



Engineering Practice Handbook for BEngTech students

Guidelines for undertaking compulsory
Engineering Practice for BEngTech at UNE

Draft version: 21/10/11



Draft Engineering Practice Handbook for BEngTech students

Summary

This *Handbook* provides guidelines for Bachelor of Engineering Technology students at UNE undertaking the engineering practice component towards their degree. The 12 week practice component of the BEngTech is a compulsory requirement that has to be fulfilled before students are eligible to graduate. This component is not merely work experience, but rather a more structured approach is taken to ensure that students receive as wide exposure as possible to engineering practice in their specific major before graduating.

Engineering practice is a vital component of the BEngTech at UNE that will benefit both students and potential employers. The overall aim is to produce students who are 'on the ground running' when they join the professional workplace after graduating. A properly structured engineering practice programme will supplement academic studies at UNE with practical workplace application. The combined benefit of both forms of education (theoretical and practical) will enhance student experience and expertise for the benefit of all concerned.

This *Handbook* provides the formal documents (forms) for undertaking engineering practice, details what is expected of students, as well as some suggestions as to suitable practice work that can be undertaken and how it can be obtained. The *Handbook* will also be useful for employers to see what is expected of students so that they can structure their practice work accordingly.

Rex Glencross-Grant
October 2011



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1. Introduction

This document provides the rationale, administration processes, course rules and guidelines engineering practice guidelines for the compulsory requirements of engineering practice for the Bachelor of Engineering Technology (BEngTech) degree at UNE.

Effective date: for all engineering practice work undertaken on or after **21 February 2011**.

2. Rationale

Engineering practice requirements are prescribed so students may gain first-hand experience of matters associated with engineering design, construction and management. Candidates should try to gain a wide range of experiences in the work place, but emphasis should be placed on jobs/projects related to the chosen coursework program. Both office and field experience is acceptable and a balance is desirable. Towards the latter stages of the degree, candidates should try to gain employment with an engineering organisation at a technical or sub-professional level. Such employment should include activities where candidates can demonstrate their initiative and skills or use knowledge gained from the degree program.

Professional and academic requirement

Engineers Australia (EA) requires all engineering degrees and diplomas to incorporate an element of **structured** engineering practice (previously referred to as industry or work experience) to supplement professional knowledge in a broad area of application and practice. Such practice should be effectively planned to benefit students and provide as wide experience as possible within the particular major.

It is compulsory that BEngTech students at UNE complete at least 12 weeks structured professional practice work. Hence, ALL BEngTech students at UNE, **irrespective of their professional background/industry experience**, need to satisfactorily complete the Engineering Practice Report and all associated paperwork to be eligible to graduate. Students, other than those in 1st year, are also required to make a brief oral presentation on their practice work at the start of each year. This will be to an audience of fellow students and professional engineers. Further details for this event will be provided at the time.

3. Administration

BEngTech students will be automatically enrolled in a unit called PRACWORK in their last semester of study. This unit will appear on the academic record of students and will be notated 'satisfactory' (SR) when the requirements for the 12 week work experience period have been fulfilled; the work experience forms covering the full period submitted and the Practice Report has been satisfactorily completed for the full period of engineering practice. Students will NOT be eligible to graduate until these requirements have been fulfilled.

Each candidate must submit to the School Office through the Course Coordinator completed Record of Engineering Practice (Appendix A) and Employer Evaluation (Appendix B) forms **within 12 weeks** of completion of the work, describing the experience gained and indicate the proportion of the time spent on (a) labouring and general duties and (b) engineering and related activities. The employer must sign both forms. Separate forms must be completed for each period of employment. Blanket forms covering the full period of 12 weeks will NOT be accepted. Forms are available from the home page of the School at:

<http://www.une.edu.au/ers/for-students/> or from the School Academic Co-ordinator.

Practice Reports should cover the full 12 weeks of Practice, even though it may be with different employers. As well, copies of weekly activity log (Appendix B) and weekly reflective journal (Appendix B) Employer Evaluation form (Appendix D), should be included as appendices to the Practice Report.

