

Work Experience Preparation - Course Outline

ENGR 291: 2015

This document sets out the workload and assessment requirements for ENGR 291. 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. *prepared a professional CV*
2. *attended an interview workshop*
3. *attended three other events from ECS Seminars*
4. *written a short reflective essay on the three events attended*
5. *improved their prospects of finding suitable employment for their Practical Work Experience*

Textbook

There is no **prescribed** textbook for ENGR 291

Lectures

There are **no** regular lectures for this course. An information session will be held in the First Week of T1 and students will be notified by email.

Students are required to attend at least three events from the ECS seminar list. Other relevant events organised by SoT and the Industry are also acceptable. Not more than ONE 'Meet and Greet' event will be considered.

Students are encouraged to propose other lectures and events to the course organisers for consideration.

An exclusive set of CV and Interview skills workshops will be delivered by the Industry this year. Details will be emailed later.

Assignments and Projects

Details of the work topics are available on the ENGR 291 [Topic Outline](#) page. All tasks are due by 16 November 2015.

Workload

In order to maintain satisfactory progress in ENGR 291, 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:

Attending a CV preparation workshop	2 hours
Preparing a professional CV	2 hours
Attending an interview workshop	2 hours
Attending three events from the approved list	3-4 hours
Administrative documentation recording proposed work experience	1 hour

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 291 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 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

Tests and Exams

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](#)

Practical Work

In order to meet the requirements for ENGR 291, students are encouraged to take part in:

- CV preparation and interview workshops such as those available from:
 - [Vic Careers](#)
 - [Wellington Summer of Tech](#)
- [Victoria Plus](#) award which is an extra-curricular programme where you volunteer, engage in service to the University and actively lead in clubs or societies
- Lectures run by [Victoria International](#)

Mandatory Requirements

1. *Prepare a professional CV*
2. *Attend an interview workshop*
3. *Attend three other events from a list in the [Work Experience Online System](#) and write and submit a report*

Passing ENGR 291

To pass ENGR 291, a student must satisfy the mandatory requirements

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.
