**Cover page for Guideline Notes for WIL EN40 Students**

*Semester 1, 2014 Notes*

# **SEB701 – Work Integrated Learning 1 -** for Engineers

**Report 1** - *Orientation to the Workplace*

Name: ........................... Student Number: ..............

Your QUT Email address ................................

Engineering Program Major: ....................... eg Telecoms, Civil & Const etc

Employer : ................................

Number of Work Placement Days *(for this Report)* : ...........

**Your Report must be professionally presented with, at least, the following :**

* **A cover sheet similar to this page** – *ensure you include all the information above*
* **Sections / coverage similar to that outlined in this document -** *including your worklog (covering the material for this Report) + your Reflective Field Notes*
* **An index and page numbering**
* **Spirex or similar binding** *– corner stapling is not acceptable*
* **A loose copy of your signed CRA sheet for this Report**
* **Submission shall be - on or before the COB on scheduled date to AM**
* ***This Report must be at least 2500 words but must not exceed 3000 words -*** *excluding word counts for the Appendices*
* ***The Report must be professionally typed and bound with appropriate page numbering and referencing –*** *Worklog and Reflective Field Notes may be hand written & pdfed*
* ***This Report is weighted 40% of the overall unit’s assessment and will be appraised using its CRA*** *(see Blackboard)*

**Suggested REPORT 1 (EN40) Coverage / Format Guide**

***Executive Summary*** *(approx 150 – 200 words)*

This section is a short summary *(précis –* ***not an introduction****)* of the report indicating what you observed, did and learnt / reflected upon, during Stage 1 of your WIL 1 program *(at least 30 days of your initial (not final) stage of your work placement)*

***Table of Contents –*** Topics & page numbers etc – *then make sure your pages are numbered*

***1*.0 *Workplace*** *(Sect 1.0 = approx 40% of report size (excluding Appendices))*

**1.1**  **Introduction**  *(approx 200 – 300 words)*

Describe how you got to this point in your career with appropriate background information and sufficient coverage to lead the reader into the Report, specifically -

* Describe any relevant prior workplace experience/s;
* Briefly reflect on your appointment; &
* Any other relevant “background” career / report content information.

**1.2 Employer Organisation** *(approx 200 – 300 words)*

Describe the your workplace organisation / your major activities, including how your input contributed to the organisation, specifically -

* Description of the organisation;
* Your position and role in the organisation *(activities, responsibilities etc); &*
* Any other relevant “background” information.

**1.3 Work Environment Conditions** *(approx 800 words – at least 150 words min each)*

Describe the following ancillary support roles / aspects that were operational / or should be practiced (ie good practice) within your workplace :

* **Insurances** *(Workers Compensation, Professional Indemnity, Project Insurances, etc (for Construction Engineering work) )*
* **Workplace Health and Safety** *(PPE, White card etc including Design for Safety)*
* **Intellectual Property** *(office / field practices &/or materials derived by yourself)*
* **Quality Assurance** *(within project / office practices and, where appropriate - field work)*
* **Codes of Practice** *(within the organisation eg honesty, harassment, etc)*

**Note :** Appropriate research / referencing must be included for all sourced information

**2.0 *Work Activities***  *(Sect 2.0 + 3.0 = approx 60% of report, not including appendices)*

This section should describe your overall workplace oriented activities and your associated learning / reflections from your employment – based on at least the 30 days *(or equivalent)* of Work Placement prior to your last 30 days of work placement.

This section must be expanded and appropriately structured from your descriptions / interpretations of two (2) of your activities / events which have been described in your Reflective Field Notes / Work Logs. These Notes / Logs must be included in your Appendices *– possibly long hand written then pdfed or typed format.*

Refer to all lectures notes and webinar materials, as well as, the Report 1 CRA sheet *(see Blackboard)* – before finalising the report.

Other points to be considered in documenting these tasks / activities in the main report --

* Activities documented in this section may have interesting, detrimental or advantageous etc outcomes. Some documented activities / events can be based on your observations during your work placement where you had major, minor or no direct involvement *(but actively observed)*. You are recommended to select activities which allow you to **demonstrate a range of “lessons” – technical and non technical aspects.**
* The recorded events / activities documented in this section must be drawn *(and then subsequently researched and expanded)* - from your “in the field” short / outline Reflective Field Note entries. Your Reflective Field Note entries must total at least two (2) – preferably four (4) activities. Select the two (2) most appropriate entries to **demonstrate your workplace lessons.**
* This section may also draw on topics introduced in Section 1.0 above. To appropriately complete this section, you will have to undertake **additional research / expansion and further reflections on your Reflective Field Notes, as well as your Worklog.**