These course rules are administered through the School of Environmental & Rural Science Teaching and Learning Committee and coordinated by the Engineering Technology Course Coordinator. The School Academic Coordinator is responsible for matters relating to the administration of the engineering practice component of the BEngTech degree and maintains records of practical work completed.

The Engineering Practice Report and Employer Evaluation forms are to be submitted to:

School Academic Coordinator

School of Environmental and Rural Science

University of New England

Armidale NSW 2351

Facsimile: (02) 6773 2769

Email: ersteach@une.edu.au

Practical Work Experience forms should be lodged through the School Academic Coordinator for the Course Coordinator to sign-off on, and to calculate whether you have met the requirement or not and are eligible to graduate.

To graduate, students MUST complete and submit their Engineering Practice Report and compliant forms to the above office, at least 3 MONTHS prior to their nominated expected graduation term. Failure to meet this deadline may result in a delay in graduating.

Practice reports will be assessed by the BEngTech Course Coordinator. Reports will be graded as '**satisfactory**' or '**not satisfactory**'. If reports are not satisfactory then students will be asked to re-submit until an acceptable standard is achieved. Reports will be retained by the School for accreditation purposes and, therefore, it is recommended you keep a copy for your own records and career advancement.

4. Course rules

This part of the BEngTech course rules is based on the general philosophy that practical experience is an important aspect of employability on completion of the degree. Therefore, students should be exposed to a variety of situations across Australia and even internationally to enhance their employability. The rules for the degree of Bachelor of Engineering Technology require that students must gain approved practical experience during their candidature. Course rules specify a **minimum requirement of 12 weeks** engineering practice for the BEngTech. For the purpose of these rules a week is taken to be five working days involving a total of 35 to 40 hours.

NOTE: A justifiable case and prior approval is required for **international work experience** to be counted.

4.1 Special situations/exemptions

Scholarship/Cadetship holders who are expected to complete practical experience with companies as part of their scholarship agreement may be exempt from the normal rules. Such queries will be examined on an individual basis and these students should consult the Course Coordinator regarding this.

Students who have been employed full-time for at least six months in the engineering sector before initial enrolment may be given advanced standing (normally for at least 12 weeks). Students will require documentary evidence of previous employment and a written application **as soon as practical after commencement of the degree**.

External students working full or part-time in the engineering sector during their enrolment may also be considered for advanced standing normally for a maximum of 12 weeks full-time work equivalent. Students will require documentary evidence of this employment and an application made as soon as practical. Further details on advanced standing are at: <http://www.une.edu.au/advanced-standing/>.

Verbal claims for exemption from any part of these regulations will not be considered. Instead, formal applications should be emailed to the BEngTech Course Coordinator with a copy to erstech@une.edu.au

4.2 Forms

Claim forms can be downloaded from the School web site: <http://www.une.edu.au/rsa/prac-work.php>. This form seeks details on organisation location, size, and work undertaken and shall be completed by the **student**, signed by the organisation or manager and returned to the School Academic Coordinator within 12 weeks of such experience.

Unsatisfactory forms and Practice Report will be returned to the student for rewriting. If the standard remains unacceptable, the relevant period will not be credited towards the practical work requirements.

4.3 Fraudulent misrepresentation and appeal process

Where a student is detected as fraudulently misrepresenting the time worked for an organisation or is found to have given deliberately misleading information in Employer Evaluation forms, the following minimum penalties shall apply:

- The time claimed shall be disallowed, and
- A period equivalent to that disallowed shall be added to the total time required of the student. Such additional work may be subject to restrictions imposed by the School Teaching and Learning Committee.

Claims may be rejected if they do not meet the requirements as set out herewith. An appeal, which must be in writing, referring to rejected claims will be considered within four weeks of submission.

