

# 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](mailto:pace.science@mq.edu.au);
- Once a PACE activity is approved, students are asked to log-in 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.

## 2. International-based activities

- Students should download the Word-based *Timesheet for International Activities* form that is digitally available through the ENGG4099 iLearn site and discuss it with the host supervisor;
- Once a PACE activity is approved, students are to fill out the timesheet on a daily basis for and to seek endorsement from their host supervisor at the end of each week;
- If a timesheet includes hours greater than one day of work, the host supervisor is to discuss the matter with the student to ensure that hours are within legal considerations and accurate;
- If a host supervisor does not agree with information included in a timesheet they are to ask the student to update details in order they are an accurate reflection of work completed;
- Any 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.

### ANYTHING TO AVOID?

To ensure that timesheets are accepted, one that is dated for hours that have occurred prior to the date for which a PACE activity was formally approved must not be submitted. For example, if an activity was approved to start on 2/12/2020, then a timesheet for 1/12/2020 or earlier cannot be submitted. Similarly, a timesheet for work not yet completed should neither be submitted nor endorsed (e.g. a timesheet for the close of business when it is only morning time; or a future dated timesheet).

## WHAT HAPPENS WHEN A PACE ACTIVITY IS FINISHED?

Engineers Australia's expectation is that professional practice equivalent to approximately 12 weeks in the workplace, be completed by students. For the purposes of ENGG4099, Macquarie University has set the requirement as 420 hours. As soon as a PACE activity is finished or a student has completed all of their professional experience requirements – whichever happens first – the student must contact FSE PACE at [pace.science@mq.edu.au](mailto:pace.science@mq.edu.au)

**For local and regional based activities** once a student has completed their activity they are required to submit the *ENGG4099 Notice of Activity Completion* form. This will prompt the PACE office to review your timesheets and then email your host supervisor a link to the *ENGG4099 Student Evaluation* Form. The evaluation asks host supervisors to (1) verify that they have actioned all timesheets and (2) briefly evaluate student performance in terms of use of engineering techniques, skills and tools, demonstrated awareness of WHS, and demonstrated professional conduct.

The host supervisor must complete this final step for the activity to count towards the professional experience requirements of ENGG4099 and it is a part of the unit's assessment schedule (10%).

**For international based activities** students are required to:

(1) Ensure all *Timesheet for International Activities* forms are correctly filled in by the student and initialed by the host supervisor (2) Students are to download the Word-based file version of the *ENGG4099 Industry Experience Student Evaluation* form from the ENGG4099 iLearn site and ask the host supervisor to complete the form, sign and verify it by way of company seal stamp (3) Submit the *ENGG4099 Notice of Activity Completion* form.

## FINAL REPORT

### ENGG4099 FINAL REPORT GUIDELINES

Report length between 6 to 10 pages covering:

- Description & Tasks
- Health & Safety
- Employability
- Ethical Practise
- Reflection

### 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](mailto:pace.science@mq.edu.au).

