

# Professional Work Experience - Course Outline

## ENGR 491: 2011

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

### Lectures, Tutorials, Laboratories, and Practical work

There are no regular lectures for this course.

### Assignments and Projects

Students should refer to the online support system at <http://moodle.ecs.vuw.ac.nz/> for information on required topics.

### 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](mailto: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 Online System. It is **your responsibility** to keep track of announcements in the Forum - you should make yourself familiar with the system and use it! Questions and comments can be posted to the forum, and staff will read these posts and frequently respond to them.

## Assessment

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### Tests and Exams

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There are no formal tests or exams for this course. Students will submit copies of their CV and other reports via the Work Experience Online System

### Mandatory Requirements

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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

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To pass ENGR 491, a student must satisfy mandatory requirements.

### Withdrawal

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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

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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.

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