4.4 Insurance

Details of student responsibilities and insurance are available from the Course Coordinator, School Academic Coordinator or at: <http://www.une.edu.au/financial-services/insurance/frequently-requested-information/commplace10-11.pdf>

5. Engineering Practice guidelines

The BEngTech at UNE has been structured such that it requires 12 weeks of engineering practice in an industrial/organisational environment. During this time students are required to clearly demonstrate satisfactory achievement of the following components:

(1) An understanding of their strengths and weaknesses in:

- engineering knowledge and skills (integration, problem identification, critical thinking, problem solving, decision making and ethics),
- team and interpersonal attributes (social skills, initiative and independence),
- professional practice (technical skills, time management, verbal and written communication);

(2) The practice of engineering in the industry of the particular major in which the student has enrolled; and

(3) Enhanced knowledge of technical disciplines in the employer's industry.

Students must demonstrate the achievement of their engineering practice through a combination of the following engineering practice, compulsory reporting and assessment activities:

- Engineering Practice Report (2000-3000 word report)
- Record of Engineering Practice (Appendix A)
- Weekly Activity Log (Appendix B)
- Weekly Reflective Journal (Appendix C)
- Employer Evaluation of Student (Appendix D)
- Oral presentations of practice work (Appendix E).

As part of the stated course rules, failure to complete and submit these important activities of Engineering Practice will result in students being deemed ineligible to graduate, regardless of whether all other required elements of the course have been successfully completed.

6. Engineering Practice Report

It is recommended that the submitted Engineering Practice Report be 2000-3000 words in length and is presented as a professional engineering report (refer to *Guidelines for Writing Professional Reports* on School web page). The report must comprehensively cover (but need not be limited to) the following points:

6.1 About the employer:

- Details about the employer/employer organisation
- The size of the organisation
- Any affiliations with other companies or departments
- Organisation structure as far as you can determine
- Outline a history of the organisation.

6.2 About the employer's processes or work:

- General details of the employer's activities
- Outline flow sheets
- Photographs (if permitted)
- Equipment used
- Techniques used
- Procedures used (where these are not confidential)
- Working conditions
- Industrial relations
- Workplace Occupational Health and Safety (OH&S)
- Comments on the way in which you see the organisation operates overall.

6.3 About the engineering practice experience:

- Detailed scope statement of project/s and tasks undertaken
- Specific duties performed
- Level of responsibility assumed

- Reporting hierarchy (e.g. organisational structure/reporting relationships)
- Group and team interactions
- Community interaction
- Site visits
- Personal initiative
- Innovation
- Ethical considerations
- Sustainability considerations.

7. What comprises eligible practice work?

Occupations normally considered suitable for engineering practice include working for mining companies or civil engineering enterprises; assisting local council engineers in undertaking their duties; helping collect data for engineering research programs or engineering purposes; or office and field duties in research organisations or engineering organisations. Candidates are normally only permitted to count up to a **maximum of two (2) weeks toward their practical experience for labouring** and other activities that are only marginally related to professional engineering (e.g. customer service in a related area, survey field hand, data collection, assist PhD students; promotional activities, such as demonstrating to school students, etc.). It should be noted that:

- (a) **First and second year students** can gain a maximum of 10 days credit for work done to support other students doing Honours and Graduate Diploma project work, and
- (b) **Third year students** can gain a maximum of 10 days credit for work done to support other students doing postgraduate research. Prior approval must be obtained from the Engineering Technology Course Coordinator before the commencement of this work.

7.1 Typical work practice activities

Student practice work should include approximately one week from at least of the following typical activities:

- Environmental monitoring, e.g. water quality sampling and analysis; vegetation surveys; vegetation sampling and monitoring; sampling and monitoring of other environmental factors
- Field data collection, compilation and analysis
- Field survey work with enough information to plot a small traverse; a closed loop levelling run; set out and monitoring of construction levels, e.g. roadworks, trenching, pipe laying, etc.
- Soil mechanics: laboratory and field work, including sampling, construction monitoring

