

# Professional Practice - Course Outline

## ENGR 401: 2015 Trimester 1

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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, entrepreneurship & innovation, 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

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

1. accept responsibility and ownership for yourself and other people under your direction (BE graduate attribute [1\(a\)](#));
2. understand the benefits, risks, theory and processes of innovation in practice, and be able apply your knowledge to your work (BE graduate attributes [3\(b\)](#), [3\(d\)](#), [3\(e\)](#) and [3\(f\)](#));
3. communicate at a professional level orally and in writing (BE graduate attributes [2\(b\)](#), [3\(b\)](#) and [3\(d\)](#));
4. understand the role of ethics in business and industry (BE graduate attributes [1\(a\)](#) and [1\(b\)](#));
5. use critical thinking to exercise professional judgement in engineering activities (BE graduate attributes [3\(d\)](#) and [3\(e\)](#));
6. 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\(e\)](#)).

## Recommended Reference Text

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Bazerman, M. H., (2010), *Judgment in Managerial Decision Making*; Wiley & Sons, ISBN: 0-471-68430-9.

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

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Lectures and seminar sessions for ENGR 401 are conducted on **Mon/Tue/Wed** at **14:10-15:00hrs** in **MY632**. A [schedule](#) of lecture topics and assignments can be accessed here.

Weeks 1 to 6 will be on "Innovation, entrepreneurship and change management in practice" and taught by Emeritus Professor David Bibby. Handouts for this part of the course are available from [here](#).

Weeks 7 to 12 will be on Ethics, Integrity, and other aspects of the Engineering professional practice, which will be taught by Professor Winston Seah and Mr Lawrence Collingbourne.

It is good practice to be ready to start on time - this means getting to the lecture room 5 minutes early and preparing yourself. **You should attend all classes and take part in discussions to strengthen your learning.**

We have Guest Speakers from Wellington industry and business to share with us their professional experiences. After each guest lecture, the following session will be a discussion which you must attend and together we will analyze the content of the last Guest Speaker and draw conclusions on what we can learn.

## Assignments

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**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 (Grades)

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You are required to write a report of around 1500 words on a topic that is related to the material covered in Weeks 1 to 6. Detailed instructions on the assignment will be provided in class.

## Assignment 2 (Presentation Guidelines & Marking Scheme)

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You are required to design and construct an individual 8 minute audio-visual presentation on the knowledge you have gained from the guest speakers, discussions and other aspects of 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 week 11 (25/26/27 May 2015); the presentation schedule will be available [here](#) after week 8.

## Assignment 3 (Report Guidelines)

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In this assignment, you will reflect on the various aspects of Engineering Professional Practise as shared by the 5 invited speakers from the industry. You are encouraged to focus on not more than two aspects in order to give a more in-depth analysis and demonstrate your learning. This Final Reflective Report should be approximately 1000 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 must be submitted not later than **Friday 5 June 12:00hrs** using the [school electronic submission system](#).

## Workload

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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,
- at least 7 hours each week reading, thinking and making notes to build up your knowledge content and problem solving ability, and working on your next Assignment.

## Assessment

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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 - Report	50%	Week 6 - 22 April; hardcopy to be submitted in class AND softcopy to be uploaded via ECS submission system.
Assignment 2 - Individual Presentation	20%	All slides to be submitted (online via ECS submission system) by 24 May 23:59hrs Monday 25 May 2015 - Wednesday 27 May 2015
Assignment 3 - Final Reflective Report	30%	Friday 5 June 12:00hrs submitted online via ECS submission system.

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

## Penalties for Late Submission of Assignments

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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

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

## Staff

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The course organiser for ENGR 401 is [Prof Winston Seah](#) and his contact details are:

- [Prof Winston Seah](#)
- [Alan MacDarmid 403](#)
- +64 4 463 5233 x8493
- [Winston.Seah@ecs.vuw.ac.nz](mailto:Winston.Seah@ecs.vuw.ac.nz)

The course lecturers and their contact details are:

- [Emeritus Professor David Bibby](#)
- Room 305 Pipitea Campus
- +64 4 463 5509
- [david.bibby@vuw.ac.nz](mailto:david.bibby@vuw.ac.nz)

- [Lawrence Collingbourne](#)
- [Cotton 337](#)
- +64 4 463 6741
- [lawrence.collingbourne@ecs.vuw.ac.nz](mailto:lawrence.collingbourne@ecs.vuw.ac.nz)

## School of Engineering and Computer Science

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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

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The main means of communication outside of lectures will be the ENGR 401 web area at [here](#). There you will find, among other things, this document, the [lecture schedule](#) 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

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#### 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

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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 **all THREE assignments**.

### Withdrawal

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The last date for withdrawal from ENGR 401 with entitlement to a refund of tuition fees is Friday 13 March 2015. The last date for withdrawal without being regarded as having failed the course is Friday 15 May 2015 -- though later withdrawals may be approved by the Dean in special circumstances.

### 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

..... equipment, the steps, the time taken, the safety, the equipment, the quality, the  
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](#)

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