ENEP11007 *Engineering Employment Preparation*
Term 2 - 2018

Profile information current as at 01/05/2024 03:41 am

All details in this unit profile for ENEP11007 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview
Students identify industries and associated engineering roles they would like to experience as an engineering practitioner, and meet the requirements of the employment process for that industry. They reflect on different forms of engineering industry employment conditions and discuss critical engineering industry workplace issues.

Details
Career Level: *Undergraduate*
Unit Level: *Level 1*
Credit Points: *6*
Student Contribution Band: *8*
Fraction of Full-Time Student Load: *0.125*

Pre-requisites or Co-requisites
There are no requisites for this unit.
Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the Assessment Policy and Procedure (Higher Education Coursework).

Offerings For Term 2 - 2018

- Bundaberg
- Cairns
- Distance
- Gladstone
- Mackay
- Rockhampton

Attendance Requirements
All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website
This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.

Class and Assessment Overview

Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

Class Timetable

Regional Campuses

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

Metropolitan Campuses

Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview

1. **Portfolio**
Weighting: 100%

Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the University's Grades and Results Policy for more details of interim results and final grades.

CQUniversity Policies

All University policies are available on the CQUniversity Policy site.
You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the CQUniversity Policy site.

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from Moodle Feedback

Feedback

Students were happy with the support provided on campus and distance.

Recommendation

The practice of providing regular support to the students will continue in future offerings.

Feedback from Moodle Feedback

Feedback

Moodle layout can be improved to better suit the delivery of weekly topics.

Recommendation

The Moodle layout will be revised based on student preferences.

Feedback from Moodle Feedback

Feedback

Some students prefer to receive all week 12 learning materials at the beginning of the term.

Recommendation

The teaching team will endeavour to release as much of the learning materials as early as possible provided that the materials are received at the same pace from the invited guest lecturers from the industry.

Unit Learning Outcomes

On successful completion of this unit, you will be able to:

1. Identify and document industries and associated engineering roles they would like to experience as an engineering practitioner.
2. Undertake the employment process for an engineering work placement in terms of application and interview requirements.
3. Document and reflect on different forms of engineering industry employment conditions including the rights and responsibilities of employers and employees.
4. Discuss critical engineering industry workplace issues including ethics/codes of conduct and Occupational Health and Safety.

Alignment of Learning Outcomes, Assessment and Graduate Attributes

Legend:
— N/A Level • Introductory Level • Intermediate Level • Graduate Level • Professional Level ° Advanced Level

Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes			
	1	2	3	4
1 - Portfolio - 100%	●	●	●	●

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes			
	1	2	3	4
1 - Communication	●	●	●	●
2 - Problem Solving				
3 - Critical Thinking	●			
4 - Information Literacy	●	●	●	●
5 - Team Work				
6 - Information Technology Competence	●	●	●	●
7 - Cross Cultural Competence		●	●	●
8 - Ethical practice				●
9 - Social Innovation				
10 - Aboriginal and Torres Strait Islander Cultures				

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Portfolio - 100%	●		●	●		●		●		

Textbooks and Resources

Textbooks

There are no required textbooks.

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

Referencing Style

All submissions for this unit must use the referencing style: [Harvard (author-date)](#)
For further information, see the Assessment Tasks.

Teaching Contacts

Ashfaque Chowdhury Unit Coordinator
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Schedule

Week 1 - 09 Jul 2018

Module/Topic	Chapter	Events and Submissions/Topic
Unit Introduction	See unit Website	

Week 2 - 16 Jul 2018

Module/Topic	Chapter	Events and Submissions/Topic
Co-op Placement Process and Dealing with Workplace Issues	See unit Website	

Week 3 - 23 Jul 2018

Module/Topic	Chapter	Events and Submissions/Topic
Resume and Cover Letter Writing Skills	See unit Website	

Week 4 - 30 Jul 2018

Module/Topic	Chapter	Events and Submissions/Topic
Selection Criteria for Industry Placements	See unit Website	

Week 5 - 06 Aug 2018

Module/Topic	Chapter	Events and Submissions/Topic
Interview techniques	See unit Website	

