



# ENEP20001 *Internship Work Experience*

## Term 2 - 2019

Profile information current as at 30/04/2024 09:40 am

All details in this unit profile for ENEP20001 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

This unit provides you with the opportunity to apply skills and knowledge developed in your academic course to engineering practice. This unit will also develop new engineering practice skills and knowledge. You will document and reflect on work activities and relate them to Engineers Australia's Stage 1 Competency Standards and develop a strategic approach to personal growth in the workplace. You are required to undertake a minimum of 300 hours of work placement, which may require relocation of accommodation to suit the placement. Students should contact the unit coordinator prior to enrolment in this unit to discuss placement requirements.

#### Details

Career Level: *Postgraduate*

Unit Level: *Level 8*

Credit Points: *12*

Student Contribution Band: *8*

Fraction of Full-Time Student Load: *0.25*

#### Pre-requisites or Co-requisites

At least 36 credit points of the Master's course complete.

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 - 2019

- Melbourne
- Perth
- 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 12-credit Postgraduate unit at CQUniversity requires an overall time commitment of an average of 25 hours of study per week, making a total of 300 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: 15%

#### 2. **Written Assessment**

Weighting: 25%

#### 3. **Written Assessment**

Weighting: 35%

#### 4. **Presentation**

Weighting: 15%

#### 5. **Portfolio**

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](#).

## 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 Unit evaluation via Moodle

##### **Feedback**

Students expressed their happiness and gratitude for the opportunity of working in an engineering environment and getting hands-on experience.

##### **Recommendation**

This unit requires students to work four days per week for 12 weeks in an engineering organisation.

#### Feedback from Unit evaluation via Moodle

##### **Feedback**

Too many log-books for the internship unit.

##### **Recommendation**

The online log-book has been removed to avoid repetition of the same information. Students are required to complete the log-book provided by the internships providers.

## Unit Learning Outcomes

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

1. Analyse the structure, products and services of an engineering organisation
2. Apply skills and knowledge developed in the academic course to engineering practice in an engineering organisation
3. Demonstrate Engineers Australia Stage 1 Competencies through work activities
4. Reflect on and map Engineers Australia's Stage 1 Competency Standards to work activities
5. Develop a strategic approach to personal and professional growth in the workplace.

The focus of this unit is to give students an opportunity to see how to apply their engineering skills in a workplace and to realise there are other skills they need to develop. All of the Stage 1 competencies are relevant and students will also get a chance to see how the Stage 2 competencies are relevant in the workplace.

## Alignment of Learning Outcomes, Assessment and Graduate Attributes



### Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes				
	1	2	3	4	5
1 - Knowledge					
2 - Communication					
3 - Cognitive, technical and creative skills					
4 - Research					
5 - Self-management					
6 - Ethical and Professional Responsibility					
7 - Leadership					
8 - 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
1 - Written Assessment - 15%								
2 - Written Assessment - 25%								
3 - Written Assessment - 35%								
4 - Presentation - 15%								
5 - Portfolio - 10%								

## 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

**Sarkar Noor E Khuda** Unit Coordinator  
[s.noorekhuda@cqu.edu.au](mailto:s.noorekhuda@cqu.edu.au)

## Schedule

### Week 1 - 15 Jul 2019

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation

### Week 2 - 22 Jul 2019

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation

### Week 3 - 29 Jul 2019

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation Monday, please provide feedback on work progress and internship log

### Week 4 - 05 Aug 2019

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation Monday, please provide feedback on work progress and internship log

### Week 5 - 12 Aug 2019

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation Monday, please provide feedback on work progress and internship log

**Vacation Week - 19 Aug 2019**

Module/Topic	Chapter	Events and Submissions/Topic
		This is not a vacation week at your host organisation Attend host organisation Monday, please provide feedback on work progress and internship log

