

Professional Practice - Course Outline

ENGR 401: 2011 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 on the course web site. A printed copy of this document is held in the School Office.

The Course

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

Objectives

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

- * communicate at a professional level orally and in writing (BE graduate attributes 2(b), 3(b) and 3(d));
- * appreciate how to accept responsibility and ownership for yourself and other people under your direction (BE graduate attribute 1(a));
- * understand the role of ethics in business and industry (BE graduate attributes 1(a) and 1(b));
- * use critical thinking to exercise professional judgement in risk management and entrepreneurship (BE graduate attributes 3(d) and 3(e));
- * apply your own level of social intelligence to your own position related to other professionals in the 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 Fisher, A., (2001) *Critical Thinking: an introduction*.
- * You will have to research other material as directed during this course and make your own learning notes.

Lectures

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

Lectures and seminar sessions for ENGR 401 are on *Tuesdays and Thursdays from 3:10pm til 4pm in the Alan MacDiarmid Building Room 106. External speakers from Wellington industry/commerce will be invited to present their experiences in class on Tuesdays or Thursdays - you will need to attend and actively take part ready for discussions in class.

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 assignments in ENGR 401. Instructions for assignments are outlined as follows and more detailed instructions for attempting these assignments will be provided in lectures:

Assignment 1. You are required to write a reflective report of approximately 1000 words on what you learned from the External Speakers in weeks 1 to 7. This is an opportunity for you to demonstrate your communication skills. Hard copy of assignment 1 is to be handed in to Dr Allan at the start of the lecture on Thursday 14 April 2011.

Assignment 2. Your learning ability will have increased during the first part of this course, so Assignment 2 builds on Assignment 1 by you further reflecting on weeks 1 to 7 coupled with your personal reflections on weeks 8 to 12. You will write an individual reflective report of approximately 2000 words on your knowledge gained during the whole course. This is an opportunity for you to exercise your level of professional judgement, your social intelligence and further demonstrate advances in your communication skills. This second reflective report has to be **submitted electronically**

AND as hard copy by 17:00 on Thursday 2nd June 2011. The electronic copy should be submitted to the [school electronic submission system](#). The hand-in box for the hard copy submissions is on the second-floor corridor of Cotton Building outside room CO 236.

Assignment 3. You are required to design and construct a 15 minute audio-visual presentation on the knowledge you have gained throughout this course. This is an opportunity for you to demonstrate your knowledge on all the objectives covered in this course. Presentations will be delivered in class during weeks 11 and 12 (24 - 26 May 2011 and 31 May - 02 June 2011). Your slides must be submitted electronically by 12 noon on Tuesday 24 May 2011.

Workload

In order to maintain satisfactory progress in ENGR 401, you should plan to spend an average of at least 10 hours per week on ENGR 401. A realistic breakdown for these hours would be:

- * 2 hours in class learning from Lectures and External Speakers,
- * 6 hours each week learning by reading, making notes, discussions and thinking,
- * 2 hours a week working towards the course Assignments.

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:

<u>Item</u>	<u>Weight</u>
Assignment 1 - Initial Reflective Report	20%
Assignment 2 - Final Reflective Report	50%
Assignment 3 - Individual Presentation	30%

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. They may result in partial credits.

Exam

There is no examination for ENGR 401 because assessment is completed by the 3 assignments.

Mandatory Requirements

It is mandatory in ENGR 401 that you keep a written record of your learning day by day in a Research Log. This record will be reviewed in class frequently and may be required as part of your final assessment.

You must take part in class discussions to improve your learning skills.

Passing ENGR 401

To pass ENGR 401 you must satisfy the mandatory requirements and gain at least a **C** grade overall.

Plagiarism

Working Together and Plagiarism

We encourage you to discuss the principles of the course and assignments with other students. 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 (e.g. as a comment in

the code) who helped you in writing the method.

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 Person: Dr George Allan. The lecturers for the course are Dr George Allan and Prof Winston Shah, contact details are:

* Dr George Allan

* [Cotton 230](#)

* +64 4 463 6741

* george.allan@ecs.vuw.ac.nz

* Professor Winston Seah * [[Room:CO336][Cotton 336]

* +64 4 463 5233 ext 8493

* Winston.Shah@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_2011T1/. There you will find, among other things, this document, the [lecture schedule](#) and [assignment handouts](#) and the [ENGR 401 Forum](#).

Withdrawal

The last date for withdrawal from ENGR 401 with entitlement to a refund of tuition fees is 12 March 2011. The last date for withdrawal without being regarded as having failed the course is 14 May 2011 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.
