed from any of the sources used.

Note: You may be contacted for further explanation regarding any self-created descriptions.

- If the exact version of course description used for your program is not available, you may provide the current course description. In this case, you must describe the difference between the new and old course descriptions as a separate document submitted with your syllabus.