

ANNEXURE B –SUMMARY OF REFLECTIVE JOURNAL

Note: During the professional experience, students maintain a reflective journal (Process Checklist Step 6). On completing the whole 12 weeks work experience, students must prepare a summary of the journal (2-4 pages) and email to the major supervisor for assessment. Students must address the Swinburne Engineering Competencies for this unit and discuss how the work experience has changed their long-term careers goals. A guide is provided below on what to write about in the summary. Students are also encouraged to provide their own insights and commentary on the experience with examples.

Host organisation(s)

An introduction paragraph of the host organisation (name, location, main business, what division did you worked in, your role there and duration of the experience;

If the 12 weeks (or 480 h) experience involves multiple hosts, give each host an introduction.

Completed tasks/trainings (with dates)

A weekly or fortnightly (or equivalent) description of completed work/activity that you performed or training that you received that was directly relevant to your engineering course

Swinburne engineering competencies

Discuss the following list of Swinburne Engineering Competencies (approximately 1-2 paragraphs on each). You will need to think about these in relation to what you experienced during your work placement and how what you have learnt during your course would help you if you were to undertake a similar job in the future. Provide examples. Please use the bold sections below as sub-headings.

K5 Practice Context: Discerns and appreciates the contextual factors affecting professional engineering practice. (Do you now understand how what you learnt during the course relates to what you need to know in the job? Explain for example how some of the units that you studied during the degree were important and why?)

K6 Professional Practice: Appreciates the principles of professional engineering practice in a sustainable context. (What did you learn about standards, safety/risks, sustainable engineering, and project management?)

A1 Ethics: Values the need for, and demonstrates, ethical conduct and professional accountability. (Did you come across any ethical issues? For example, were there any non-disclosure issues that you came across?)

A2 Communication: Demonstrates effective communication to professional and wider audiences. (Who did you need to communicate with during your work? How did you communicate, written, spoken? Why are good communication skills important? Did you need to write any reports, or fill in any forms as part of your work?)

A5 Professional Self: Demonstrates professionalism. (What did you learn about acting professional? How did you take care of risk? How did you make sure that tasks that were assigned to you were completed in a timely manner? Was it important to turn up on time? Could you leave whenever you wanted? Were you expected to dress in a way that was specific to the job?)

A6 Management of Self: Demonstrates self-management processes. (What did you learn about managing your time? Did you need to document any of your work?)

A7 Teamwork: Demonstrates effective team membership and team leadership. (Did you work as part of a team? What was required for the team to work well? Did you see examples of good teamwork?)

Influence on the future direction of your career

A brief discussion about how the experience has influenced your long-term career goals.