How to submit your Engineering Professional Practice Reflections

Your five (5) reflections must be submitted for marking on the Engineering Professional Practice Reflections Assessment template, which is downloaded from the EPP System.

The option to download the reflections template will become available to you once your total hours claimed has reached 50% (225 hours – Type A) of the Engineering Professional Practice requirement and has been vetted and approved by the EAIT Faculty. At this point, a green button will appear, under the Completion Overview table, advising that you may now download your reflections template.

The Completion Overview table will display the total hours claimed that have been vetted and approved in the Approved column.

### Completion Overview

<table>
<thead>
<tr>
<th></th>
<th>Required</th>
<th>Approved</th>
<th>Remaining</th>
<th>Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type A Hours</td>
<td>225</td>
<td>842</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Type B Hours</td>
<td>-</td>
<td>932</td>
<td>-</td>
<td>24</td>
</tr>
<tr>
<td>Total</td>
<td>450</td>
<td>1774</td>
<td>0</td>
<td>24</td>
</tr>
</tbody>
</table>

*You have completed at least 225 hours of Type A practice, so you are now eligible to download and begin your reflection report. Please note this feature will be made available shortly.*

### Submitting your reflections assessment for marking

You will use Blackboard to submit your Engineering Professional Practice Reflections Assessment for marking by an academic within your School. Assessments must be submitted by 5pm on the Friday of week 9 of your final semester however, you are encouraged to submit earlier to allow time for resubmission should your submission fall short of requirements.

**Steps**

1. **Go to UQ Blackboard** - You can Google "UQ Blackboard"
2. **Select 'Organisations’** in the top toolbar
3. **Type 'Engineering Professional Practice YYYY'** (current year) in the Organisation Search box
4. **Click ‘Go’** and **select** the organisation you searched
5. **Click** on the 'Enrol' button to **enrol**
6. **Select 'Assessment'** in the left hand toolbar
7. Click on the ‘View/Complete’ button within your Engineering School

8. Enter your details and click upload

**Note:** Your five (5) reflections must be submitted for marking on the Engineering Professional Practice Reflections Assessment template, which is downloaded from the [EPP System](#). This template will display your name, student number and a URL to your claimed hours on the front cover.

**What happens next?**

Your assessment will be marked either a pass or fail by an Academic within your Engineering School.

**Note:** The Schools manage the marking of assessments; therefore, we are unable to provide a date of when your assessment will be marked. If you are due to graduate the same semester that you submitted your assessment then you can expect it to be marked with priority.

If your assessment has been marked with a **Pass**, it will display in Blackboard and on the homepage of the [EPP System](#) Professional Practice Claim System.

**Note:** If your assessment has been marked with a **Fail**, you may re-write your reflections and re-submit until you receive a **Pass**.

**More information**

To find out more information about the requirements for your professional practice, please go to the [employability website](#).

The [Engineering Professional Practice roadmap](#) is a helpful guide for navigating through the entire process from finding opportunities, claiming hours to submitting your reflections for marking.

The EAIT Employability Team also offer [one-on-one student consultations](#) purely to discuss professional practice. You may book a consult via the link provided on this page.