

Professional Practice - Course Outline

ENGR 401: 2016 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.

ENGR 401 will prepare student's expectations for many of the events and situations they are likely to meet in the professional working world. This includes: codes of conduct, as determined by professional bodies and company practices; ethical behaviour, as found in the workplace and dictated by company practices; critical thinking and people issues, as relevant in the workplace and in company practice.

Objectives

By the end of the course, students should be able to:

1. Communicate at a professional level orally and in writing, to a varied range of audiences (BE graduate attribute 2(b)).
2. Assess the social, cultural, legal, health & safety, environmental and sustainability implications of their engineering work, and identify and justify specific actions to address issues (BE graduate attribute 1(a)).
3. Understand the need and role of ethics and professional standards in business and industry from the personal level to the corporate level, and be able to identify and justify ethical courses of action (BE graduate attributes 1(a) and 2(a)).
4. Function effectively in a team in a variety of roles, from team member to team leader (BE graduate attribute 2(a)).
5. Understand the benefits, risks, theory and processes of innovation in practice, and be able apply this knowledge to their work (BE graduate attributes 3(b), 3(d), 3(e) and 3(f)).

Textbook

There is no prescribed textbook for ENGR 401. Students in the course may, however, find the following books helpful for revising the contents of the course and for further reading:

1. Bazerman, M. H., (2010), *Judgment in Managerial Decision Making*; Wiley & Sons, ISBN: 0-471-68430-9.
1. Senge, P.M., (2006), *The Fifth Discipline*, Doubleday Publishers, USA, ISBN 978-0-385-51725-6

Lectures, Tutorials, Laboratories, and Practical work

ENGR 401 is a trimester 1 course. The trimester starts on 29 February and the examination period at the end of the course is 10 June - 29 June.

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

Lectures for ENGR 401 are, unless otherwise advised:

<u>Day</u>	<u>Time</u>	<u>Room</u>
Tuesday	16:10 - 17:00	Murphy MY632
Wednesday	16:10 - 17:00	Murphy MY632
Friday	16:10 - 17:00	Murphy MY632

There are no regularly scheduled tutorials or laboratories for ENGR 401.

Assignments and Projects

There will be two assignments, one in-class test in term time, and a presentation and written report scheduled in the examination period. Assignments will be distributed in class and available online.

Workload

In order to maintain satisfactory progress in ENGR 401, you should plan to spend an average of 10 hours per week on this paper. A plausible and approximate breakdown for these hours would be:

- Lectures: 3 hours.
- Readings: 2-3 hours.
- Assignments: 4-5 hours.

School of Engineering and Computer Science

The School office is located on level three of the Cotton Building (Cotton 358).

Staff

The course organiser for ENGR 401 is James Quilty. The lecturers for the course are James Quilty and Winston Seah. Their contact details are:

- Dr James Quilty
- Alan MacDarmid 226
- +64 4 463 5233 ext. 4090
- James.Quilty@ecs.vuw.ac.nz

- Prof Winston Seah
- Alan MacDarmid 403
- +64 4 463 5233 ext. 8493
- Winston.Seah@ecs.vuw.ac.nz

Class Representatives

The class representative provides a useful way to communicate feedback to the teaching staff during the course. Their name and contact details are:

- David Sheridan
- sheriddan@ecs.vuw.ac.nz

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_2016T1/. 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.

Assessment

Your grade for ENGR 401 will be determined based on the following assessment weightings:

<u>Item</u>	<u>Weight</u>	<u>Due</u>
Assignment 1	25%	1 April
Assignment 2	25%	6 May
Test (50 minutes)	20%	27 May
Individual presentation and final report	30%	Exam period

Assignments and reports are to be submitted using the online submission system of the School of Engineering and Computer Science. Marked work will be returned through the same system. Turnitin may be used for all written assessment.

Tests and Exams

There is one in-class test in ENGR 401. There is no final examination for ENGR 401, however oral presentations and final report submission will be arranged during the exam period. If exceptional circumstances prevent your sitting the test or presenting at the scheduled time, contact the Course Coordinator for advice as soon as possible.

Policies and penalties for late submission

Late submissions will be subject to a penalty of 10% per day for 4 days. No work will be accepted after this unless previously arranged with the Course Coordinator.

Extensions of assessment deadlines may be granted, but only in exceptional circumstances. If you believe that exceptional circumstances require an extension of an assessment deadline, contact the Course Coordinator as soon as

possible.

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 Course Requirements

There are no mandatory course requirements.

Passing ENGR 401

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

Withdrawal

The last date for withdrawal from ENGR 401 with entitlement to a refund of tuition fees is Friday 11 March 2016. The last date for withdrawal without being regarded as having failed the course is Friday 13 May 2016 -- 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](#)
