Professional Work Experience - Course Outline
ENGR 491: 2010

This document sets out the workload and assessment requirements for ENGR 491. It also provides contact information for staff involved in the programme. 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 Work Experience programme (incorporating ENGR291 and ENGR391), students will have:

1. *produced a professional CV*
2. *successfully applied for at least two work positions*
3. *obtained an NZQA Health and Safety unit standard*
4. *attended at least 6 relevant seminars and events*
5. *completed 800 hours of work experience*
6. *produced written reports on their work experience and events attended as part of the programme* (BE graduate attributes 2(b), 3(b) and 3(d))

Textbook

There is no **prescribed** textbook for ENGR 491 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, Tutorials, Laboratories, and Practical work

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

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 491, you should plan to spend up to 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:

Administrative documentation recording all work experience	1-2 hours
A reflective report on the student's professional work experience	4-8 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 491 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

Mandatory Requirements

1. Complete a minimum of 800 hours work experience required for the BE, including at least 350 hours of professional experience
2. Complete the necessary documents to
   1. get approval for each piece of work experience
   2. record successful completion of the work experience

3. A reflective report on the student's professional work experience, incorporating issues of professional practice raised in ENGR 401
4. Complete the prescribed activities between Years 2 and 4

Note: Students may be given extensions to complete ENGR 491 until 30 June of the following year to allow for situations in which a student has had difficulty finding appropriate employment.

Passing ENGR 491

To pass ENGR 491, 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 491 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.