

### **Instructions: Engineering Practice Report**

You must prepare a brief (~1500 words) but informative report, giving a clear description of the Engineering Practice in which you were engaged. Detailed technical information is not necessary, although references to technical information and drawings may be required to describe the significance and relevance of your work.

The report should contain the following sections:

1. *Title page.* Your name, course (e.g. Chemical, Civil, etc.) and year of course (e.g. 3rd year) must be printed on the title page.
2. *Introduction.* Describe the business of the employer and unit area in which you worked. Describe the economic, community and environmental externalities that interact and influence the business operations and unit area operations.
3. *Work roles.* Describe your work responsibilities and any specific projects you were involved in.
4. *Reflective practice.* Discuss how your engineering practice has contributed to, or informed:
  - your technical knowledge of engineering
  - your understanding of organisational and managerial challenges; and
  - your understanding of the relevance of sustainability (i.e. triple bottom line) in engineering work environments.
5. *Conclusion.*
6. *Appendices* (if necessary).

The report should exhibit excellent communication skills including the following:

1. Excellent overall organization.
2. Concise and informative technical writing.
3. Error-free spelling, grammar and punctuation.
4. Sketches and diagrams of professional standard.

The formatting of the report should be as follows:

1. The report should be on good quality A4 paper, preferably printed double sided.
2. The font should be Times New Roman or similar, 12 pt. Line spacing at 1.5 lines.
3. Margins should be 25 mm on all sides. The text should be justified.
4. The report should not be placed in a folder or bound, but stapled in the upper left corner.

The report should be completed just before the end of the practice as your supervisor at the place of employment is expected to read and approve it before the report is submitted to the College of Science, Technology and Engineering. You are required to submit the final report to the College Office as soon as possible after the completion of the practice period. You must also provide your supervisor with a Certificate of Engineering Practice and ask him/her to complete it and [email](#) it to the College of Science, Technology and Engineering.