Description: Self-Assessment Portfolio

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
</tr>
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<tbody>
<tr>
<td>ENG</td>
<td>8300</td>
<td>66927</td>
<td>2, 2007</td>
<td>EXT</td>
<td>1.00</td>
<td>Toowoomba</td>
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Academic group: FOENS
Academic org: FOENSV
Student contribution band: 2
ASCED code: 039999

STAFFING
Examiner: David Dowling
Moderator: Selvan Pather

RATIONALE
The Master of Engineering Practice program is designed to enable Engineering Technologists to draw on their industrial experience to demonstrate their achievement of many of the required graduate attributes and capabilities, both generic and technical. This course is the first course in the program and will enable students to firstly assess their existing attributes and capabilities and then to nominate the Portfolio courses that they will use to demonstrate their level of competency. They will also nominate the Technical courses they will undertake in the program to enable them to satisfy other attribute and capability requirements. They may need to identify some specific types of industrial experience they need undertake to be able to satisfy any remaining requirements. The outcome of this self-assessment process will be a Pathway to Graduation Plan for the student, which will, in due course, be used by the Faculty to assess the student's eligibility to graduate. A second component of this course will require the student to show that they can write a Career Episode Report that demonstrates their achievement of one or more attributes or capabilities. To do this successfully students will have to demonstrate they are able to accurately reflect on their experience and that they have the communication skills that are necessary to write such a report. The information in a Career Episode Report must be verified and endorsed by a professional engineer. Achievement of this component of the course is critical because students will use Career Episode Reports to demonstrate their attributes and capabilities in at least three Portfolio courses in the program. One outcome of the self-assessment undertaken in this course may be that a student does not have the required experiences, or competencies, to be able to satisfactorily complete the program. In this case the student will be cancelled from this program and counselled on alternative ways of achieving their goals. If such a student has passed this course then they will be granted an exemption when they enrol in another USQ program.

SYNOPSIS
Students are required to take this course when they first enrol in the Master of Engineering Practice program. During this course students will prepare a portfolio consisting of a number of significant
written works. The major activity in this course requires students to undertake a self-assessment of their existing attributes and capabilities against those required for the program. They will then be required to produce a Pathway to Graduation Plan in which they will nominate the Portfolio courses that they will use to demonstrate their existing attributes and capabilities, and the Technical courses they will undertake in the program to enable them to satisfy the remaining attribute and capability requirements. The second component of the course requires students to write a Career Episode Report that demonstrates their achievement of one or more attributes or capabilities. The information in a Career Episode Report must be verified and endorsed by a professional engineer. This course is a Pass/Fail course because it is expected that there will be a considerable amount of negotiation between the examiner and the student before the final version of the portfolio is submitted.

**OBJECTIVES**

The course objectives define the student learning outcomes for a course. The assessment item(s) that may be used to assess student achievement of an objective are shown in parenthesis. On completion of this course, students should be able to:

1. demonstrate developing capability to practice as a graduate Professional Engineer (Career Episode Reports);
2. demonstrate ability to take professional responsibility (Career Episode Reports);
3. independently pursue continuing professional development (Self-assessment Portfolio);
4. demonstrate a high level of written communication skills (Career Episode Reports).

**TOPICS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
</tr>
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<tbody>
<tr>
<td>1. The requirements for Chartered Professional Engineer status in the Institution of Engineers, Australia</td>
<td>20.00</td>
</tr>
<tr>
<td>2. The graduate attribute and capability statements for the Master of Engineering Practice program</td>
<td>10.00</td>
</tr>
<tr>
<td>3. Undertaking a self-assessment of existing attributes and capabilities</td>
<td>20.00</td>
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<tr>
<td>4. Preparing a detailed Curriculum Vitae</td>
<td>10.00</td>
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<tr>
<td>5. Preparing a Pathway to Graduation Plan</td>
<td>20.00</td>
</tr>
<tr>
<td>6. Preparing a Career Episode Report</td>
<td>10.00</td>
</tr>
<tr>
<td>7. Preparing a Portfolio</td>
<td>10.00</td>
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</tbody>
</table>

**TEXT and MATERIALS required to be PURCHASED or ACCESSED**

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at http://bookshop.usq.edu.au click 'Semester', then enter your 'Course Code' (no spaces).

