

New Work Certificate

Please note that the Faculty has also created a new work certificate for use. If a student has already completed an older version of the work certificate, it will still be accepted for the August 2019 intake.

[The New Work Certificate can be downloaded here.](#)

Registering Company and Work Hours

Students should register the company and start dates online, before beginning the work period. If the student is unable to do so, they may still register their work hours after the work period has begun, and should contact the student centre if assistance is require

Preparing Files

Students will be required to submit the completed work certificate and report at the same time (though as separate files) to the *August 2019 Intake* CANVAS Assignment. Please ensure the **Naming Convention is followed as** below.

Work certificate:

- May be completed as a hard copy, and then scanned and uploaded to CANVAS.
Or
- May be completed in PDF Edit Mode or Microsoft Word document and be sent to the employer for digital sign off. **Please note, we do not accept zip files.**

Students who have **two work certificates** for one report/company, are required to combine these work certificates into one file.

Report:

- Digital submission must be in a format that permits the utilisation of Turnitin, therefore, the report must be submitted as a PDF document (not scanned) or as a Microsoft Word document. **Please note, we do accept zip files.**

Naming Convention

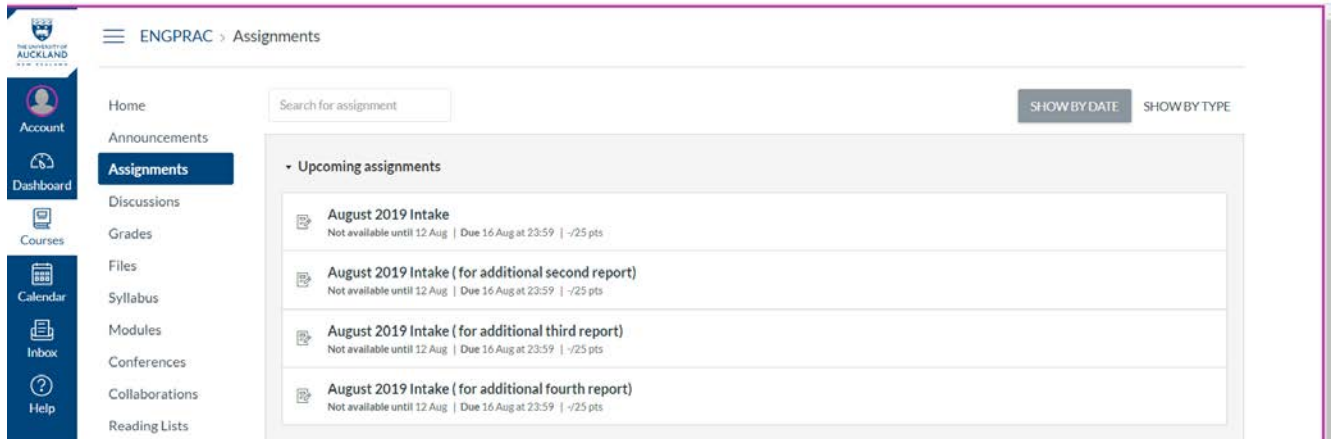
For the work certificate and report, please name each file as:

- Full Name_student ID number_company name_certificate
- Full Name_student ID number_company name_report

Eg. Joebloggs_99999999_beca_certificate

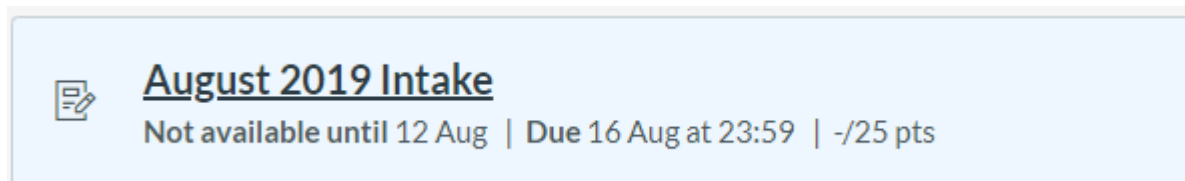
Submitting Files


There are four “August 2019 Intake” assignments, for those students who may need to submit more than one report. Each “Intake” submission should have a **maximum** of one work certificate file and one report file.



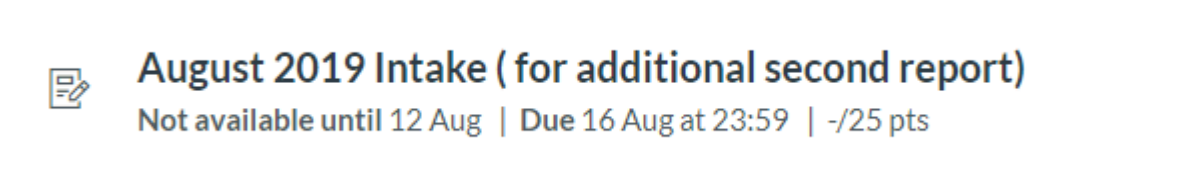
The screenshot shows the Canvas LMS interface for the course ENGPRAC. The 'Assignments' section is active, displaying a list of upcoming assignments. The first assignment is 'August 2019 Intake', which is not available until 12 Aug and is due on 16 Aug at 23:59, worth -/25 pts. Below it are three additional assignments: 'August 2019 Intake (for additional second report)', 'August 2019 Intake (for additional third report)', and 'August 2019 Intake (for additional fourth report)', all with the same due date and points.


