Higher Education Division
School of Engineering & Technology

Engineering Practice in the Programs of the

Bachelor of Engineering
Bachelor of Engineering Technology
Associate Degree of Engineering

Engineers Australia (EA) requires all engineering degrees and diplomas to incorporate an element of engineering practice (previously referred to as industry/work experience). Hence, all students, irrespective of their professional background/industry experience, need to complete the engineering practice report and all associated paperwork.

Components of this are delivered in the context of study within courses forming a part of a program.

CQUUniversity engineering programs have been structured such that they require a period of engineering practice in an industrial environment. The following requirements apply:

- Bachelor of Engineering: a minimum of 12 weeks engineering practice.
- Bachelor of Engineering Technology and the Associate Degree of Engineering: a minimum of 6 weeks engineering practice.
Students are required to clearly demonstrate satisfactory achievement of the following components:

1) An understanding of their strengths and weaknesses in their;
   a) Engineering knowledge and skills (*integration, problem identification, critical thinking, problem solving, decision making and ethics*),
   b) team and interpersonal attributes (*social skills, initiative and independence*),
   c) Professional practice (*technical skills, time management, verbal and written communication*).

2) The practice of engineering in the industry in which the student has been engaged since enrolled into a relevant program of study.

3) Enhanced knowledge of technical disciplines in the employer’s industry.

Students must demonstrate the achievement of their engineering practice through a combination of the following engineering practice reporting and assessment activities.

**COMPULSORY**

- Engineering Practice Report
- Employer Evaluation of Student

**RECOMMENDED**

- Weekly Activity Log
- Weekly Reflective Journal

As part of the stated requirements for the specified programs, failure to complete and submit the compulsory activities of Engineering Practice will result in students being deemed ineligible to graduate, regardless of whether all other required elements of the program have been successfully completed.
Engineering Practice Report

It is recommended that the submitted Engineering Practice Report is between 1500 and 3000 words in length and is presented as a professional engineering report (refer to Faculty Guide for Students - Assignment Requirements).

The report must comprehensively cover (but need not be limited to) the following points:

**About the employer:**
- Details about the employer/employer organisation
- The size of the organisation
- Any affiliations with other companies or departments
- Organisation structure as far as you can determine
- Outline a history of the organisation

**About the employer’s process or work:**
- General details of the employers activities
- Outline flow sheets
- Photographs (if permitted)
- Equipment used
- Techniques used
- Procedures used (*where these are not confidential*)
- Working conditions
- Industrial Relations
- Workplace Health & Safety
- Comments on the way in which you see the organisation operates overall

**About the engineering practice experience:**
- Detailed scope statement of project and tasks undertaken
- Specific duties performed
- Level of responsibility assumed
- Reporting hierarchy (*eg organisational structure/reporting relationships*)
- Group and team interactions
- Community interaction
- ite visits
- Personal initiative
- Innovation
- Ethical considerations
- Sustainability considerations
Engineering Practice Report, Employer Evaluation Form and Engineering Practice Certification form are to be submitted to:

Administration Team
Higher Education Division
School of Engineering & Technology
CQUniversity Australia
Building 30
Rockhampton QLD 4702

Phone: 07 4923 2578
Facsimile: 07 4930 9382
Email: i.ronan@cqu.edu.au or n.ryan@cqu.edu.au

To graduate, students MUST complete and submit their Engineering Practice reports to the above office, at least SIX (6) MONTHS prior to their nominated expected graduation term.

Failure to meet this deadline may result in delays to your graduating date.

Your report will be assessed by the Associate Director Discipline Studies for your academic plan.

Reports will be retained by the School of Engineering & Technology for accreditation purposes; therefore we recommend you keep a copy for your own records.
Higher Education Division  
School of Engineering & Technology

Where you have worked for more than one employer to meet your requirements, a separate form for each engineering practice employment must be completed.

Engineering Practice Certification Form  
(Student to complete)

STUDENT NAME:  ____________________________________________________________  
Family Name  Given Name(s)

STUDENT NUMBER:   ____________________________

PROGRAM NAME:   ____________________________________________________________________________

PROGRAM CODE:  ________  ACADEMIC PROGRAM PLAN:  ____________________________________________________________________________

YEAR FIRST ENROLLED IN THIS PROGRAM:  __________________________________________

EMPLOYER:  ____________________________________________________________________________

ADDRESS:  ____________________________________________________________________________  
___________________________________________________________________________________

___________________________________________________________________________________  POSTCODE:  ______________

SUPERVISOR NAME & POSITION:  ____________________________________________________________________________

________________________________________________________________________ TELEPHONE:  ______________

FACSIMILE:  ______________ EMAIL:  ____________________________________________________________________________

EMPLOYMENT PERIOD:  ____/____/___  TO  ____/____/____

TOTAL WORKING DAYS DURING THE PERIOD:  ________________________________

NUMBER of FULL DAYS WORKED:  ______  NUMBER of DAYS ABSENT:  ______

REASON(S) FOR ABSENCE(S):  ____________________________________________________________________________  
___________________________________________________________________________________  
___________________________________________________________________________________  
___________________________________________________________________________________  
___________________________________________________________________________________
Higher Education Division  
School of Engineering & Technology  
Bachelor of Engineering/Bachelor of Engineering Technology Programs

Employer’s Evaluation of Engineering Practice Student  
( Employer to complete pages 6-8 )

DATE: __________________  
STUDENT: ____________________________  
STUDENT NO: ____________  
EMPLOYER: _________________________  

Company Supervisor of the Engineering Practice Student:

Please complete and pass to student prior to departure of employment.

