

Professional Practice - Course Outline

ENGR 401: 2010 Trimester 1

This document sets out the workload and assessment requirements for ENGR 401. 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 on the course web site.

The Course

ENGR401 prepares final year students for the professional practice they will encounter in industry, business, and commerce. The course introduces topics of communication, professionalism, ethics, professional judgment, and social intelligence.

Objectives

By the end of the course you should be able to;

- communicate at a professional level and write concise proposals (BE graduate attributes 2(b), 3(b) and 3(d));
- appreciate how to accept responsibility and ownership for yourself and other people under your direction (BE graduate attribute 1(a));
- understand the role of ethics in industry (BE graduate attributes 1(a) and 1(b));
- exercise better (than current) professional judgement in entrepreneurship, risk management and critical thinking (BE graduate attributes 3(d) and 3(e));
- apply your own level of social intelligence (this will be explained during weeks 1 - 5 of this course) to your own position related to other professionals in the work place (especially in team building, conflict management) and thereby make informed decisions aligned to Engineering professional practice in industry, business, and commerce (BE graduate attributes 1(a), 2(a) and 3(e)).

Textbook

The textbook for ENGR 401 is

- Bazerman, M. H., (2005), *Judgment in Managerial Decision Making*; Wiley & Sons, ISBN: 0-471-68430-9.
- You will also need access to Fisher, A., (2001) *Critical Thinking: an introduction*.
- However, you are not to rely solely on these 2 sources but will have to research other material as required and make your own learning notes.

Lectures

A schedule of lecture topics, readings, and assignment due dates is available online.

Lectures and seminar sessions for ENGR 401 are on *Mondays, Tuesdays and Thursdays at 12 noon in Murphy Building, Seminar Room 103. External speakers from Wellington industry/commerce will be invited to present their experiences in class on Tuesdays - you will need to attend and actively take part ready for discussions on Thursdays.

Assignments

Bachelor of Engineering students should be aware that copies of their assessed work may be retained for inspection by an accreditation panel.

There are 3 assignments in ENGR 401. Instructions for assignments will be provided in lectures and are outlined as follows:

Assignment 1. Each student is required to write a reflective summary of about 1000 words on what he/she learned from the External Speakers in weeks 1 to 5. This is an opportunity for you to demonstrate communication and professionalism. Assignment 1 is to be handed in on Thursday 1 April 2010 by 5 pm.

Assignment 2. This assignment builds on assignment 1 by further reflecting on your learning during weeks 1 to 5 coupled with reflection on weeks 6 to 10. You will write a critical report (about 2000 words) on your knowledge gained during the whole course. This is an opportunity for you to exercise professional judgement, your social intelligence and further demonstrate communication and professionalism. Assignment 2 is to be handed in on Thursday 20 May 2010 by 5 pm.

The 2 critical reports have to be **submitted electronically AND as hard copy**. The electronic copy should be submitted to the school electronic submission system.

Assignment 3. Each student is required to design and construct a 15 minute audio-visual presentation on the knowledge they have gained throughout this course. This is an opportunity for you to demonstrate your knowledge on all the objectives covered in this course. Presentations will be delivered in class during weeks 11 and 12 (24 - 30 May 2010) but hard copy of your slides must be submitted to the ENGR 401 hand-in box on Monday 24 May 2010. The hand-in box for the hard copy submissions is on the second-floor corridor of Cotton Building outside room CO 236.

Workload

In order to maintain satisfactory progress in ENGR 401, you should plan to spend an average of at least 12 hours per week on ENGR 401. A realistic breakdown for these hours would be:

- 3 hours in class learning from Lectures and External Speakers,
- 6 hours each week learning by reading, making notes and thinking,
- 3 hours a week working towards the course Assignments.

Assessment

The assessment is in three separate but linked assignments. All three assignments contribute to your overall course grade. It is strongly recommended that you submit reasonable attempts at all three assignments. Your grade for ENGR 401 will be determined based on the following assessment weightings:

<u>Item</u>	<u>Weight</u>
Assignment 1	30%
Assignment 2	50%
Assignment 3	20%

You are reminded that copies of your assessed work may be retained for inspection by an accreditation panel.

Penalties for Late Submission of Assignments

Late submissions will only be accepted in exceptional circumstances and after prior consultation with the course coordinator. They may result in partial credits.

Exam

There is no examination for ENGR 401 because assessment is completed by the 3 assignments.

Plagiarism

Working Together and Plagiarism

We encourage you to discuss the principles of the course and assignments with other students. However, any work you hand in must be your own work.

The School policy on Plagiarism (claiming other people's work as your own) is available from the course home page. Please read it. We will penalise anyone we find plagiarising, whether from students currently doing the course, or from other sources. Students who knowingly allow other students to copy their work may also be penalised. If you have had help from someone else (other than a tutor), it is always safe to state the help that you got. For example, if you had help from someone else in writing a component of your code, it is not plagiarism as long as you state (eg, as a comment in the code) who helped you in writing the method.

Mandatory Requirements

It is mandatory in ENGR 401 that you keep a log of your learning day by day in a Learning Journal. This journal will be reviewed in class frequently and may contribute to part of your final assessment.

Passing ENGR 401

To pass ENGR 401 you must satisfy the mandatory requirements and gain at least a **C** grade overall.

School of Engineering and Computer Science

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

Staff

The course organiser for ENGR 401 is Person: Dr George Allan. The lecturers for the course are Dr George Allan and Dr Pavle Mogin, contact details are:

- Dr George Allan
- [Cotton 230](#)
- +64 4 463 8488
- george.allan@ecs.vuw.ac.nz

- Dr Pavle Mogin
- [Cotton 260](#)
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Announcements and Communication

The main means of communication outside of lectures will be the ENGR 401 web area at http://ecs.victoria.ac.nz/Courses/ENGR401_2010T1/. There you will find, among other things, this document, the [lecture schedule](#) and [assignment handouts](#) and the [ENGR 401 Forum](#).

Withdrawal

The last date for withdrawal from ENGR 401 with entitlement to a refund of tuition fees is 12 March 2010. The last date for withdrawal without being regarded as having failed the course is 14 May 2010 though later withdrawals may be approved by the Dean in special circumstances.

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.