**Week 6 - 26 Aug 2019**

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation Monday, please provide feedback on work progress and internship log Submit the assessment item on or before the due date and time. Late submission penalty is 5% per day of the total marks

**HOST ORGANISATION OVERVIEW, ORGANISATION STRUCTURE AND YOUR ROLE** Due: Week 6 Friday (30 Aug 2019) 11:45 pm AEST

**Week 7 - 02 Sep 2019**

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation Monday, please provide feedback on work progress and internship log

**Week 8 - 09 Sep 2019**

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation Monday, please provide feedback on work progress and internship log Submit the assessment item on or before the due date and time. Late submission penalty is 5% per day of the total marks

**APPLICATION OF ENGINEERING KNOWLEDGE IN WORKPLACE** Due: Week 8 Friday (13 Sept 2019) 11:45 pm AEST

**Week 9 - 16 Sep 2019**

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation Monday, please provide feedback on work progress and internship log

**Week 10 - 23 Sep 2019**

Module/Topic	Chapter	Events and Submissions/Topic
		<p>Attend host organisation</p> <p>Monday, please provide feedback on work progress and internship log</p> <p>Submit the assessment item on or before the due date and time. Late submission penalty is 5% per day of the total marks</p>
		<p><b>PROFESSIONAL ENGINEERING PROJECT REPORT</b> Due: Week 10 Friday (27 Sept 2019) 11:45 pm AEST</p>

**Week 11 - 30 Sep 2019**

Module/Topic	Chapter	Events and Submissions/Topic
		<p>Attend host organisation</p> <p>Monday, please provide feedback on work progress and internship log</p>

**Week 12 - 07 Oct 2019**

Module/Topic	Chapter	Events and Submissions/Topic
		<p>Attend host organisation</p> <p>Monday, please provide feedback on work progress and internship log</p> <p>Submit the assessment item on or before the due date and time. Late submission penalty is 5% per day of the total marks</p>
		<p><b>PORTFOLIO</b> Due: Week 12 Friday (11 Oct 2019) 11:45 pm AEST</p>

**Review/Exam Week - 14 Oct 2019**

Module/Topic	Chapter	Events and Submissions/Topic
		<p>Attend host organisation</p> <p>Monday, please provide feedback on work progress and internship log</p> <p>Submit the assessment item on or before the due date and time. Late submission penalty is 5% per day of the total marks</p>
		<p><b>PRESENTATION</b> Due: Review/Exam Week Monday (14 Oct 2019) 11:45 pm AEST</p>

**Exam Week - 21 Oct 2019**

Module/Topic	Chapter	Events and Submissions/Topic
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Attend host organisation  
Monday, please provide feedback  
on work progress and internship  
log

## Term Specific Information

Unit Coordinator: Sarkar Noor-E-Khuda

Location: 10 William St, Perth, WA 6000

Phone: +61892604056

Email: s.noorekhuda@cqu.edu.au

## Assessment Tasks

### 1 HOST ORGANISATION OVERVIEW, ORGANISATION STRUCTURE AND YOUR ROLE

#### Assessment Type

Written Assessment

#### Task Description

You are required to submit a brief overview of the participating host organisation, its structure, and your role and responsibilities. Briefly, describe the organisation structure preferably using an appropriate chart/diagram and demonstrate your position. Provide the name, location, type, functions and services of the organisation.

#### Assessment Due Date

Week 6 Friday (30 Aug 2019) 11:45 pm AEST

Submit the assessment item on or before the due date and time. Late submission penalty is 5% per day of the allotted marks. Extension requests greater than 14 days will be denied except under exceptional circumstances.

#### Return Date to Students

Within 2 weeks

#### Weighting

15%

#### Minimum mark or grade

50%

#### Assessment Criteria

You will be required to provide information about your internship host organisation and your supervisor. Your report should include information such as date and duration of the internship, the location of the project, functions and services of the host organisation, the structure of the host organisation, your roles and responsibilities, a detailed task schedule and your job description.

