Discipline of Electrical, Electronic and Computer Engineering

Vacation Work - Rules and Information

# Vacation Work Course (ENEL4VW) Rules – (see also Rule EB8)

Students are required to undertake 14 weeks of practical work. In this discipline, the one week workshop course is used to account for 1 week leaving the vacation work period of thirteen (13) weeks. This vacation work is accounted for via the vacation work course.

The rules associated with this vacation work course are:

* The work should normally be split into two periods of 6 and 7 weeks. Allowing for possible difficulties in obtaining vacation work, these periods may, in special circumstances and with prior permission, be performed in smaller periods with a minimum of three weeks. Any periods of less than three weeks will not be accepted toward the requirement of 13 weeks.
* Work must be of an engineering nature although it need not be with an engineering firm.
* Two (2) reports must be submitted, each within 6 weeks of the start of the term immediately following the vacation work period. Guidelines titled “Outline Structure for Vacation Report” are available to assist in the report preparation.
* A Certificate of Progress must be submitted for every period of vacation work, signed by a mentor / supervisor of the company concerned. This certificate should cover your conduct, performance, quality of work and the duration of the work period.
* Working weekends will not be accepted for this course.
* The vacation work must be complete before the final examinations are written. Failure to do this could result in your graduation being delayed by a year.
* Subject to individual permission being applied for and being granted, previous work experience may be used toward the course requirements. To apply for this permission, please contact the discipline’s Undergraduate Secretary.

# Additional Information

It is not essential that the work obtained is related to the degree. It is important, however, for you to learn the many aspects of management to which you are not exposed at the University and you must in particular report on these aspects of management.

During your work with the company you should observe the company and employee structure and how it operates, i.e. who is the person to whom you initially reported; what is his/her position in the Company; to whom does (s)he report and who also reports to him/her? How much responsibility does (s)he have? This general questioning can be extended to others you meet, and so slowly you build up a picture of the Company organisation and how it operates. This helps you gain insight into how companies are motivated and what their objectives are. Does the Company for example, have a mission statement or a charter of its objectives? If so, how well do you think it meets its mission or relates to this charter from what you see from your various contacts with the staff? Are the objectives being used? Are there any obstructions? How would you go about removing them, etc? The obvious thing therefore, is to keep your eyes and ears open to the managerial as well as the technical aspects of the job you are involved in.

Students are encouraged to find their own vacation work but should third and final year students be unsuccessful, they should register with the Career Development Officer, Ms Karuna Mahadave on 031 2605804 or email: Mahadave@ukzn.ac.za who will assist them. You must produce an abridged CV and a transcript of your academic record.

# Procedure for Submission of Report and Certificate of Progress

1. Submit the Report within six weeks of the start of the semester together with Certificate of Progress in the dedicated drop-in box next to the Undergrad Office Notice-Board (Fourth Floor).
2. The Certificate must be attached to your Report as the first page of the Report. Make sure that it is signed by your employer and the start and finish dates are clear. The onus is on all students to keep a copy of their Report and Certificate of Progress as proof that they have submitted these documents. The Discipline will not be held responsible for lost Reports or Certificates.
3. Marked Reports may be collected from the Undergraduate Secretary’s office, usually in the middle to end of June/November. A Notice will be put up on the Vac Work Notice-Board in the Discipline Foyer when Reports are ready for collection.
4. Final year students need to inform the Undergraduate Secretary if they have any vac work outstanding and when they expect to complete. Overdue reports should be submitted for marking by the end of October at the latest. Failure to do so will result in the term decision “DGOR - Degree Outstanding Requirement.” The Discipline/College cannot be held responsible for any lost job or promotion opportunities. Degree complete formalities take time and are not done instantly.

# Enquiries:

Non-routine: Mr Bhero – Room 5-09, 5th floor (031) 260 2482 bhero@ukzn.ac.za

Routine: Ms Ngcobo, Undergraduate Office, Room 4-10, 4th floor, (031) 260 2753 ngcobod@ukzn.ac.za