- Drainage survey and design
- Roadworks: preliminary design; quantities and estimating; construction supervision and monitoring;
- Design of steel, reinforced concrete structures including commercial, residential and industrial buildings; infrastructure and low-rise building systems; small timber buildings; construction supervision and monitoring;
- Design of communication, wind turbine towers and other energy infrastructure; construction supervision and monitoring;
- Project management: practical on-site and fee proposal experience;
- Formwork and support systems design and supervision;
- Water treatment and supply: water sampling and testing; work with water infrastructure; systems and procedures; pipe laying
- Sewage reticulation and treatment: quality sampling and testing; pipe laying; systems and procedures
- Solid waste management: waste audits; quantification of waste; involvement in waste management plans and waste treatment processes;
- Involvement in Statement of Environmental Effects and/or Environmental Impact Statements in terms of data collection, analysis and reporting
- Project work: at least one period of work practice should involve the completion of a small, self-contained project
- Other work that will count **up to 10 days** could include a balanced mixture of: customer service; engineering promotional activities at UNE, including active membership of the UNE Engineering Society, promotional work with prospective students, student recruitment, careers markets, demonstrations, etc.; assist UNE research students (as explained elsewhere in this document).

Students should endeavour to gain practice work which relates to their particular major, that is, civil or environmental engineering work. If you are unsure of the suitability of your work practice then please contact the Course Coordinator as soon as you can to discuss.

7.2 How do students get practice work?

Candidates unable to arrange suitable practice work should seek assistance from the Engineering Technology Course Coordinator or other academic staff member. From time to time students will be advised of engineering practice placements in various organisations. Students are also advised to access **UNE Career Hub** on a regular basis when seeking such placements. Where possible, know work placement positions will be advertised on Career Hub.

Appendix A: Record of Engineering Practice work form

CANDIDATE DETAILS					
Name				Student Number	
Degree Course/major		BEngTech/		Year in Degree	
ENGINEERING PRACTICE WORK DETAILS (+ Weekly Activity Log and Reflective Journal)					
Employer			Phone Number		
Address			Fax		
			E-mail		
			No. weeks claimed		
Contact Name			Category (a)		
Employment Period		From		To	Category (b)
PRACTICE EXPERIENCE GAINED					
Provide a brief description of work performed and approximate proportion of total time spent on: Category (a) activities of labouring and general duties Category (b) activities related to engineering practice (use extra pages as necessary and supplement with Weekly Activity Log and Weekly Reflective Journal)					
Student Signature			Date		
SUMMARY EVALUATION TO BE COMPLETED BY THE EMPLOYER					
Name				Position	
Organisation				Phone	
				Fax	
I certify that (name of student):				completed practical work with this organisation as outlined above.	
Signature				Date	
Please provide general evaluation comments as appropriate (see separate form for more detailed comments)					
COURSE CO-ORDINATOR					
Signature			Date received		
Number of weeks credited		Category (a)		Category (b)	

1. The rules for the degree of Bachelor of Engineering Technology require that students must gain approved practical experience during their candidature. Course rules specify a minimum requirement of **12 weeks** structured work experience to supplement academic knowledge. This is also an accreditation requirement of Engineers Australia.

For the purpose of these rules one week is taken to be five working days involving a total of 35-40 hours.

2. Practical work requirements are prescribed so that students gain first-hand experience in matters associated with many professional areas of civil or environmental engineering. Candidates may choose to gain a wide range of experience in the work place, but emphasis should be placed on jobs related to the chosen coursework program and relevant major. Both office and field experience is acceptable and indeed desirable. Towards the later stages of the degree, candidates should try to gain employment in an engineering organization at a technical or sub-professional level. This employment should include activities where candidates can demonstrate their initiative and skills or use knowledge gained from the degree program.
3. Occupations normally considered suitable for practical work include general labouring duties that are related to engineering work: working for mining companies or civil engineering enterprises; helping collect data for research programs with an engineering purpose; or office and field duties in research organisations or engineering organisations. Candidates are normally only permitted to count up to a maximum of two (2) weeks toward their practical experience for labouring and other activities that are only marginally related to engineering (e.g. customer service, student recruitment, engineering promotion, UNE Engineering Society activities, machine operator, truck driver, etc.).
4. Each candidate must submit to the School Office, through the Course Coordinator, the completed Practical Work Experience form describing the experience gained and indicate the proportion of the time spent on (a) labouring and general duties and (b) engineering related activities. The employer must sign the form. A separate form must be completed for each period of employment. Forms are available from the School of Environmental and Rural Science web site (<http://www.une.edu.au/ers/for-students/>).
5. Candidates unable to arrange suitable work experience should seek assistance from the Course Coordinator or an academic staff member.
6. Practical work experience is an essential degree requirement and will be entered on each candidate's academic record in the final year of the degree as PRACWORK. Candidates will not be permitted to graduate until the prerequisite work experience has been successfully completed.
7. Forward completed form to:
School Academic Coordinator,
Environmental and Rural Science, UNE, Armidale, NSW, 2351
Fax: 02 67732769
Email: ersteach@une.edu.au
8. Please refer to associated documents below for further details and guidance.

