

Practical Work Experience - Course Outline

ENGR 391: 2010

This document sets out the workload and assessment requirements for ENGR 391. It also provides contact information for staff involved in the course. If the contents of this document are altered during the course, you will be advised of the change by an announcement in lectures and/or on the course web site. A printed copy of this document is held in the School Office.

Objectives

By the end of the course, students will have:

1. completed an NZQA Health and Safety unit standard
2. attended three events from the approved list
3. completed up to 400 hours of work experience
4. produced a written report on their practical work experience (BE graduate attributes 2(b), 3(b) and 3(d))
5. improved their prospects of finding suitable employment for their Professional Work Experience

Textbook

There is no **prescribed** textbook for ENGR 391 but this will provide a useful reference for many of your engineering courses.

David Dowling, Anna Carew, Roger Hadgraft, *Engineering Your Future: An Australasian Guide and eBook*, Wiley, 2010, ISBN: 978-1-74216-691-9, <http://au.wiley.com/WileyCDA/WileyTitle/productCd-1742166911.html>

Also available as an e-book only which is much cheaper.

Lectures

The schedule of approved events will be supplemented from time to time in the Work Experience Forum. Students are encouraged to propose other lectures and events to the course organiser for consideration.

Assignments and Projects

Description of assignment/project work, including submission, and how the assigned work relates to the course objectives

Workload

In order to maintain satisfactory progress in ENGR 391, you should plan to spend about 10 hours over the course of the year on this programme in addition to your actual work experience in industry. A plausible and approximate breakdown for these hours would be:

Completion of an NZQA Health and Safety unit standard	2 hours
Attending three events from the approved list	3-4 hours
Administrative documentation recording all completed work experience	1 hour
A reflective report on the student's practical work experience	2-4 hours

School of Engineering and Computer Science

The School office is located on level three of the Cotton Building (Cotton 358).

The notice board for ENGR 391 is located on the second floor of the Cotton Building.

Staff

The coordinator for the Work Experience programme is Ramesh Rayudu. The contact details are:

- *Ramesh Rayudu*

- [AM 421](#)
- +64 4 463 5233 Ext 8068
- Ramesh.Rayudu@ecs.vuw.ac.nz

Announcements and Communication

The [Student Work Experience](#) web area will be useful to all Engineering students in Years 2 to 4. The BE Work Experience programme does not have weekly lectures or tutorials so the primary means of communication will be via the [Work Experience Forum](#). The forum is a web-based bulletin board system. It is **your responsibility** to keep track of announcements in the Forum - you should make yourself familiar with the [Notifications](#) mechanism and use it! Questions and comments can be posted to the forum, and staff will read these posts and frequently respond to them.

Assessment

Tests and Exams

ill be permitted. The examination period for trimester Y is REPLACE_EXAM_PERIOD.

Practical Work

Description of assignments / projects / etc, including rough dates and submission processes

Mandatory Requirements

1. *requirements*

Passing ENGR 391

To pass ENGR 391, a student must satisfy mandatory requirements.

Withdrawal

No fees are charged for this course and all students who wish to graduate as a Bachelor of Engineering must complete the requirements of ENGR 391 at some stage.

Rules & Policies

Find key dates, explanations of grades and other useful information at <http://www.victoria.ac.nz/home/study>.

Find out about academic progress and restricted enrolment at <http://www.victoria.ac.nz/home/study/academic-progress>.

The University's statutes and policies are available at <http://www.victoria.ac.nz/home/about/policy>, except qualification statutes, which are available via the Calendar webpage at <http://www.victoria.ac.nz/home/study/calendar> (See Section C).

Further information about the University's academic processes can be found on the website of the Assistant Vice-Chancellor (Academic) at <http://www.victoria.ac.nz/home/about/avcacademic>

All students are expected to be familiar with the following regulations and policies, which are available from the school web site:

[Grievances](#)

[Student and Staff Conduct](#)

[Meeting the Needs of Students with Disabilities](#)

[Student Support](#)

[Academic Integrity and Plagiarism](#)

[Dates and Deadlines including Withdrawal dates](#)

[School Laboratory Hours and Rules](#)

[Printing Allocations](#)

[Expectations of Students in ECS courses](#)

The School of Engineering and Computer Science strives to anticipate all problems associated with its courses, laboratories and equipment. We hope you will find that your courses meet your expectations of a quality learning experience.

If you think we have overlooked something or would like to make a suggestion feel free to talk to your course organiser or lecturer.
