WHY DO I NEED TO SUBMIT TIMESHEETS FOR EACH DAY THAT I WORK?

Submitting a timesheet is not a checkbox exercise. It has a 30% assessment weighting and must be taken seriously as part of your professional learning and training. It is important that you submit a timesheet for each day that you undertake your PACE activity. This is best practice for an engineering student, it reflects engagement and means that you do not need to commit to memory what you did the day before.

We recommend you carry an engineering notebook with you to record your activities throughout the day. Before you go home, log into iParticipate, copy your notes into the timesheet’s “Comment” field and submit.

HOW DOES THE TIMESHEET WORK?
The iParticipate system does not force students to input text into the Comment field. However, if a timesheet is submitted without this information, the PACE team will ask you to resubmit it, regardless of whether it is approved by the host supervisor or not.

It is important that you engage with this requirement in a considered and reflective way. Writing down the tasks you completed in the Comment field will be of particular use to you when you start drafting your Final Report which has a 60% assessment weighting (See ENGG4099 Final Report Guidelines, over the page).

WHO MUST SUBMIT A TIMESHEET?
For local and regional based Industry Experience activities starting in Session 2 2019 onwards, paper-based logbooks will no longer be accepted by the School of Engineering. To log hours completed for your ENGG4099 activity (formerly ENGG400), engineering students undertaking an approved PACE activity are required to submit timesheets through the online MQ portal iParticipate. Information and a basic user guide will be emailed to the student once their activity is approved by the University.

HOW WILL THE HOST SUPERVISOR ACTION YOUR TIMESHEETS?
Once your activity is approved, the Faculty PACE team will email your host supervisor their User ID, a link to set up their password and a basic user guide for using the iParticipate platform. If your host supervisor requires assistance, they are welcome to email pace.science@mq.edu.au.

HOW FREQUENTLY DO I NEED TO SUBMIT OR ACTION A TIMESHEET?
Students are required to submit a timesheet for each day that they undertake their PACE activity. The host supervisor is required to action submitted your timesheets on a weekly basis. This task is a key role and responsibility of an ENGG4099 host supervisor and is a condition of hosting a Macquarie University student.

HOW TO SUBMIT A TIMESHEET ENTRY?
The maximum number of hours a student is permitted 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 are not included. 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.

The description of tasks completed in the Comment field should be accurate, descriptive and easy for both student and host supervisor to understand. If the host supervisor does not agree with information included in a timesheet submission they must select “Unapprove” or request that the student resubmit the timesheet with amended information.
WHAT NOT TO DO!
Please do not submit a timesheet that is dated earlier than when your activity was approved by PACE to start (e.g. if your activity was approved to start on 2/12/2019, then you cannot submit a timesheet for 1/12/2019 or earlier). Please do not submit a timesheet for work you have not yet completed (e.g. submitting a timesheet for the close of business today when it is only morning time; or submitting a future dated timesheet).

WHAT HAPPENS WHEN I FINISH MY ACTIVITY AT THE HOST ORGANISATION?
To become a graduate engineer, students are required to complete a total of 420 hours of Industry Experience. Students are not expected to do their PACE activity with one organisation, but it’s great if that is possible. As soon as the activity is finished or you have completed 420 hours with the host organisation, whichever happens first, you must contact FSE PACE at pace.science@mq.edu.au.

We will email your host supervisor a link to the ENGG4099 Industry Experience Student Evaluation Form, which asks them to (1) verify that they have actioned all your timesheets and (2) briefly evaluate your performance in terms of your 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 your Industry Experience requirement. The form carries an assessment weighting of 10%.

FURTHER QUESTIONS?
Please contact FSE PACE at pace.science@mq.edu.au or phone 02 9850 6842.

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.