Vacation Week - 13 Aug 2018

Module/Topic	Chapter	Events and Submissions/Topic
Vacation week		

Week 6 - 20 Aug 2018

Module/Topic	Chapter	Events and Submissions/Topic

| Job Search Strategies and Social Networking | See unit Website | |

Week 7 - 27 Aug 2018

Module/Topic	Chapter	Events and Submissions/Topic
Engineering Industry Employment Contracts and Conditions	See unit Website	

Week 8 - 03 Sep 2018

Module/Topic	Chapter	Events and Submissions/Topic
Employer Requirements Workshop	See unit Website	Bring Drafted Employer Requirements Report to workshop

Week 9 - 10 Sep 2018

Module/Topic	Chapter	Events and Submissions/Topic
Co-op Placements Process, Transitions from Study to Work	See unit Website.	Work-in-progress Portfolio Due Friday, Week 9 for feedback.

Week 10 - 17 Sep 2018

Module/Topic	Chapter	Events and Submissions/Topic
Mock Interview and Co-op Industry Placements Update	See unit Website	

Week 11 - 24 Sep 2018

Module/Topic	Chapter	Events and Submissions/Topic
Student Work Folio Development		

Week 12 - 01 Oct 2018

Module/Topic	Chapter	Events and Submissions/Topic
Review and Student Work Folio Finalisation	See unit Website	

Review/Exam Week - 08 Oct 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Portfolio Due: Review/Exam Week Monday (8 Oct 2018) 11:45 pm AEST

Exam Week - 15 Oct 2018

Module/Topic	Chapter	Events and Submissions/Topic

Assessment Tasks

1 Portfolio

Assessment Type
Portfolio

Task Description
The portfolio of individual work must include the following compulsory items. Further information is available on the Moodle site.
Item 1 An application for employment, including cover letter, a personal resume and the addressing of selection criteria.
Item 2 A reflective paper on workplace issues that you are liable to encounter in industry and your approach to managing these issues. The paper should draw from and reference 3rd-year presentations and guest lectures.
Item 3 A reflective paper that identifies entry requirements for your selected career path, and reflects on how you intend to develop to meet these requirements. The paper must provide a self-evaluation of your abilities to function in your chosen career/industry and detail how you intend to address any weaknesses and build on any strengths you identify. The paper should reference 3rd-year presentations as well as other information sources used to make decisions.
Item 4 At least one standard interview performance report completed by employer's representatives conducting an actual interview for employment with the student or, if this is unavailable, a reflective paper on interview performance

including:

- Identification and understanding of strengths and weaknesses liable to be exposed at interview and how you will make sure your strengths are emphasised
- Research and information required before attending interview
- Interview interaction – (what do you expect to be asked, what will you be asking of the employer?)

Assessment Due Date
Review/Exam Week Monday (8 Oct 2018) 11:45 pm AEST

Return Date to Students
Exam Week Friday (19 Oct 2018)
Portfolios will be available for return to students after the Term 2 Certification of Grades date.

Weighting
100%

Minimum mark or grade
Minimum Pass as per the assessment criteria sheet

Assessment Criteria
An Assessment Criteria Sheet and information regarding requirements for each compulsory item is available on the Unit Moodle site. The Assessment Criteria Sheet documents the level of achievement required to achieve for each Learning Outcome. A rubric for awarding grades is included in the Assessment Criteria sheet.

Referencing Style

- [Harvard (author-date)](#)

Submission
Online

Learning Outcomes Assessed

- Identify and document industries and associated engineering roles they would like to experience as an engineering practitioner.
- Undertake the employment process for an engineering work placement in terms of application and interview requirements.
- Document and reflect on different forms of engineering industry employment conditions including the rights and responsibilities of employers and employees.
- Discuss critical engineering industry workplace issues including ethics/codes of conduct and Occupational Health and Safety.

Graduate Attributes

- Communication
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Ethical practice

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the **Student Academic Integrity Policy and Procedure**. This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?
A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?
A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?
For academic advice and guidance, the Academic Learning Centre (ALC) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?

Be Honest
If your assessment task is done by someone else, it would be dishonest of you to claim it as your own

Seek Help
If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)

Produce Original Work
Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem