

ENGG4099

Industry Experience - Local and Regional Activities

ABOUT ENGG4099

It is a requirement of the Engineers Australia accredited Bachelor of Engineering (Honours) course at Macquarie University that students complete at least 420 hours of industry experience. To have hours count towards this requirement, the student must be enrolled in the Engineering PACE unit ENGG4099 and be participating in an activity that has been formally approved by the University. Typically, students undertake one to two approved activities over a period of 24 months to make up the 420 hours.

HOW DO STUDENTS SOURCE ACTIVITIES?

It's up to the student to find an activity that satisfies the requirements of their engineering course and to propose this activity by the due date for the semester in which the activity starts. Students are provided with resources in workshops and online to help with submitting competitive applications to prospective host organisations.

WHAT TYPE OF ACTIVITIES ARE SUITABLE?

Any activity hosted by an organisation that can provide adequate supervision, has public liability insurance and observes safe work practices, is suitable. The student should engage in tasks that draw upon the skills and knowledge acquired in their specialization, that adds value to the host organisation.

ACTIVITY APPROVAL

What does the student need to do?

Once the student has sourced an activity, they are required to submit an online activity proposal to the University by the relevant due date. Unless the activity is approved, the student will not be insured by the University and hours completed may be forfeited.

Activity Proposal Application Rounds	
Semester/Activity Start Date	Proposal Due Date
S3 (2 Dec 2019)	1 Nov 2019
S1 (24 Feb 2020)	27 Jan 2020
WV (29 Jun 2020)	29 May 2020
S2 (27 Jul 2020)	26 Jun 2020
S3 (30 Nov 2020)	30 Oct 2020

What does the host organisation need to do?

- The host supervisor is required to complete the host organisation section of the online activity proposal.
- The completed proposal is automatically forwarded to the ENGG4099 Unit Convenor for review.
- If the activity satisfies the requirements of the student's engineering specialisation, the student will be approved to start at the beginning of the semester they applied for.

How does PACE help?

- PACE facilitates the approval process between the student, the host organisation and the University, and makes recommendations to the ENGG4099 Unit Convenor.
- PACE also provides oversight of the online timesheet management system and verification of the successful student completion of the activity.

ROLES AND RESPONSIBILITIES

- The roles and responsibilities of the student, host organisation and University are outlined in the [PACE Governance and Guidelines](#).

- In ENGG4099, the student is required to submit online timesheets for tasks they have completed at the host organisation, which the host supervisor is expected to routinely review and action.
- Only online timesheets approved by the host supervisor may be counted towards the student's industry experience requirement.

WHAT DOES THE HOST SUPERVISOR DO ONCE THE ACTIVITY IS COMPLETED?

- Once the student completes the activity, the host supervisor is required to fill out an online form called the *ENGG4099 Industry Experience Student Evaluation Form*. The submitted form is reviewed by the Unit Convenor to verify successful completion of the PACE activity.
- The Unit Convenor also cross-checks that online timesheets submitted by the student have been actioned by the host supervisor.

FIND OUT MORE

Engineering students and host supervisors seeking information and help are encouraged to telephone PACE in the Faculty of Science and Engineering on + 61 2 9850 6842 or email us at pace.science@mq.edu.au.