

# Professional Practice - Course Outline

## ENGR 401: 2012 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 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

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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

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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

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A schedule of lecture topics, readings, and assignment due dates are as follows:

Lectures and seminar sessions for ENGR 401 are on \*Mondays, Thursdays and Fridays from 10am until 10:50am in the Alan MacDiarmid Building Room 104. External speakers from Wellington industry, commerce and business will be invited to present their experiences in class on Thursdays - you will need to attend and then take part in discussions in class on Friday.

### 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 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 5. This is an opportunity for you to demonstrate your communication skills. **Hard copy of assignment 1 is to be handed in to Dr Allan and Professor Seah at the start of the lecture on Monday 23 April 2012.**

*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 5 coupled with your personal reflections on weeks 6 to 9. 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 24 May 2012. 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 (28 May - 08 June 2012); **the presentation schedule is found [here](#)**. Your slides must be submitted electronically by 10am on Monday 28 May 2012.

## 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.

## 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.

## 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](mailto: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](mailto:Winston.Shah@ecs.vuw.ac.nz)

## Announcements and Communication

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The main means of communication outside of lectures will be the ENGR 401 web area at [http://ecs.victoria.ac.nz/Courses/ENGR401\\_2012T1/](http://ecs.victoria.ac.nz/Courses/ENGR401_2012T1/). 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.

### 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.

### Withdrawal

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The last date for withdrawal from ENGR 401 with entitlement to a refund of tuition fees is Friday 16 March 2012. The last date for withdrawal without being regarded as having failed the course is Friday 18 May 2012 -- 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 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.

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