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

*Semester 2, 2013 Notes*

# **BEB701 – Work Integrated Learning 1 -** for Engineers

Report 2 – **Workplace Activities and Reflections**

*(Select, Record, Analyse, Reflect)*

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

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

Engineering Program Major : ............... eg Telecoms, Mechanical, Civil & Environment...

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 information above*
* **Sections / coverage similar to that outlined in this document** *– including your Work Log (this Report) + your Reflective Field Notes (this Report) + Time Worked Certification/s for the whole of WIL 1 ie covering Reports 1 & 2 periods*
* **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 must 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 Appendices)**and must include Certificate/s of Time Worked covering at least 60 days*
* ***The Report must be professionally typed and bound with appropriate page numbering and referencing*** *– including Work Log and Reflective Field Notes (Report 2 duration only).*
* ***This Report is weighted 60% of the overall unit’s assessment and will be appraised using its CRA*** *(see Blackboard)*

**Suggested REPORT 2 (EN40) Coverage / Format Guide**

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

This section is a short summary *(précis-* ***not an introduction****)* of the whole report indicating what you observed, did and learnt / reflected upon, during Stage 2 of your WIL 1 program *(at least the last 30 days of your final work placement)*

***Table of Contents –*** Topics & page numbers etc

***1*.0 *Workplace Background*** *(Sect 1.0 = approx 15% of report size (excluding Appendices))*

This introductory section should describe your workplace / work experiences / reflections based on the final 30 days of your work placement.

Report 2 coverage must be “free standing” *(from Report 1)* and independent of materials previously used in this Unit – this applies, whether or not you changed employers from your Report 1 work placement.

It is recommended that this section should cover :

* Your position, role and responsibilities in the Company/Organisation *(for at least your last 30 days of work placement); &*
* Background comments to introduce the Report including any relevant comments on your prior workplace experience/s *(including, at least, your first 30 days work placement).*

**2.0 *Work Activities***  *(Sect 2 & 3 = approx 85% of report size (excluding Appendices))*

This section will describe your overall engineering oriented activities and your associated learning / reflections from this employment. **At least five (5) of these activities / events must be described in reasonable *(and structured)* detail in Sections 2.1 to 5**.

Refer to all lectures notes and webinar materials, feedback from your Report 1, as well as, the Report 2 CRA sheet *(see Blackboard)* – before finalising the report.

This section of your report should be prepared with the following points in mind :

1. Activities documented in this Section must be based on work that you have done, been involved with or closely observed – and **derived from your Reflective Field Notes**. These activities / events may involve workplace relations, observations, supervision, construction, design, analysis, commissioning, testing etc, and cover what you undertook or observed and importantly, must indicate what you have reflected / learnt *(covering both technical and non-technical aspects)* from these experiences.
2. You must reflect on your work experiences / observations and comment *(including supplementary research from your Reflective Field Notes)* on aspects that may have been made on desirable / beneficial or detrimental outcomes. Confidentiality *(if considered appropriate),* can be ensured by stating that you have substituted pseudonyms for the actual titles / names of firms or individuals.
3. Some documented activities / events can be based on your observations during your work placement, where you had **minor or no direct involvement** *(except as an observer).*
4. Some activities may reflect on **“state of the art” practices / innovative / procedures** that you have been involved with. Equally, you may wish to review activities that were *(in your opinion),* conducted by less than optimal procedures / practices. You must reflect on all aspects of these activities to demonstrate that you have learnt from these experiences.
5. The two (2) activities and reflections described in your Report 1, if referred to, should only be mentioned as an introduction to your Report 2 activities, if relevant, and then only very briefly - as they may relate to your Report 2 activities. Report 1 Reflective Field Notes entries are not to be included in your required **five (5) Reflective Field Note entries.**
6. The recorded events / activities documented in this section must be drawn from *(and then expanded)* - from your “in the field” Work Log and the “in the field” Reflective Field Note entries *(included in your Appendices).* **Use appropriate diagrams / photos / graphs where appropriate.** The CRA underlines the benefits of these type of iclusions.
7. To appropriately complete this section, you will have to further research / expand and reflect on your “in the field” Reflective Field Note activities, as well as, reviewing your Work Log. Your selection of events / activities should be chosen to represent the **widest possible** range of experiences *(technical and non-technical)* from your work placement.
8. With appropriate preamble, your events / activities are recommended to be considered / appraised under the following sections –