Students will need to submit the work certificate and one report to the August 2019 Intake as two separate files.



 **August 2019 Intake**
Not available until 12 Aug | Due 16 Aug at 23:59 | -/25 pts

Students who have an additional work report(s) should submit these to the subsequent August 2019 Intake assignments as appropriate.



 **August 2019 Intake (for additional second report)**
Not available until 12 Aug | Due 16 Aug at 23:59 | -/25 pts

Results

Results of the marked report will be released on **Monday 7 October 2019**.

ENGGEN 499 Practical Work Report – CANVAS Submission 2019 **Guidelines**

Hours

Students must complete at least 800 hours of Practical Work to meet the requirements of ENGGEN 499.

If the submitted report(s) is/are completed with a passing grade, the hours recorded on the certificate will be added to the student's practical work record. If these hours complete the above hour requirements, an ENGGEN 499 enrolment and completion (CPL) grade will be added to the student's services online transcript by the end of October 2019.

Resubmission

Students who are required to revise and resubmit their report(s) will be notified of this requirement on **Monday 7 October 2019**.

Students who will have completed their academic requirements of the BE(Hons) by the end of Semester Two 2019 will need to resubmit their revised report(s) **between Wednesday 9 October and Wednesday 23 October 2019** via CANVAS. The August 2019 intake assignments will be reopened for resubmissions at this time, and students will be able to upload their documents by clicking the "Re-Submit Assignment" button.

August 2019 Intake 

If a student fails to meet the **Wednesday 23 October 2019 deadline**, they will be required to resubmit their report(s) in the March 2020 Intake. **Students who will not be completing their academic requirements for the BE (Hons) by the end of Semester Two 2019** will also be required to resubmit their report(s) in the March 2020 intake.

Communication

We will **not** be utilising **Piazza** on CANVAS; therefore this forum will not be monitored. All queries should be directed to foe-enquiries@auckland.ac.nz or your respective [Departmental Representative](#).

ENGGEN 499 Practical Work Report – CANVAS Submission 2019
Guidelines

New Grading

STUDENTS ARE REQUIRED TO PASS ALL THREE SECTIONS TO PASS THE REPORT

If Section One is marked as 'Failed' you will be required to resubmit the report: no mark will be given for Sections Two and Three. If Section One is 'Passed' but Section Two is 'Failed, no mark will be given for Section Three.

Section One: Adequate work experience has been carried out (5pts)

Section Two: Appropriate written reflection of work experience (5pts)

Section Three: Written report (total 15pts)

-Part A: Structure of the report (5pts)

-Part B: Quality of the report (5pts)

-Part C: Presentation of the report (5pts)

Total Points (Sections One, Two and Three)

For completion of ENGGEN 499 – you must receive at least 16 out of 25 points. Your transcript will not show a grade for this course, only a CPL for completion.

Points	Pass/Fail	Grade for Internal use
23-25	Pass	A
19-22	Pass	B
16-18	Pass	C
0-15	Fail/Resubmit	N/A

ENGGEN 499 Practical Work Report – CANVAS Submission 2019 Guidelines

Understanding the grades shown on CANVAS

The below image is an example of how a student might view their grades if they have submitted three separate reports. Each submitted report receives a separate grade.

		Score	Out of	
August 2019 Intake	16 Aug by 23:59	20	25	
August 2019 Intake (for additional second report) Assignments	16 Aug by 23:59	-	25	
August 2019 Intake (for additional third report)	16 Aug by 23:59		25	
August 2019 Intake (for additional fourth report)	16 Aug by 23:59	9	25	

In this example:

- August 2019 Intake (Report One) has received a Passing mark of 20/25.
- 'Additional Second Report' (Report Two) has **not** been submitted
- 'Additional Third Report' (Report Three) is still under assessment.
- 'Additional Fourth Report' (Report Four): has received a Failed mark of 9/25

This means that the hours completed under Report One will be added to the student's practical work record, but not the hours that were completed as part of Report Four. The Student will be required to resubmit Report Four.

The mark for Report Three will be updated when the marker has finalised their assessment of that specific report

Please note: We will not be utilising the following final grading score of 100%. Each report is marked separately with a maximum of 25.

ANY MARK BETWEEN 0-15 FOR ANY SUBMITTED REPORT IS A FAIL GRADE AND WILL REQUIRE REVISING AND RESUBMITTING

Grades will be released on **Monday 7 October 2019**.

ENGGEN 499 Practical Work Report – CANVAS Submission 2019 **Guidelines**

Hard Copies

We will still accept hard copies of reports from those students who may experience technical difficulty with the submission process. If required, you may submit a hard copy of your report to the Faculty of Engineering Student Centre, Level 4, 20 Symonds Street, Auckland.

University Policy on Cheating

The University of Auckland will not tolerate cheating, or assisting others to cheat, and views cheating in coursework as a serious offence. The work that a student submits for grading must be the student's own work, reflecting his or her learning.

Students must ensure that their Practical Work Report(s) is/are an original reflection of the own individual work experience. We are particularly concerned with ensuring that written work previously submitted for the practical work requirement is not submitted again.

Where work from other sources is used, it must be properly acknowledged. This requirement also applies to sources on the worldwide web. However, photographs or drawings created by the student need not be referenced.

A student's assessed work may be reviewed against electronic source material using computerised detection mechanisms.