ENEP11007 *Engineering Employment Preparation*

Term 2 - 2020

Profile information current as at 03/05/2024 06:03 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

You will identify industries and associated engineering roles you would like to experience as an engineering practitioner and meet the requirements of the employment process for that industry. You will 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 - 2020

- Bundaberg
- Cairns
- Gladstone
- Mackay
- Online
- 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. **Written Assessment**
Weighting: 20%
2. **Written Assessment**
Weighting: 35%
3. **Written Assessment**
Weighting: 35%
4. **Written Assessment**
Weighting: 10%

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.

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 and self reflection

Feedback

Review assessment tasks and requirements that suit both BEng (co-op) cohorts and BEng (hons).

Recommendation

The assessment task and requirements will be reviewed.

Feedback from Moodle Feedback

Feedback

Collate all assessment details in one area for better accessibility of the required information.

Recommendation

An assessment block will be created on Moodle so that students can access all the assessment related information easily.

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

— 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 - Written Assessment - 20%		●		
2 - Written Assessment - 10%		●		
3 - Written Assessment - 35%			●	●
4 - Written Assessment - 35%	●			

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 - Written Assessment - 20%	•		•	•		•				
2 - Written Assessment - 10%	•			•		•	•			
3 - Written Assessment - 35%	•			•		•	•	•		
4 - Written Assessment - 35%	•		•	•		•				

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 - 13 Jul 2020

Module/Topic	Chapter	Events and Submissions/Topic
Unit Introduction	Reference materials provided on the Moodle site	

Week 2 - 20 Jul 2020

Module/Topic	Chapter	Events and Submissions/Topic
Resume and Cover Letter Writing Skills	Reference materials provided on the Moodle site	

Week 3 - 27 Jul 2020

Module/Topic	Chapter	Events and Submissions/Topic
Selection Criteria for Industry Placements	Reference materials provided on the Moodle site	

Week 4 - 03 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
Interview techniques	Reference materials provided on the Moodle site	**Job Application** Due: Week 4 Friday (7 Aug 2020) 11:45 pm AEST

Week 5 - 10 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
Engineering Industry Employment Contracts and Conditions	Reference materials provided on the Moodle site	

Vacation Week - 17 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
Vacation week		

Week 6 - 24 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
Engineering Industry Employment Contracts and Conditions	Reference materials provided on the Moodle site	

Week 7 - 31 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
Employer Requirements Workshop	Reference materials provided on the Moodle site	

Week 8 - 07 Sep 2020

Module/Topic	Chapter	Events and Submissions/Topic
Job Search Strategies and Social Networking	Reference materials provided on the Moodle site	**Reflective Paper – Workplace Issues** Due: Week 8 Friday (11 Sept 2020) 11:45 pm AEST

Week 9 - 14 Sep 2020

Module/Topic	Chapter	Events and Submissions/Topic
Co-op Placements Process, Transitions from Study to Work	Reference materials provided on the Moodle site	

Week 10 - 21 Sep 2020

Module/Topic	Chapter	Events and Submissions/Topic
Mock Interview and Co-op Industry Placements Update	Reference materials provided on the Moodle site	

Week 11 - 28 Sep 2020

Module/Topic	Chapter	Events and Submissions/Topic
Guest Lecture (Industry)	TBA (subject to availability)	

Week 12 - 05 Oct 2020

Module/Topic	Chapter	Events and Submissions/Topic
Unit Review	Reference materials provided on the Moodle site	**Reflective Paper - Career Path and Entry Requirements** Due: Week 12 Friday (9 Oct 2020) 11:45 pm AEST

Review/Exam Week - 12 Oct 2020

Module/Topic	Chapter	Events and Submissions/Topic

Exam Week - 19 Oct 2020

Module/Topic	Chapter	Events and Submissions/Topic
		Interview Performance Report or Alternative Assessment Due: Exam Week Monday (19 Oct 2020) 11:45 pm AEST

Assessment Tasks

1 Job Application

Assessment Type
Written Assessment

Task Description
Students are required to prepare an application for employment that includes a cover letter, a resume following the suggested format and a separate statement addressing the key selection criteria for the position. In the absence of key selection criteria from the employer, students are required to address the generic key selection criteria for an engineering position provided in the class.

Assessment Due Date
Week 4 Friday (7 Aug 2020) 11:45 pm AEST

Return Date to Students
Week 6 Friday (28 Aug 2020)

Weighting
20%

Minimum mark or grade
Students must receive a minimum 30% in this assessment item to secure a Pass in this unit

Assessment Criteria
Assessment criteria for all students:

- Ability to prepare a complete application for employment, including personal resume, cover letter and document addressing relevant selection criteria in an appropriate format.
- Demonstrated ability to appropriately understand the capability (knowledge, skills and attributes) required for the position and address the relevant selection criteria clearly and unambiguously.