With any appropriate preamble, your events / activities should be considered / researched / appraised *–* preferably under the following headings / structure *–*

***Situation:*** *The context of the event or task – where did it occur, who was involved, what led up to it, etc*

***Task/event:*** *If you were observing an event, you describe the purpose of this event and/or the general nature of the event. On the other hand, you may be undertaking a particular task and this is where you describe what was required of you in the situation.*

***Action:*** *If you were involved, this refers to the steps you personally took in response to the task. If you were observing an event, this refers to the actions of others involved.*

***Result:*** *This refers to the outcome of your actions and how your actions contributed to the outcome or completion of a project. If you were observing an event, it refers to your assessment of the end result of the event – how it ended up.*

***Learnt:*** *This involves critical reflection and refers to the things that you have learnt from your experience and/or observations of an event – the skills or abilities you have developed, improved or been made aware of as a result of the experiences or observations; issues about which you have gained a deeper understanding (such as technical / non technical aspects, cultural interactions, risk management, QA, Insurances, sustainability issues, ethics etc); how you might apply what you have learned to other future similar situations etc.*

The STAR-L system outlined above, is a sound guide for reporting on single tasks / activities. For larger *(or collections of related items),* some revision of the STAR-L structure may be warranted.

**The STAR-L system is strongly recommended for your Reflective Field Notes & Sect 2.1 & 2**

**2.1 Major Activity & Reflection 1** *(approx 600 – 900 words)*

As detailed above

**2.2 Major Activity & Reflection 2** *(approx 600 – 900 words)*

As detailed above

**Note** : The use appropriate **diagrams / photos / diagrams** in Sections 1, 2 and Appendices – is required - as these measures will assist in improving readability and professional presentation.

**3.0 *Conclusions*** *(approx 150 - 200 words)*

* This segment of your report should be a short section *(normally restricted to 150 to 200 words)* where your major conclusions / observations / lessons / reflections are recorded.
* No new material should be introduced in this section – merely summarising / consolidating your main report conclusions – previously outlined in the earlier segments of your report.

***NOTE :*** All materials beyond this point *(ie after the Conclusions)* do not count towards the overall word count – but appropriate materials must be included to compliment your Report.

## **References :**

## These sources must professionally relate to the all appropriate “in-text” use of information sourced from publications / internet / oral discussions etc.

## The **Harvard Reference System** must be used – both citing in the text, and listed alphabetically in this reference section. In text = (Bloggs, 2009) then, in the References = Bloggs Alan (2009) “**The Manual of.....** “ Publisher etc Refer [www.citewrite.qut.edu.au](http://www.citewrite.qut.edu.au)

## All references must easily be traceable by an independent reader through libraries / internet

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***Appendix A* : Work Log** *(covering your workplace daily tasks)*

* Your **Work Log** *-* does not need to be certified by your employer.
* The Report 1 Work Log must document at **least 30 work placement days** – and relates to the same period covered by your Reflective Field Notes.
* This work log period **must precede** your final 30 day work placement for Report 2.

* Work Logs may be hand written and “pdf”ed or typed and **included in the Appendices**
* This document must **not** be a commercial / company time sheet .
* The Work Log must have a **minimum of one (1) or two (2) descriptive lines** covering your tasks for each day of at least your 30 worked days. The recorded information should allow the reader to understand your specific daily work tasks.
* Longer and more informative daily entries may significantly assist, particularly if 12 to 18 months time span exists – between the actual work and the Report submission.
* **Work Log Example** - *minimum entry for a single day*

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Date** | **Duration (hrs)** | **Work Activity** |
| 25 | 13.5.12 | 7.5 | Further footing design for CMI Office Building. Used “in house” design software after correcting program / applied AS3600 / interpreted Coffey’s Geotechnical Report for the site |

***Appendix B* :** **Your Reflective Field Notes** *(workplace record of your observations)*

* These “outline / field” Reflective Field Notes (RFN) are intended to be in a short – **“in the field / office” format** *(preferably in the recommended STAR-L format – refer Sect 2.0)*.
* The use word “field” is intended to mean notes taken in the workplace - whether that is a field, office or factory situation. RFNs distinguishes between “data obtained your work based phase” from the phase where you subsequently research and fully document for the Report – in your private time, in your home office / campus situation.