Rex Glencross-Grant
Bachelor of Engineering Technology Course Co-ordinator

Associated documents (available on School web site and follow link to Students):

Guidelines for Engineering Practice Work

Professional Report Writing Guidelines

Guidelines for Oral Presentations - Engineering

Weekly Activity Log

Weekly Reflective Journal

Insurance details at: <http://www.une.edu.au/financial-services/insurance/frequently-requested-information/commplace10-11.pdf>

Appendix B: Weekly activity log

Week beginning (date):

Day/date	Hours	Daily activity
Mon		
Tues		
Wed		
Thurs		
Fri		
Sat/Sun		



Appendix C: Weekly reflective journal

Week beginning (date):

Activity:

Was it done well, if so, why? If not, why not?

What did you learn?



Appendix D: Employer Evaluation of Engineering Practice Student

DATE: _____

STUDENT: _____ STUDENT NO: _____

EMPLOYER: _____

To the organisational supervisor of UNE Engineering Practice Student:

Please complete and pass this form to student prior to departure from employment.

1. Your evaluation of the student's performance will allow the student to assess the success of his/her Engineering Practice experience. Your observations will also be of assistance to School staff in further counselling of this student.
2. This form should be completed by the person in the best position to evaluate the student's training, work and attitude - normally the immediate supervisor of the student. It would be helpful if the assessment is discussed in an open, but diplomatic manner with the student by the evaluator.
3. Students are always interested in learning from their supervisor's assessment of their performance and are anxious for constructive criticism. We believe that your counselling can be most beneficial to their professional development, particularly in direct personal contact.
4. Since your evaluation forms are an integral part of the overall assessment of the student's performance during their Engineering Practice, we require this form to be completed and returned by the end of the employment period so that the assessment can be finalised and noted in the student's record.
5. Your assistance and support of our Engineering Practice program is greatly appreciated on this occasion.

Rex Glencross-Grant
BEngTech Course Coordinator
Phone: (02) 6773 2668 (direct)
Fax: (02) 6773
Email: rglencro@une.edu.au

Civil and Environmental Engineering
Building W21
University of New England
Armidale. NSW. 2351.