Marks will be deducted for a poorly organized document. Details will be provided on the Moodle site.

Referencing Style

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

Submission
Online

Submission Instructions
Original documents must be converted to pdf documents. No photocopies / scanned documents permitted.

Learning Outcomes Assessed

- Undertake the employment process for an engineering work placement in terms of application and interview requirements

Graduate Attributes

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

2 Reflective Paper – Workplace Issues

Assessment Type
Written Assessment

Task Description
Students are required to prepare a reflective paper on workplace issues that you are likely to encounter in industry and your approach to managing these issues. The paper should draw reference from the sample presentations and guest lectures.

Assessment Due Date
Week 8 Friday (11 Sept 2020) 11:45 pm AEST

Return Date to Students
Week 10 Friday (25 Sept 2020)

Weighting
35%

Minimum mark or grade
Students must receive a minimum 30% in this assessment item to secure a Pass in this unit.

Assessment Criteria
Assessment criteria for all students:

- Reflection on workplace issues learned from the training videos provided
- Reflection on the approaches to manage these issues in a work placement.
- Ability to apply learned knowledge and skills in a familiar context
- Reflection and evaluation of student's own work that has demonstrated some improvement in dealing with workplace issues and has also resulted in innovative approaches to dealing with workplace issues.

Marks will be deducted for a poorly organized document. Details will be provided on the Moodle site.

Referencing Style

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

Submission
Online

Submission Instructions
Original documents must be converted to pdf documents. No photocopies / scanned documents permitted.

Learning Outcomes Assessed

- 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
- Information Literacy
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

3 Reflective Paper - Career Path and Entry Requirements

Assessment Type
Written Assessment

Task Description
In the paper, a student should identify and reflect on the entry requirements in a selected career path and how a student intends to develop those competencies to meet the requirements. The paper must provide a self-evaluation of a student's abilities to function in the chosen career/industry and detail how the student intends to address any weaknesses and build on any strengths he/she identifies. The paper should reference the sample presentations as well as other information sources used to make the decision.

Assessment Due Date
Week 12 Friday (9 Oct 2020) 11:45 pm AEST

Return Date to Students
Exam Week Friday (23 Oct 2020)

Weighting
35%

Minimum mark or grade
Students must receive a minimum 30% in this assessment item to secure a Pass in this unit.

Assessment Criteria
Assessment criteria for all students:

- Identify the entry requirements of a selected career path.
- Personal development to meet the entry requirements in the selected industries.
- Self-evaluation of personal abilities to function in someone's chosen career/industry path and plan for fulfilling the gaps on need basis.
- Approaches on how a student intends to address any weaknesses and to build on any strengths that are identified.
- Ability to embrace the transferable knowledge and skills in a different context to what was identified.

Marks will be deducted for a poorly organized document. Details will be provided on the Moodle site.

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
Original documents must be converted to pdf documents. No photocopies / scanned documents permitted.

Learning Outcomes Assessed

- Identify and document industries and associated engineering roles they would like to experience as an engineering practitioner

Graduate Attributes

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

4 Interview Performance Report or Alternative Assessment

Assessment Type
Written Assessment

Task Description
Students are required to submit at least one standard interview performance report completed by a prospective

employer's representative conducting an actual interview for employment with the student. If an interview performance report is unavailable, a reflective paper on interview performance including identification and understanding of strengths and weaknesses likely to be exposed at an interview and how a student will make sure that the individual strengths are emphasized. The paper should highlight the research and information required before attending an interview with a prospective employer and interview interaction.

Assessment Due Date
Exam Week Monday (19 Oct 2020) 11:45 pm AEST

Return Date to Students
Exam Week Friday (23 Oct 2020)

Weighting
10%

Minimum mark or grade
Students must receive a minimum 50% in this assessment item to secure a Pass in this unit

Assessment Criteria
Assessment criteria for all students:

- Submission of one standard interview performance report completed by an employer's representative conducting an actual interview for employment with the student.

If an interview performance report is not available, a student should attempt the following:

- A reflective paper on an interview interaction with adequate research on the company, roles, anticipated questions etc. The paper should identify and understand the strengths and weaknesses liable to be exposed in an interview and strategies to ensure that the strengths are emphasized.

Marks will be deducted for a poorly organized document. Details will be provided on the Moodle site.

Referencing Style

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

Submission
Online

Submission Instructions
Original documents must be converted to pdf documents. No photocopies / scanned documents permitted.

Learning Outcomes Assessed

- Undertake the employment process for an engineering work placement in terms of application and interview requirements

Graduate Attributes

- Communication
- Information Literacy
- Information Technology Competence
- Cross Cultural Competence

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