There is a marking criteria sheet for this assessment item available on the ENEP20001 Moodle site. The marking criteria sheet gives guidance regarding the type of evidence required for each level of achievement. It is important that you review the criteria sheet before commencing your internship placement at the host organisation, so you are familiar with the evidence you need to collect throughout the placement.



**Referencing Style**

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

**Submission**

Online

**Learning Outcomes Assessed**

- Analyse the structure, products and services of an engineering organisation

**Graduate Attributes**

- Knowledge
- Research

## 2 APPLICATION OF ENGINEERING KNOWLEDGE IN WORKPLACE

**Assessment Type**

Written Assessment

**Task Description**

You will be required to provide pictorial evidence of the engineering, technical and nontechnical activities performed during the internship placement, and present those evidence in a detailed and formal engineering report format. The report will enable you to rethink of your actions/decisions made during the internship placement and demonstrate how you expanded your knowledge, maintained up-to-date technical skills and progress your engineering career.

**Assessment Due Date**

Week 8 Friday (13 Sept 2019) 11:45 pm AEST

Submit the assessment item on or before the due date and time. Late submission penalty is 5% per day of the allotted marks. Extension requests greater than 14 days will be denied except under exceptional circumstances.

**Return Date to Students**

Within 2 weeks

**Weighting**

25%

**Minimum mark or grade**

50%

**Assessment Criteria**

Your report should include,

- Pictorial evidence of the engineering activities you performed at the internship.
- A short paragraph/note to describe each of the image/figure/outcomes you provided.

Detailed marking criteria of this assessment item can be found on the ENEP20001 Moodle site. The marking criteria sheet gives guidance regarding the type of evidence required for each level of achievement. It is important that you review the criteria sheet before commencing your internship placement at the host organisation, so you are familiar with the evidence you need to collect throughout the placement.

**Referencing Style**

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

**Submission**

Online

**Learning Outcomes Assessed**

- Apply skills and knowledge developed in the academic course to engineering practice in an engineering organisation
- Demonstrate Engineers Australia Stage 1 Competencies through work activities

## Graduate Attributes

- Cognitive, technical and creative skills
- Research
- Self-management
- Ethical and Professional Responsibility

## 3 PROFESSIONAL ENGINEERING PROJECT REPORT

### Assessment Type

Written Assessment

### Task Description

You should write on a (min. 01) professional engineering project you completed while at the host organisation. Your report should meet the Engineers Australia Stage – 1 competency requirements, the marking criteria and cover all 16 components as mentioned in the Summary of Table of Competencies. You will be required to demonstrate how you applied/linked the theoretical engineering knowledge with the real world engineering practices.

### Assessment Due Date

Week 10 Friday (27 Sept 2019) 11:45 pm AEST

Submit the assessment item on or before the due date and time. Late submission penalty is 5% per day of the allotted marks. Extension requests greater than 14 days will be denied except under exceptional circumstances.

### Return Date to Students

Within 2 weeks

### Weighting

35%

### Minimum mark or grade

50%

### Assessment Criteria

You will be required to demonstrate the engineering, technical and nontechnical activities you performed in this project, as well as your personal and professional developments and achievements in terms of the improvement in your communication, organisational and time management skills. In this report, you must comprehensively describe the actual work you performed. You should state what you did and then describe how you did it. Note, it is not sufficient to describe the activities performed by a team/group, your own role/actions must be clearly mentioned. Remember, your personal engineering competencies during the internship are being assessed not the internship host organisation you worked/complexity of the project.

A detailed report writing guideline and marking criteria of the project report can be found on the ENEP20001 Moodle site. The marking criteria sheet gives guidance regarding the type of evidence required for each level of achievement. It is important that you review the criteria sheet through your internship placement, so you are familiar with the evidence you need to collect.

