

Professional Practice - Course Outline

ENGR 401: 2013 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.

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.

Learning Objectives

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

1. communicate at a professional level orally and in writing (BE graduate attributes 2(b), 3(b) and 3(d));
2. accept responsibility and ownership for yourself and other people under your direction (BE graduate attribute 1(a));
3. understand the role of ethics in business and industry (BE graduate attributes 1(a) and 1(b));
4. use critical thinking to exercise professional judgement in engineering activities (BE graduate attributes 3(d) and 3(e));
5. 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)).

Textbook

The textbook for ENGR 401 is

Senge, P.M., (2006), *The Fifth Discipline*, Doubleday Publishers, USA, ISBN 978-0-385-51725-6.

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

You will have to research other material as directed during this course and make your own learning notes.

Lecture Sessions

Lectures and seminar sessions for ENGR 401 are in the Murphy Building Room 632 on Mondays from 10am until 10:50am plus Wednesdays and Fridays from 2:10pm to 3pm.

Mondays are seminars for everyone to attend and take part by reporting back your work over the week-end. On Wednesdays we have Guest Speakers from Wellington industry, commerce and business to present their experiences. You must attend and learn from these valuable people. On Fridays we analyze the content of the Guest Speaker and draw conclusions on what we can learn.

A [schedule](#) of lecture topics and assignments can be accessed here.

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

Assignment 1. You are required to write an individual reflective report of approximately 1000 words on what you personally learned from the Guest Speakers in weeks 1 to 4. 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 Friday 05 April 2013.**

Assignment 2. You are required to design and construct an individual 15 minute audio-visual presentation on the knowledge you have gained throughout 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 weeks 10 and 11 (20 - 31 May 2013); **the presentation schedule will be found here** after week 8. Your slides must be submitted electronically by 10am on Monday 20 May 2013. You must attend all presentations and take an active role in the assessment of each.

Assignment 3. 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 all weeks 1 to 11. 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 Wednesday 05 June 2013. 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.

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:

Item	Weight	Due Date
Assignment 1 - Initial Reflective Report	20%	Friday 05 April 2013
Assignment 2 - Individual Presentation	50%	Monday 20 May 2013 - Friday 31 May 2013
Assignment 3 - Final Reflective Report	30%	Wednesday 05 June 2013

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.

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. Absences from classes without valid reasons will result in reduction in your marks.

Workload

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

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

Exam

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

Passing ENGR 401

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

Staff

The course organiser for ENGR 401 is Dr George Allan. His contact details are:

- Dr George Allan
- [Cotton 230](#)
- +64 4 463 6741
- george.allan@ecs.vuw.ac.nz

ENGR401 sessions will be facilitated by Dr Allan and Professor Seah whose contact details are:

- Professor Winston Seah
- [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_2013T1/. 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. Queries, questions and comments can be posted to the forum, and staff will read these posts and frequently respond to them.

Withdrawal

The last date for withdrawal from ENGR 401 with entitlement to a refund of tuition fees is Friday 15 March 2013. The last date for withdrawal without being regarded as having failed the course is Friday 17 May 2013 -- though later withdrawals may be approved by the Dean in special circumstances.

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.

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](#)