Interest in Work				
<input type="checkbox"/> High interest in job. Very enthusiastic.	<input type="checkbox"/> More than average amount of interest and enthusiasm for job.	<input type="checkbox"/> Satisfactory amount of interest and enthusiasm for job.	<input type="checkbox"/> Interest spasmodic. Occasionally enthusiastic.	<input type="checkbox"/> Little interest or enthusiasm for job.
Comments:				
Initiative				
<input type="checkbox"/> Self starter. Asks for new jobs. Looks for work to do.	<input type="checkbox"/> Acts voluntarily in most matters.	<input type="checkbox"/> Acts voluntarily on routine matters	<input type="checkbox"/> Relies on others. Must be told what to do frequently.	<input type="checkbox"/> Always waits to be told what to do next.
Comments:				
Organisation and Planning				
<input type="checkbox"/> Does an outstanding job of planning and organising work.	<input type="checkbox"/> Usually organises work adequately.	<input type="checkbox"/> Does normal amount of planning and organising.	<input type="checkbox"/> More often than not fails to organise and plan work effectively.	<input type="checkbox"/> Consistently fails to organise and plan work adequately.
Comments:				
Ability to Learn				
<input type="checkbox"/> Brilliant. imaginative.	<input type="checkbox"/> Quick to learn.	<input type="checkbox"/> Average.	<input type="checkbox"/> Rather slow to learn.	<input type="checkbox"/> Very slow to learn.
Comments:				
Quality of Work				
<input type="checkbox"/> Very thorough in performing work. Errors very few if any.	<input type="checkbox"/> Usually thorough. Good work. Few errors.	<input type="checkbox"/> Work usually passes review. Has normal amount of errors.	<input type="checkbox"/> More than average amount of errors for a trainee.	<input type="checkbox"/> Work usually done in a careless manner. Makes errors often.
Comments:				
Quantity of Work				
<input type="checkbox"/> Highly productive in comparison to other trainees.	<input type="checkbox"/> Produces more than expected in comparison to other trainees.	<input type="checkbox"/> Expected amount of productivity for trainee.	<input type="checkbox"/> Less than expected in comparison to other trainees.	<input type="checkbox"/> Very low in comparison to other trainees.
Comments:				
Judgment				
<input type="checkbox"/> Exceptionally good. Decisions based on thorough analysis of problems.	<input type="checkbox"/> Uses good common sense. Usually makes good decisions.	<input type="checkbox"/> Judgment usually good in routine situations.	<input type="checkbox"/> Judgment often undependable.	<input type="checkbox"/> Poor judgment. Jumps to conclusions without sufficient knowledge.
Comments:				

Dependability				
<input type="checkbox"/> Can always be depended upon in any situation.	<input type="checkbox"/> Can usually be depended upon in most situations.	<input type="checkbox"/> Can usually be depended upon in routine situations.	<input type="checkbox"/> Somewhat unreliable, needs above average checking.	<input type="checkbox"/> Unreliable.
Comments:				
Personal Interaction				
<input type="checkbox"/> Always works in harmony with others. An excellent team worker.	<input type="checkbox"/> Congenial and helpful. Works well with associates.	<input type="checkbox"/> Most relations with others are harmonious under normal circumstances.	<input type="checkbox"/> Difficult to work with at times. Sometimes antagonises others.	<input type="checkbox"/> Frequently quarrelsome and causes friction.
Comments:				
Acceptance of Suggestions and Criticism				
<input type="checkbox"/> Expresses appreciation and takes prompt action on suggestions and criticism by supervisor.	<input type="checkbox"/> Willingly accepts criticism by supervisor.	<input type="checkbox"/> Accepts suggestions and criticism by supervisor in a satisfactory manner.	<input type="checkbox"/> Reluctantly accepts suggestions and criticism by supervisor.	<input type="checkbox"/> Resents suggestions and criticism by supervisor.
Comments:				
Safety Attitude				
<input type="checkbox"/> Always follows safe working procedures while looking for ways to improve safety.	<input type="checkbox"/> Could be relied upon to always follow safe working procedures.	<input type="checkbox"/> Generally follows safe working procedures.	<input type="checkbox"/> Occasionally needs to be reminded of safe working procedures.	<input type="checkbox"/> Often needs to be reminded of safe working procedures
Comments:				
Communication Skills - Written Expression				
<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory.	<input type="checkbox"/> Needs improvement.	<input type="checkbox"/> Unsatisfactory
Comments:				
Communication Skills - Oral Expression				
<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory.	<input type="checkbox"/> Needs improvement.	<input type="checkbox"/> Unsatisfactory
Comments:				
Attendance				
<input type="checkbox"/> Regular	<input type="checkbox"/> Irregular			
Comments:				



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Grooming and individual presentation				
<input type="checkbox"/> Appropriate	<input type="checkbox"/> Inappropriate			
Comments:				
Overall Performance				
<input type="checkbox"/> Outstanding	<input type="checkbox"/> Very Good	<input type="checkbox"/> Average.	<input type="checkbox"/> Marginal.	<input type="checkbox"/> Unsatisfactory Engineering Practice
Comments:				
Acceptability				
If the opportunity was available would you re-employ this student?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Disclosure				
Has this evaluation been discussed with the student?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

General comments that evaluator may care to make that are not covered above:

Evaluated by:

Organisation:

Position/Title:

Date:

Signature of Workplace Evaluator:

Appendix E: Guidelines for Oral Presentation of Engineering Practice Report

Why make an oral presentation?

