Description: Engineering Operations 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>
</thead>
<tbody>
<tr>
<td>ENG</td>
<td>8305</td>
<td>62978</td>
<td>1, 2007</td>
<td>EXT</td>
<td>1.00</td>
<td>Toowoomba</td>
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</table>

Academic group: FOENS
Academic org: FOENSV
Student contribution band: 2
ASCED code: 039999

STAFFING

REQUISITES

Pre-requisite: ENG8300

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. To be eligible for admission to the program students must have at least five years of relevant experience in the engineering industry. This elective course is designed to enable students to demonstrate the knowledge and skills they have gained in one of the technical fields in their major study. They will be required to do so in the context of managing a significant ongoing engineering operation. To enable students to demonstrate their competence a set of "Defining Activities" has been established for each of the course objectives. Students will demonstrate their competence by writing a number of Career Episode Reports (CER), each highlighting their achievement of one or more of the "Defining Activities". Students will also be expected to complete a summary matrix that lists the CER's against the course's "Defining Activities" and shows that they have achieved each of the objectives.

SYNOPSIS

This course is designed to enable students in the Master of Engineering Practice program to demonstrate their knowledge and skills in a technical field associated with a significant engineering operation or system. They will also be required to demonstrate their achievement of many of the attributes and capabilities required to manage the operation or system. During this course students will prepare a portfolio consisting of a number of Career Episode Reports, each highlighting their achievement of one or more of those attributes or skills. The information in each Career Episode Report must be verified and endorsed by a professional engineer. When completed, the portfolio should demonstrate that the student has achieved the required objectives of the course.
OBJECTIVES

On successful completion of this course, students will have demonstrated achievement of objectives 2, 7 and 8 and at least four of the remaining objectives, to:

1. plan a significant engineering operation or system; (Engineering Operations Portfolio)
2. manage processes within an operation or system; (Engineering Operations Portfolio)
3. manage the assets within an operation or system; (Engineering Operations Portfolio)
4. manage people; (Engineering Operations Portfolio)
5. measure and document an engineering operation or system; (Engineering Operations Portfolio)
6. manage the environmental performance of an operation or system; (Engineering Operations Portfolio)
7. employ a high level of written communication skills; and (Engineering Operations Portfolio)
8. demonstrate achievement of the technical objectives allocated to this course in their Pathway to Graduation Plan. (Engineering Operations Portfolio)

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
</tr>
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<tbody>
<tr>
<td>Preparation of the Engineering Operations Portfolio</td>
<td>100.00</td>
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</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).

(This publication may be down-loaded from the web as a PDF document.)

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>
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<tbody>
<tr>
<td>Private Study</td>
<td>30.00</td>
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<tr>
<td>Report Writing</td>
<td>125.00</td>
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<tr>
<td>Supervisor Consultation</td>
<td>10.00</td>
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</table>
## ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wgt(%)</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAFT CAREER EPISODE REPORTS 1</td>
<td>1.00</td>
<td>0.00</td>
<td>09 Apr 2007</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(see note 1)</td>
</tr>
<tr>
<td>DRAFT CAREER EPISODE REPORTS 2</td>
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<td>0.00</td>
<td>14 May 2007</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(see note 2)</td>
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<tr>
<td>ENGINEERING OPERATIONS PORTFOL</td>
<td>100.00</td>
<td>100.00</td>
<td>18 Jun 2007</td>
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### NOTES

1. Draft Career Episode Reports 1 refers to at least 50% of the CER's listed under "ENG8305 - The Proposed Content of the Portfolio" in your approved "Pathway to Graduation Plan".

2. Draft Career Episode Reports 2 refers to the remaining CER's listed under "ENG8305 - The Proposed Content of the Portfolio" in your approved "Pathway to Graduation Plan".

## 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 satisfactorily complete an assessment item a student must achieve at least 50% of the marks or a grade of at least C-. Students do not have to satisfactorily complete each assessment item to be awarded a passing grade in this course. Refer to Statement 4 below for the requirements to receive a passing grade in this course.

3. **Penalties for late submission of required work:**
   - (a) Students who do not submit the draft portfolio by the Due Date will receive limited or zero supervisor feedback. (b) Students who do not submit the completed portfolio 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.

4. **Requirements for student to be awarded a passing grade in the course:**
   - To be assured of receiving a passing grade, students must demonstrate that they have achieved the objectives of the course by submitting a portfolio that meets the minimum requirements set out in the study materials for the course.

5. **Method used to combine assessment results to attain final grade:**
   - The final grade will be based on the grade awarded for the portfolio.

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...
ASSESSMENT NOTES

1 SUPERVISION The student shall communicate with the examiner at regular intervals, normally weekly, 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.