Engineers Australia 2004, *Chartered professional engineers - applicants handbook for chartered professional engineer (CPEng) chartered engineering technologist (CEngT) and chartered*
REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

STUDENT WORKLOAD REQUIREMENTS

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
</tr>
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<tbody>
<tr>
<td>Directed Study</td>
<td>35.00</td>
</tr>
<tr>
<td>Private Study</td>
<td>20.00</td>
</tr>
<tr>
<td>Report Writing</td>
<td>100.00</td>
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<tr>
<td>Supervisor Consultation</td>
<td>10.00</td>
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</tbody>
</table>

ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAFT CAREER EPISODE REPORT</td>
<td>1.00</td>
<td>0.00</td>
<td>20 Aug 2007</td>
</tr>
<tr>
<td>DRAFT SELF-ASSESSMENT PORTFOLIO</td>
<td>1.00</td>
<td>0.00</td>
<td>01 Oct 2007</td>
</tr>
<tr>
<td>CAREER EPISODE REPORTS</td>
<td>1.00</td>
<td>50.00</td>
<td>15 Oct 2007</td>
</tr>
<tr>
<td>SELF-ASSESSMENT PORTFOLIO</td>
<td>1.00</td>
<td>50.00</td>
<td>05 Nov 2007</td>
</tr>
</tbody>
</table>

IMPORTANT ASSESSMENT INFORMATION

1. Attendance requirements:
   There are no attendance requirements for this course. However, it is the students’ responsibility to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.

2. Requirements for students to complete each assessment item satisfactorily:
   To complete each of the assessment items satisfactorily, students must submit reports that address all of the requirements set out in the Course Guide.

3. Penalties for late submission of required work:
   (a) Students who do not submit a draft assessment item by the Due Date will receive limited or zero supervisor feedback. (b) Students who do not submit the final assessment items by the Due Date will normally be awarded one of the fail grades. (c) Extension of a deadline may be granted by the examiner of the course. Application for such an extension must be made in writing to the examiner prior to the Due Date and endorsed by the portfolio supervisor(s).
4 Requirements for student to be awarded a passing grade in the course:
   To be assured of receiving a passing grade students must satisfactorily complete
   assessments 3 and 4 in accordance with the requirements in the Course Guide.

5 Method used to combine assessment results to attain final grade:
   As P is the only passing grade available for this course, all students who are qualified for
   a passing grade under the requirements in 4 above, will be given a grade of P. Other
   students will be given either a Fail grade or an Incomplete grade.

6 Examination information:
   There is no examination in this course.

7 Examination period when Deferred/Supplementary examinations will be held:
   Not applicable.

8 University Regulations:
   Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10
   Academic Misconduct for further information and to avoid actions which might contravene
   University Regulations. These regulations can be found at the URL
   http://www.usq.edu.au/corporateservices/calendar/part5.htm or in the printed version of
   the current USQ Handbook.

ASSESSMENT NOTES

1 SUPERVISION (a) The examiner will appoint a supervisor for each student enrolled in
   the course. (b) The student shall communicate with the supervisor at regular intervals,
   normally weekly, or as indicated by the supervisor and keep whatever records of progress
   the examiner may require (eg a log book).

2 The due date for an assignment is the date by which a student must despatch the assignment
   to the USQ. The onus is on the student to provide proof of the despatch date, if requested
   by the Examiner.

3 Students must retain a copy of each item submitted for assessment. This must be despatched
   to USQ within 24 hours if required by the Examiner.

4 In accordance with University's Assignment Extension Policy (Regulation 5.6.1), the
   examiner of a course may grant an extension of the due date of an assignment in extenuating
   circumstances.

5 The Faculty will normally only accept assessments that have been written, typed or printed
   on paper-based media.

6 The Faculty will NOT accept submission of assignments by facsimile.

7 Students who have undertaken all of the required assessments in a course but who have
   failed to meet some of the specified objectives of a course within the normally prescribed
   time may be awarded the temporary grade: IM (Incomplete - Make up). An IM grade will
   only be awarded when, in the opinion of the examiner, a student will be able to achieve
   the remaining objectives of the course after a period of non-directed personal study.

8 Students who, for medical, family/personal, or employment-related reasons, are unable
   to complete an assignment or to sit for an examination at the scheduled time may apply
   to defer an assessment in a course. Such a request must be accompanied by appropriate
   supporting documentation. The following temporary grade may be awarded: IDM
   (Incomplete Deferred Make-up).

OTHER REQUIREMENTS

1 Students will require access to e-mail and internet access to USQConnect for this course.