The objective of an oral presentation is to inform, influence or change the way a person or people think or feel through:

- exposure to greater knowledge and new ideas
- changed views
- greater enthusiasm.

What you can do therefore is to:

- educate and inform
- persuade and enthuse
- amuse.

Advance Preparation

Don't be frightened or embarrassed about putting time into preparing for presentations. As a rough guide, you should allow at least 10 minutes of preparation for every minute of presentation. Answering the following questions in your presentation will help in preparation:

- *What is my objective?* For example, I want the audience to gain knowledge of the impact of global warming.
- *What does the audience already know?*
- *What are the main points that I want to get across?*

Structure the talk

Say what you are going to say (Outline), say it (Main Body) and say what you have said (Conclusion).

Don't overload your audience with information. Don't overload your talk.

Don't assume you have the audience's attention, you have to win it – you have to deserve it.

Humour can help to involve an audience, but can also backfire if overdone – handle carefully.

Pre-event rehearsal

Undertake a dress rehearsal to check timing and avoid overrunning, to find out what you can do with your voice: high-low; friendly-serious; loud-soft – experiment in front of a

mirror. When you think you have it about right video it (web cam is fine) or get a colleague to provide feedback.

If you are not familiar with the venue, ensure that you allow enough time to find it and to test the facilities and ambience.

The Presentation Itself

Appearance

Shock, amuse, conform, impress, but think about the way you look and present yourself personally. Suppress nervous ticks and coughs; keep hands away from your face and out of your pockets (if a male).

Projection

You need to be heard clearly. If there is audio equipment make sure that it is working and try out the microphone. If there is not, ensure that you can project your voice sufficiently to be heard.

Speaking

Speak with conviction and enthusiasm – go for it! – irrespective of shyness or lack of confidence. Smile, warn the audience, lift them and carry them with you.

Pitfalls

Avoid speaking too slowly and in a monotone – bores the audience. Avoid machine gun bursts. Speak into the microphone and avoid head movements so that volume changes.

Fear

A certain level of fear is essential to help you prepare adequately in advance. Don't leave things to chance. Professional speakers prepare well, so you should too.

Anxiety

This is a medical condition associated with hyperventilation. Slow controlled breathing with a pause after you exhale will help you cope with anxiety. Alternatively, you can breathe into a paper bag – it works!

Visual aides

These should be visual and serve a purpose to highlight or make particular points in your presentation.

Pictures, diagrams, graphs, etc.

These are very valuable in putting across points that are difficult to explain verbally. Be careful though not to make such slides too complicated – keep simple.

Text slides

Avoid too much text on slides. The t-shirt motto of 6 words per line and 6 lines per slide is very apt. Thus, there should be about 36 words per slide. Too much text is self-defeating. Just pick out key words that you want the audience to remember.

Colours

Be wary of making slides too vibrant with too many colours. Conventional colours such as black, blue, green, etc. are best. Avoid light or dim colours such as yellow. On dim projectors these can be lost – go for colour and intensity. Also be mindful of red-green colour blindness. Avoid red where possible – in some cultures it is an ‘angry colour’.

Further assistance with effective Power Point presentations can be found at:

<http://www.une.edu.au/rural-medicine/staff/professional-development/presenting-well/getting-started.php>

Appendix F: Checklist

Check off that you have completed the following items:

1. 12 weeks of work practice	<input type="checkbox"/>
2. Work Practice form (Appendix A)	<input type="checkbox"/>
3. Weekly Activity Log (Appendix B)	<input type="checkbox"/>
4. Weekly Reflective Journal (Appendix C)	<input type="checkbox"/>
5. Employer Evaluation (Appendix D)	<input type="checkbox"/>
6. Report	<input type="checkbox"/>
7. Oral Presentation	<input type="checkbox"/>

DRAFT