### Referencing Style

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

### Submission

Online

### Learning Outcomes Assessed

- Apply skills and knowledge developed in the academic course to engineering practice in an engineering organisation
- Demonstrate Engineers Australia Stage 1 Competencies through work activities
- Develop a strategic approach to personal and professional growth in the workplace.

## Graduate Attributes

- Cognitive, technical and creative skills
- Research

- Self-management
- Ethical and Professional Responsibility
- Leadership

## 4 PRESENTATION

### Assessment Type

Presentation

### Task Description

The professional engineering presentation will provide you with the scope to demonstrate the skills you developed in the particular engineering field through the internship program. It will also enable you to demonstrate your ability to communicate with team members and clients in a professional manner.

### Assessment Due Date

Review/Exam Week Monday (14 Oct 2019) 11:45 pm AEST

Submit the assessment item on or before the due date and time. Late submission penalty is 5% per day of the allotted marks. Extension requests greater than 14 days will be denied except under exceptional circumstances.

### Return Date to Students

Within 2 weeks

### Weighting

15%

### Minimum mark or grade

50%

### Assessment Criteria

- Appropriateness of presentation
- Explanation of the contents
- Preparation and consistency of presentation
- Set up and use of visual aids, including PowerPoint slides
- Duration of presentation
- Answer any questions appropriately

### Referencing Style

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

### Submission

Online

### Learning Outcomes Assessed

- Analyse the structure, products and services of an engineering organisation
- Develop a strategic approach to personal and professional growth in the workplace.

### Graduate Attributes

- Knowledge
- Communication
- Research

## 5 PORTFOLIO

### Assessment Type

Portfolio

### Task Description

The Portfolio gives you the opportunity to demonstrate what you have learnt in this internship program. The portfolio should include all the component items and follow the sequence mentioned below:

- Portfolio cover page
- Executive summary

- Submission checklist
- Table of contents
- List of figures
- Weekly log hours and work progress report
- Grade nomination
- Summary of table of competencies
- Assignment 1: Host organisation overview, organisation structure and your role
- Assignment 2: Application of engineering knowledge in workplace
- Assignment 3: Professional engineering project report
- Up-to-date curriculum vitae in Appendix A
- Certificates of work performed in Appendix B
- Declaration that the content of this portfolio is your own work and you are aware of the University and Faculty policy on Plagiarism

All components of the portfolio must be written (typed) in English using Times New Roman font (size 12), in your own words and will act as evidence of your communication skills. Each assessment item within the portfolio must clearly demonstrate your ability to apply engineering knowledge and skills. State what you did and describe how you did it, emphasise on your role and your contribution to the project (for example I designed, I checked, I investigated etc.). Each component should discuss the engineering problems you identified and/or particular problem-solving techniques you applied. The purpose of this is to assess your personal contribution to meeting project goals.

#### **Assessment Due Date**

Week 12 Friday (11 Oct 2019) 11:45 pm AEST

Submit the assessment item on or before the due date and time. Late submission penalty is 5% per day of the allotted marks. Extension requests greater than 14 days will be denied except under exceptional circumstances.

#### **Return Date to Students**

Within 2 weeks

#### **Weighting**

10%

#### **Minimum mark or grade**

50%

#### **Assessment Criteria**

You must provide evidence of your achievement of each of the unit learning outcomes, required log hours and internship certificate from the host organisation.

There is a marking criteria sheet for this portfolio available on the ENEP20001 Moodle site. The criteria sheet gives guidance regarding the type of evidence required for each level of achievement. It is important that you carefully review the criteria sheet before compiling your portfolio.

There are minimum requirements for the Portfolio and you must provide evidence of achieving the minimum requirements in order to be eligible for a passing grade for this unit.

#### **Referencing Style**

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

**Submission**

Online

**Learning Outcomes Assessed**

- Reflect on and map Engineers Australia's Stage 1 Competency Standards to work activities

**Graduate Attributes**

- Self-management
- Ethical and Professional Responsibility
- Leadership

## 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