

Professional Practice - Course Outline

ENGR 401: 2014 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/or on the course web site. A printed copy of this document is held in the School Office.

ENGR401 provides final year honours students with an awareness of the professional practice they will encounter in New Zealand industry and business. The course introduces topics on communication, professional judgment, social intelligence and professional ethics. These topics will be explained from a professional viewpoint and examples will be given by professional practitioners from companies in Wellington.

Learning Objectives

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

1. communicate at a professional level orally and in writing (BE graduate attributes [2\(b\)](#), [3\(b\)](#) and [3\(d\)](#));
2. accept responsibility and ownership for yourself and other people under your direction (BE graduate attribute [1\(a\)](#));
3. understand the role of ethics in business and industry (BE graduate attributes [1\(a\)](#) and [1\(b\)](#));
4. use critical thinking to exercise professional judgement in engineering activities (BE graduate attributes [3\(d\)](#) and [3\(e\)](#));
5. apply your own level of social intelligence to your own position related to other professionals in your 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., (2010), *Judgment in Managerial Decision Making*; Wiley & Sons, ISBN: 0-471-68430-9.

You will also need access to

Senge, P.M., (2006), *The Fifth Discipline*, Doubleday Publishers, USA, ISBN 978-0-385-51725-6

You will have to research other material as directed during this course and make your own learning notes.

Lecture Sessions

Lectures and seminar sessions for ENGR 401 are

on Mondays in Easterfield Building LT206 starting at 2:10 pm,

on Wednesdays in Mackenzie Building LT103 starting at 09:00 am

on Fridays in Mackenzie Building LT103 starting at 10:00 am.

It is good practice to be ready to start on time - this means getting to the lecture room 5 minutes early and preparing yourself.

On Mondays we have Guest Speakers from Wellington industry and business to tell us of their professional experiences. You must attend and learn from these valuable people. Wednesdays are seminars which you must attend and together we will analyze the content of the last Guest Speaker and draw conclusions on what we can learn. On Fridays you will report back your own study of the analysis work and demonstrate to the class your learning about professionalism to date.

A [schedule](#) of lecture topics and assignments can be accessed here.

Assignments

Please note: 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 individual assignments in ENGR 401 outlined as follows and more detailed instructions for attempting these assignments will be provided in lectures:

Assignment 1. You are required to write an individual reflective report on what you, personally, learned from the Guest Speakers in weeks 1 to 7. You should summarize and identify 4 key points from what you have heard, seen, discussed and analyzed, then conceptualize the relationships between each pair of these key points and explain each relationship in your own words. The total assignment should be approximately 1000 words in length. This gives evidence of your communication skills. **Hard copy of assignment 1 is to be handed in at the start of the lecture on Wednesday 16 April 2014. Soft copy to be submitted on-line by 08:59am.**

Assignment 2. You are required to design and construct an individual 15 minute audio-visual presentation on the knowledge you have gained throughout this course. This is an opportunity for you to demonstrate your knowledge of all the learning objectives covered in this course. Individual presentations will be delivered in class during weeks 10 and 11 (19 - 30 May 2014); **the presentation schedule will be found [here](#)** after week 8. Your slides must be submitted electronically by 10am on Monday 19 May 2014. Soft copy to be submitted on-line by 12:00 noon. You must attend all presentations and take an active role in the assessment of each.

Assignment 3. Assignment 1 will be assessed and annotated with feed-back comments recommending actions for you to take to improve your written work and handed back to you as soon as possible after the half-trimester break. Your knowledge and learning ability will be increased if you take appropriate action on the feedback comments during the second part of this course. Assignment 3 requires you to select three issues identified for improvement in Assignment 1 and reflect on how you personally can use each to further develop your learning of Professional Practice. Please note - there will be no marks awarded for repeating words used in the previous assignment. You will then explain in your own words how ENGR401 (including your work on Assignment 1 plus your experience of preparing and delivering your presentation and your reactions to Lecturer feed-back comments) has influenced and developed your thinking on Professional Practice. This Final Reflective Report should be approximately 2000 words in length and is an opportunity for you to exercise your level of professional judgement, your social intelligence and demonstrate advances in your communication skills. This Final Reflective Report has to be **submitted electronically on-line by 08:59am AND as hard copy** on Wednesday 04 June 2014 in class. The electronic copy should be submitted to the [school electronic submission system](#).

Workload

In order to maintain satisfactory progress in ENGR 401, you should plan to spend **at least 10 hours per week** on ENGR 401 work. A large part of your time will be needed for study/research and making notes on what you discover. A realistic breakdown for these hours would be:

- 3 hours in class learning,
- 5 hours each week reading, thinking and making notes to build up your knowledge content and problem solving ability,
- 2 hours a week working specifically on your next Assignment.

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:

Item	Weight	Due Date
Assignment 1 - Initial Reflective Report	20%	Wednesday 16 April 2014
Assignment 2 - Individual Presentation	40%	Monday 19 May 2014 - Friday 30 May 2014
Assignment 3 - Final Reflective Report	40%	Wednesday 04 June 2014

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. Marks will be deducted 10% for each day late.

Passing ENGR 401

To pass ENGR 401, a student must satisfy mandatory requirements and gain at least a *C- * grade overall.

Staff

The course organiser for ENGR 401 is Dr George Allan and he will deliver the lectures. His contact details are:

- Dr George Allan
- [Cotton 230](#)
- +64 4 463 6741
- george.allan@ecs.vuw.ac.nz

The course lecturer is Mr Lawrence Collingbourne. His contact details are:

- Mr Lawrence Collingbourne
- [Cotton 230](#)
- +64 4 463 6741
- lawrence.collingbourne@ecs.vuw.ac.nz

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 401 is located on the second floor of the Cotton Building.

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_2014T1/. There you will find, among other things, this document, the [lecture schedule](#) and [assignment handouts](#), and the [ENGR 401 Forum](#). The forum is a web-based bulletin board system. Questions and comments can be posted to the forum, and staff will read these posts and frequently respond to them.

Plagiarism

Working Together and Plagiarism

We encourage you to discuss the principles of the course and assignments with other students, to help and seek help with programming details, problems involving the lab machines. 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

You must keep a record of your day-to-day learning during ENGR 401 in a Research Log (How to keep your Research Log will be explained in class).

- **You must submit reasonable attempts to the 2 assignments and your Audio-Visual Presentation..**
- **You must not plagiarise.**

You should attend all classes and take part in discussions to strengthen your learning .

Withdrawal

The last date for withdrawal from ENGR 401 with entitlement to a refund of tuition fees is Friday 14 March 2014. The last date for withdrawal without being regarded as having failed the course is Friday 16 May 2014 -- 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.

[Course Outline as PDF](#)
