ENGG4099 - Industry Experience

Timesheet and Assessment Guidance for Students and Host Supervisors

HOW CAN THIS RESOURCE HELP?

This document has been created to provide ENGG4099 students and their host supervisors with essential information about timesheets and assessment. This includes tasks that both students and host supervisors need to complete.

WHY ARE TIMESHEETS NECESSARY IN ENGG4099?

Documentation of the professional experience hours required by Engineers Australia, and assessment of this, are important for the successful completion of ENGG4099. Timesheets help students, their host supervisors, and the University transparently record achievement of experience that is required to become a professional Engineer. In addition, timesheets are a part of ENGG4099’s assessment schedule. They are worth 30% of the total grade and are meant to contribute to a student’s professional learning and training.

WHO MUST SUBMIT A TIMESHEET?

All ENGG4099 students must submit timesheets for each day that they undertake their approved PACE activity; however, the method involved will depend on the location of the organisation that is hosting the PACE activity. Students completing:

1. PACE activities with organisations in local (i.e. Sydney) and regional locations (i.e. anywhere else in Australia) are to use the online timesheets function available through iParticipate (see below);
2. PACE activities with organisations in international locations (based outside of Australia) are to use the Word-based Timesheet for International Activities form that is available as a downloadable file through the ENGG4099 iLearn site.

It is recommended that students maintain a record of tasks performed each day and the learning that occurs throughout the professional experience. It is important to engage with this in a considered and reflective way – especially as the information will be of particular use to students when drafting the Final Report (assessment worth 60%; details on the next page).

HOW DO TIMESHEETS WORK?

Students are required to document hours and provide a timesheet for each day that they undertake their PACE activity in order for it to be counted towards their professional experience requirements.

The maximum number of hours a student is expected to enter in a single timesheet should not exceed one day of work, which is typically between 7 and 8 hours per day (lunch breaks not included). Host supervisors are required to endorse timesheets on a weekly basis: a key role and responsibility of an ENGG4099 host supervisor and a condition of hosting an ENGG4099 student.

Tasks and hours completed should be entered by students into the relative timesheet before they finish their experience each day. Doing this and copying notes into the timesheet’s ‘Comment’ field, will ensure information is captured when it is front of mind. Task descriptions should be accurate, descriptive and easy for the student, host supervisor, and Unit Convenor to understand. Important: if a timesheet is submitted without any information about the tasks completed, students will be asked to provide this information before the timesheet is accepted – regardless of it being approved by the host supervisor or not.

1. Local and regional-based activities

- Information and a basic user guide for the online timesheets will be emailed to students once the PACE activity has been formally approved;
- Once a PACE activity is approved, PACE will email the host supervisor a User ID, a link to set up their password, and a basic user guide for using the iParticipate platform. For assistance, host supervisors can email pace.science@mq.edu.au;
- Once a PACE activity is approved, students are asked to login to iParticipate on a daily basis for the submission of online timesheets while host supervisors are requested to endorse these on a weekly basis;
- If a timesheet entry includes hours greater than one day of work, the host supervisor is required to select ‘Resubmit’ in the ‘Actions’ column of the corresponding timesheet entry so that the student can amend the entry;
- Any submitted timesheet missing information in the ‘Comment’ field will be returned to students by PACE with the request that it be added, and the timesheet re-submitted;
- If a host supervisor does not agree with information included in a timesheet submission they will select ‘Unapprove’ or request that the student resubmit the timesheet with amended information.
ENGG4099 FINAL REPORT GUIDELINES

Report length between 6 to 10 pages covering:

1. DESCRIPTION & TASKS
   - Provide a description of each approved activity, including
     - The name of the organisation and your host supervisors details
     - The academic session and year in which the activity commenced
     - Your roles and responsibilities
     - Main tasks and objectives

2. HEALTH & SAFETY
   - Discuss workplace health and safety (WHS) issues you encountered and how these were managed.
   - Consider how the host organisation supported and helped increase your awareness and appreciation of WHS?

3. EMPLOYABILITY
   - Address what ENGG4099 has meant to you in relation to your course specialisation and the extent to which it has enhanced your employability
   - Consider your experience in relation to team work, project management, timesheet management, and communication skills.

4. ETHICAL PRACTISE
   - Reflect upon a particular event, or incident that occurred during your professional experience in ENGG4099, and link this to specific concepts you have learned on ethical practice.

5. REFLECTION
   - What specific approach(es) to reflection did you adopt and how did this affect your overall learning as a professional engineer?
   - Conclude by discussing the relevance of your PACE activities to future vocational plans.

Students should refer to the ENGG4099 Unit Outline and the final workshop for specific details regarding submission requirements of the Final Report (assessment). Notably, the Final Report can only be submitted once:

- all timesheets have been submitted and approved by the host supervisor;
- the student submits the Notice of Activity Completion form;
- the ENGG4099 Student Evaluation form has been signed off by the host supervisor.

FURTHER QUESTIONS?

Please contact FSE PACE at pace.science@mq.edu.au.