If you are submitting your reflections after **5pm 22 September 2023**, please follow the instructions below:

1. Send an email to the Associate Dean, Academic eaitada@uq.edu.au, explaining why your reflections will need to be submitted late and to seek approval for an extension.

2. If an extension has been approved, you can submit your reflections via the ‘Deputy Associate Dean (Academic) Reflections Sem 2, 2023’ assessment folder within the ‘Engineering Professional Practice 2023’ Blackboard organisation (please see screenshots below).

3. Ensure you follow the reflection guidelines carefully to ensure your reflections are submitted as per the criteria.

4. Once submitted, your reflections will be marked in due course.

![Screenshot of Blackboard organisation](image)