

## Practical Work Experience - Course Outline

### ENGR 391: 2013

This document sets out the workload and assessment requirements for ENGR 391. 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. *completed an NZQA Health and Safety unit standard*
2. *attended three events from the approved list*
3. *completed up to 400 hours of work experience*
4. *produced a written report on their practical work experience (BE graduate attributes 2(b), 3(b) and 3(d))*
5. *improved their prospects of finding suitable employment for their Professional Work Experience*

#### Textbook

There is no prescribed textbook for ENGR 391

#### Lectures

Students should refer to the online support system at <http://moodle.ecs.vuw.ac.nz/> for information on lectures and events. Students are encouraged to propose other lectures and events to the course organiser for consideration.

#### Assignments and Projects

Details of the work topics are available on the ENGR 391 [Topic Outline](#) page. All tasks are due on 14 February 2014.

#### Workload

In order to maintain satisfactory progress in ENGR 391, 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:

Completion of an NZQA Health and Safety unit standard	2 hours
Attending three events from the approved list	3-4 hours
Administrative documentation recording all completed work experience	1 hour
A reflective report on the student's practical work experience	2-4 hours

## 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 391 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](mailto:Ramesh.Rayudu@ecs.vuw.ac.nz)

## Announcements and Communication

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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 online support system at <http://moodle.ecs.vuw.ac.nz/>.

## Assessment

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### Tests and Exams

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There are no formal tests or exams for this course. Students will submit copies of their required reports via the Work Experience Online System

### Practical Work

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In order to meet the requirements for ENGR 391, 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

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1. *complete an NZQA Health and Safety unit standard*
2. *attend three events from the approved list*
3. *complete up to 400 hours of work experience*
4. *produce a written report on their practical work experience (BE graduate attributes 2(b), 3(b) and 3(d))*
5. *improve their prospects of finding suitable employment for their Professional Work Experience*

### Passing ENGR 391

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To pass ENGR 391, a student must satisfy mandatory requirements.

### Withdrawal

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No fees are charged for this course and all students who wish to graduate as a Bachelor of Engineering must complete the requirements of ENGR 391 at some stage.

### 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 issues, the experiments or the 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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