FACULTY OF ENGINEERING, 
ARCHITECTURE & INFORMATION TECHNOLOGY

GUIDELINES FOR THE PREPARATION OF REPORT ON ENGINEERING PROFESSIONAL PRACTICE

The Bachelor of Engineering Rule 6.1 states that:

(a) A student must complete 60 days of engineering professional practice ("practice") approved by the executive dean.

(b) Within 4 weeks of the start of the semester following the period of practice, a student must give the executive dean a 1000-1500 word written report —

   (i) in a form approved by the executive dean; and

   (ii) containing the comments of the owner or manager of the place where the practice was undertaken.

The report should be structured logically under a number of headings and typed in double spacing. It should include the nature of the employer's business and the responsibilities of the student as an employee. It is important that you include a statement regarding the value of the work experience.

The report should be submitted to the Faculty's Academic Office (Room S204 Hawken Engineering Building) with a complete title page (see below) and with your name and division of engineering clearly printed. You must attach the original Certificate of Engineering Professional Practice, signed by the employer, directly to the Faculty. Please note that photocopied, faxed or scanned copies are not accepted.

Submission dates for reports are indicated clearly in Bachelor of Engineering Rule 6.1. Reports must be submitted on time. Students who submit late reports may have to delay their graduation.

Towards the end of the period of employment, you should prepare the report and submit it, together with the certificate, to the employer for perusal, comment, dating and signature. On ceasing duty, you should apply to the employer for the return of the report to the Faculty Office. It is your responsibility to ensure that all requirements and procedures involved in submission and crediting of professional practice are fulfilled.

The title page should contain the following information set out under headings:

Name of Student:
Student Number:
Division of Engineering and Expected Graduation Date:
Name of Employer:
Full Address of Employer
Period of Employment (dates):
Number of Days Worked:

Professor Simon Biggs
Executive Dean

03 June 2014

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