***Situation:*** *The context of the task (or event) – why was it needed (where did it occur), how you were involved, what led up to it, etc*

***Task/event:*** *If you were undertaking a task - describe what was required of you (and possibly others) in the situation. On the other hand, if you were observing a facility (or event), you should describe the purpose and general nature of that event.*

***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 task/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 the experience, or your observations of an event. You should describe any skills or abilities you have developed, improved on, or been made aware of as a result of the experience or observation.*

*This coverage should include issues about which you have gained a deeper understanding and how you might apply what you have learnt to other later career situations. Additional research from your “in the field” reflective field notes will almost certainly be involved. Lectures / Webinars / Notes will also assist.*

Do not forget that your reflections should include***(ie Technical activities),***in combination with an appropriate coverage of items of **non-technical activities** such as the significance of generic / generic capabilities, as well as issues such as ethics, codes of practice, risk management, QA, sustainability etc.

**2.1 to 5 *Activities / Events 1 to 5*** *(approx 500 words each)*

Expanded presentations of five (5) appropriately chosen Reflective Field Notes *(ie your tasks / activities)* – based on these report guidelines.

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

* This segment of your project should be approximately 1*50 – 200 words* section with your major conclusions / observations / lessons / reflections are recorded.
* **No new material** should be introduced in your conclusions.

***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

## Cross referencing within your report (including from your appendices) is encouraged

***Appendix A* : Work Log** *(covering your final 30 days of workplace daily tasks)*

* Your **Work Log** *(suggested format on Blackboard)* does not need to be certified by your employer.
* The Report 2 Work Log must document **your final 30 days of work placement (only)** – and must relate to the period covering your Reflective Field Notes.
* The Work Log must have a **minimum of one (1) or two (2) descriptive lines** covering your tasks for each day of your 30 worked days. – see example in the Report 1 Guideline Notes.

* Your Work Log may be typed **or** hand written and “pdf”ed and **must be included in the Appendices.** An example of the minimum Work Log requirement is covered in the EN40 Report 1 Guideline Notes
* This document must **not** be a commercial / company time sheet .

***Appendix B :*** **Certificate/s of Time Worked – CTW** *(Employer certified document/s for, at least, your full 60 days of your work placement )*

* Certificates for Days Worked (CTW) proformas can be downloaded from the Blackboard for Work Integrated Learning – under template forms. The number of days worked must be clearly shown on each Certificate.
* All CTW form/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).*
* In summary for CTWs for Report 2 are :
* **All CTWs** *(for at least 60 days of work placement)* must be submitted in hardcopy *(original signature format)* with your Report 2
* Additionally, the same CTW documents mentioned, must be **submitted electronically** *(see the WIL 1 Website under eforms*), immediately after you lodge your hardcopy of Report 2

***Appendix C* :** **Reflective Field Notes** *(workplace notes, of at least, your final 30 day work placement)*

* These “outline / field” Reflective Field Notes are intended to be in a short – **“in the field / office” format** *(preferably in the recommended STAR-L format – refer Sect 2.0)*.
* **A minimum of five (5), preferably eight (8) “short format” notes**, should be recorded during your final 30 day work placement. These notes may include diagrams / photos etc
* With each Reflective Field note, the length is not important, but 150 – 200 words is desirable. Covering the key issues in the STAR-L format is recommended. Longer records may assist in the later interpretation for inclusion into the Section 2.
* These notes may be typed **or** hand written then pdfed and **must be included in the Appendices**

***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.

* Additional appendices material must, be mentioned / referred to in Sections 1 or 2 and not be incidental to the Report.

**Guidelines Footnote**

*Your future Chartered status applications (as part of process of seeking full Engineer registration)* *requires similar submissions to these WIL1 Reports - called Engineering Practice Reports*

**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.**