The University of Western Australia  
Faculty of Engineering and Mathematical Sciences

PROFESSIONAL PRACTICUM REPORT

BE, BCompSc, and MPE students who commenced prior to 2017 must submit either a Professional Practicum Report or a portfolio.

All students commencing the MPE from 2017 must submit a portfolio. See Professional Practicum web page for more information.

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Degree</th>
<th>School</th>
<th>Research Project Supervisor</th>
<th>Report submission date</th>
<th>Year of course (1, 2, etc.)</th>
<th>Nominated completion date</th>
</tr>
</thead>
</table>

This template is laid out in the format required for your Professional Practicum Report. Open the file as a Word document.

DELETE THIS BOX BEFORE SUBMISSION

Layout for report:
A4 page, 2cm margins, Times or Times Roman font, and double-spaced lines

Word limit:
The main body of your report should be no more than 2000 words.
# PROFESSIONAL PRACTICUM REPORT SUBMISSION CHECKLIST

Check that you have completed and included all required sections of your report

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Enter X in box</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have provided all of the required information on the Title page</td>
<td></td>
</tr>
<tr>
<td>I have completed the Log of Practicum Hours</td>
<td></td>
</tr>
<tr>
<td>I have accrued the required number of practicum hours</td>
<td></td>
</tr>
<tr>
<td>My report covers all required content and does not exceed the word limit</td>
<td></td>
</tr>
<tr>
<td>I have updated the Table of Contents</td>
<td></td>
</tr>
<tr>
<td>I have attached all Certificates of Work Performed and any other required evidence in Appendix A</td>
<td></td>
</tr>
<tr>
<td>I am aware of the University and Faculty policy on plagiarism and declare that the content of this report is my own work entirely and that suitable acknowledgement has been made for any sources of information used in preparing it. I have retained a hard copy for my own record.</td>
<td></td>
</tr>
</tbody>
</table>

## CEED PROJECTS

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have completed a full CEED Project</td>
<td></td>
</tr>
<tr>
<td>I have completed a 3/4 CEED Project</td>
<td></td>
</tr>
</tbody>
</table>
LOG OF PRACTICUM HOURS

For more information about the required hours and different categories, see [http://www.ecm.uwa.edu.au/students/professional-practicum](http://www.ecm.uwa.edu.au/students/professional-practicum)

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Hours accrued in Category 1</th>
<th>Hours accrued in Categories 2, 3 or 4</th>
<th>Certificate Attached Enter X in box</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. Possum Minerals</td>
<td>120</td>
<td>-</td>
<td>X</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>[Add extra rows as required]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL HOURS ACCRUED</td>
<td>[Enter total hours for Category 1 here]</td>
<td>[Enter total hours for Categories 2, 3 and 4 here]</td>
<td>[Enter total number of Practicum hours here]</td>
</tr>
</tbody>
</table>
Executive Summary

Your executive summary should be a paragraph or two in length and provide a brief overview of the main aims, actions and outcomes of your professional practicum experience(s).
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[Update page numbers as required]

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Executive summary iii
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   2.2 Volunteer work with the UWA UniMentor program 2
   2.3 Research internship with the UWA Centre for Energy 2

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4.0 Conclusions 2

Acknowledgments 2

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Appendix A: Certificate(s) of Work Performed 4

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1.0 Introduction

Your introduction should provide some background, including: your degree program and year level, the professional practicum requirements for your degree program, a brief description of how you completed the required number of practicum hours, and an overview of the contents of this report.

2.0 Practicum Experience(s)

Include a section for each organisation that you worked for (or Certificate of Work Performed).

2.1 Vacation work at JXGB Engineering

In each section, describe:

- How you obtained the practicum work
- The business that you worked for and its organisational structure (including your place within this structure)
- The projects and activities that you were involved with and your contribution(s).
- Observations of inter-professional relationships
- Where appropriate, observations of management and labour relationships

Figures and tables should only be used if they enhance meaning. They should be clear, of high quality, and numbered consecutively. Each figure or table should be located as close as possible to the first reference to it in the text. If the figure or table is very large, then consider including it as an appendix. Remember to refer to each figure or table in the text, e.g. As shown in Figure 1, the worksite was badly damaged by the cyclone.

Figure 1: Photograph of Pinkaroo worksite after cyclone Mary had passed through

Table 1: Example output from the new program
2.2 Volunteer work for the UWA UniMentor program

2.3 Research internship in the UWA Centre for Energy

3.0 Critical assessment of practicum experience(s)

This section is the most important part of your report. You should provide a critical assessment of the value of your practicum experience(s), including reflection on your development as a professional. Your assessment and reflection should consider how each of your practicum experiences has contributed to your professional development, and where possible you should refer to the Engineers Australia Stage 1 Competency Standard for Professional Engineer.

Students graduating from an engineering program that has been accredited by Engineers Australia should be able to demonstrate their attainment of the sixteen Elements of Competency described in the Stage 1 Standard for Professional Engineer. The standard is available from: [https://www.engineersaustralia.org.au/about-us/program-accreditation#standards](https://www.engineersaustralia.org.au/about-us/program-accreditation#standards).

4.0 Conclusions

In conclusion, do you think your professional practicum experience(s) has provided you with a good understanding of engineering practice and your future role as a professional engineer? Do you think you have developed the necessary skills and attitudes to enter the workforce as a professional engineer? Comment on any skills and attitudes that you think you may need to develop further.

Acknowledgements

Include this section only if applicable.

Thank individuals or groups that have helped you beyond their normal duties.
References

Include this section only if applicable.

Use Harvard referencing:  http://guides.is.uwa.edu.au/harvard

Make sure your in-text referencing also follows the guide.
Appendix A: Certificate(s) of Work Performed

This appendix should include all of your Certificate(s) of Work Performed as well as supporting evidence for any Category 2 activities.
Appendix B: XXXX

Include extra appendices if you need them.