1. Your evaluation of the student’s performance will allow the student to assess the success of his/her engineering practice. Your observations will also be of assistance to Higher Education Division School staff in further counselling of this student.

2. This form should be completed by the person in the best position to evaluate the student’s training, work and attitude - normally the company supervisor. It would be helpful if the assessment was discussed with the student by the evaluator.

3. Students are always interested in learning from their supervisor’s assessment of their performance and are anxious for constructive criticism. We believe that your counselling can be most beneficial to their professional development, particularly in direct personal contact.

4. Since your evaluation forms are an integral part of the overall assessment of the student’s performance during their engineering practice, we require this form to be completed and returned by the end of the employment period so that the assessment can be finalised and noted in student’s record.

5. Your assistance and support of our program is sincerely appreciated.

Dr Fae Martin  
Head of Program - Undergraduate Engineering  
Phone: (07) 4940 7582  
Fax: (07) 4930 9209  
E-mail: f.martin@cqu.edu.au

Postal Address:  
CQUniversity Australia  
Administration Team  
School of Engineering & Technology  
Building 30  
ROCKHAMPTON QLD 4702
<table>
<thead>
<tr>
<th>Interest in Work</th>
<th>High interest in job. Very enthusiastic.</th>
<th>More than average amount of interest and enthusiasm for job.</th>
<th>Satisfactory amount of interest and enthusiasm for job.</th>
<th>Interest spasmodic. Occasionally enthusiastic.</th>
<th>Little interest or enthusiasm for job.</th>
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</thead>
<tbody>
<tr>
<td>Comments</td>
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<td>Comments</td>
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<tr>
<td>Organisation and Planning</td>
<td>Does an outstanding job of planning and organising work.</td>
<td>Usually organises work adequately.</td>
<td>Does normal amount of planning and organising.</td>
<td>More often than not fails to organise and plan work effectively.</td>
<td>Consistently fails to organise and plan work adequately.</td>
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<tr>
<td>Comments</td>
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<tr>
<td>Ability to Learn</td>
<td>Brilliant. imaginative.</td>
<td>Quick to learn.</td>
<td>Average.</td>
<td>Rather slow to learn.</td>
<td>Very slow to learn.</td>
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<tr>
<td>Comments</td>
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<td>Comments</td>
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<tr>
<td>Quantity of Work</td>
<td>Highly productive in comparison to other trainees.</td>
<td>Produces more than expected in comparison to other trainees.</td>
<td>Expected amount of productivity for trainee.</td>
<td>Less than expected in comparison to other trainees.</td>
<td>Very low in comparison to other trainees.</td>
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<td>Comments</td>
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<tr>
<td>Dependability</td>
<td>Can always be depended upon in any situation.</td>
<td>Can usually be depended upon in most situations.</td>
<td>Can usually be depended upon in routine situations.</td>
<td>Somewhat unreliable, needs above average checking.</td>
<td>Unreliable.</td>
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<td>Comments</td>
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<tr>
<td>Personal Interaction</td>
<td>Always works in harmony with others. An excellent team worker.</td>
<td>Congenial and helpful. Works well with associates.</td>
<td>Most relations with others are harmonious under normal circumstances.</td>
<td>Difficult to work with at times. Sometimes antagonises others.</td>
<td>Frequently quarrelsome and causes friction.</td>
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<tr>
<td>Comments</td>
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<tr>
<td>Acceptance of Suggestions and Criticism</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>----------------------------------------</td>
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<tr>
<td>□ Expresses appreciation and takes prompt action on suggestions and criticism by supervisor.</td>
<td>□ Willingly accepts criticism by supervisor.</td>
<td>□ Accepts suggestions and criticism by supervisor in a satisfactory manner.</td>
<td>□ Reluctantly accepts suggestions and criticism by supervisor.</td>
<td>□ Resents suggestions and criticism by supervisor.</td>
<td></td>
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<thead>
<tr>
<th>Safety Attitude</th>
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<tbody>
<tr>
<td>□ Always follows safe working procedures while looking for ways to improve safety.</td>
<td>□ Could be relied upon to always follow safe working procedures.</td>
<td>□ Generally follows safe working procedures.</td>
<td>□ Occasionally needs to be reminded of safe working procedures.</td>
<td>□ Often needs to be reminded of safe working procedures.</td>
</tr>
</tbody>
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<thead>
<tr>
<th>Communication Skills - Written Expression</th>
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<tbody>
<tr>
<td>□ Very Good</td>
<td>□ Good</td>
<td>□ Satisfactory.</td>
<td>□ Needs improvement.</td>
<td>□ Unsatisfactory</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Communication Skills - Oral Expression</th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>□ Very Good</td>
<td>□ Good</td>
<td>□ Satisfactory.</td>
<td>□ Needs improvement.</td>
<td>□ Unsatisfactory</td>
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<thead>
<tr>
<th>Attendance</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>□ Regular</td>
<td>□ Irregular</td>
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<tr>
<th>Grooming</th>
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<tbody>
<tr>
<td>□ Appropriate</td>
<td>□ Inappropriate</td>
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<table>
<thead>
<tr>
<th>Overall Performance</th>
<th></th>
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<tbody>
<tr>
<td>□ Outstanding</td>
<td>□ Very Good</td>
<td>□ Average.</td>
<td>□ Marginal.</td>
<td>□ Unsatisfactory</td>
</tr>
</tbody>
</table>
Acceptability
If the opportunity was available would you re-employ this student?  ☐ Yes  ☐ No

Has this evaluation been discussed with the student?  ☐ Yes  ☐ No

Evaluated by: ________________________________

Title: ________________________________

Date: ________________

Signature of Workplace Evaluator: ________________________________