* A **minimum of two (2), preferably four (4) “short format” notes**, should be recorded during your 30 day work placement. These notings should include diagrams / photos etc
* With each Reflective Field note, the length is not important, but 150 – 200 words minimum is desirable. Covering the key issues in the STAR-L format is recommended.
* Significantly, it is worthy to note that the actual work *(and its associated field notes)* and the actual final Report compilation / submission may be 12 to 18 months later. Consequently, the recording of key informative issues is highly desirable.
* These notes may be typed, or hand written then pdfed and i**ncluded in the Appendices**
* **Reflective Field Notes Example** *(then also expanded / researched for inclusion in Section 2)*

**Situation** Problems with the use of the Pad Footings Design Software for CMI Office Building Project

**Task** To design the building’s Pad Footings

**Action** Completed Pad Footing Designs for the project – after “debugging” the “in house” software

**Result** Basic design checks showed the software had incorporated an error in the punching shear calculations – this was corrected and designs were completed. Reference to similar projects / code reference – highlighted initial problems

**Learnt \*** Design software is a powerful, convenient and cost saving tool – when it has been fully debugged

**\*** Always check with your office peers as to the availability of appropriate in-house or commercial design software

**\*** Crude structural output checks indicated possible problems with punching shear design aspects of the pad designs

**\*** Team colleagues / AS3600 code review / review of past similar projects (QA) helped debug software problems

**\*** Always check computer software outputs in critical places – before “blindly” accepting their outputs

**\*** Time allocation / management became critical particularly because of software problems

**\*** The use of the firm’s valuable and well prepared Intranet facilities for past projects / software etc

**\*** Lastly the importance of valuable supervisor / mentor advice and helpful interacting team colleagues

***Additional Appendices*** : **Any other applicable materials**

* These Appendices should include materials that are not fully appropriate in the body of the report – but acts as support information.

* Information included in Additional Appendices must, however, be referred to in Sections 1 or 2 and not be incidental to the Report.

**Certificate/s of Time Worked – CTW** *(Employer certified document/s of your periods of work)*

* Certificates for Days Worked can be downloaded from the “My Communities” or main unit website for Work Integrated Learning – under template forms. Down loading is only available after you have registered your workplace position (at the start of your work period)
* Your Certification of Days Worked is **must not be submitted with Report 1.**

* All your Certificates for Days Worked *(suggested format see on-line)* **must be originals and submitted with your Report 2 submission only.** Both hardcopy and electronic format.

* All CTW Certificate/s must contain your **Employer’s original signature/s** *(not photocopied)*. If you changed Employers, you must obtain and retain all signed CTW documents and submit all documents (for your full 60 days minimum) with your Report 2.
* In summary for CTWs :
* **No** submissions of CTWs are required with your Report 1.
* Students not returning to the same employer *(for Report 2 placements)* or changing jobs within the Report 1 period, must **obtain and retain all their CTWs for their Report 1 work placement periods.**
* **All CTWs** *(for at least 60 days of work placement)* must be submitted as hardcopies *(original (not photocopied) signature/s format)* with your Report 2.
* Additionally, the same CTW documents mentioned immediately above, must be **submitted electronically** *(see the WIL 1 Website under eforms*), immediately after you lodge your hardcopy of Report 2.

***Special Notes***

* **This guide is intended to supplement the materials presented in lectures / Webinars / CRAs for EN40 Students**
* **The schedule / availability of these presentations / materials - is covered on the “My Communities” / Work Integrated Learning Website / EN40 Information**
* **EN40 Students are advised that while this Unit is available for all students in the Science and Engineering Faculty – *some emphasis differences are necessary for EN40 students –*** *compared with other disciplines, specifically, these reasons include -*
* The nature of Engineering *(including any appropriate confidentiality arrangements) +* work placements after students have completed 192 cps;
* The Unit’s position in the course *(positioned in the final year of EN40 courses);*
* The duration of your work placement ;
* EA course accreditation requirements ; &
* Compulsory course requirement for WIL 1 for EN40 students.

**Report Late Submissions**

* Approvals for late submission of Reports are significant concessions – these will granted only where applicable **extenuating circumstances exists.**
* **Assessment Extension Request Forms** *(downloadable from the SEF Blackboard site)* must be submitted with supporting documentation to SEF Student Services counter.
* **All return correspondence** on the Assessment Extension Requests will be through your **nominated QUT email address**.
* **Reports submitted without appropriate supporting information** and with no extension approval, will be **penalised 5% of the overall weight** of the item of assessment **for each late submission day.**