



# THE UNIVERSITY OF SYDNEY

DEPARTMENT OF CHEMICAL ENGINEERING  
NSW 2006 AUSTRALIA

## Vacation Employment Report Guidelines

**Satisfactory professional work training at an approved engineering organisation is a compulsory requirement for the Bachelor of Engineering degree. This work experience is usually undertaken in the summer vacation between third and fourth years (or 4<sup>th</sup>/5<sup>th</sup> years for combined degree students). The student is responsible for identifying, contacting, and organising the work experience.**

**To meet the graduation requirement, a domestic student must do two things:**

- 1. obtain and carry out appropriate work at a suitable organisation for a period of ten to twelve weeks**
- 2. submit a satisfactory written report on the work experience to Annette Thomas in the Department of Chemical Engineering by 18 March 2005.**<sup>1</sup>

**International students are not required to participate in the work experience scheme if they have a certificate for an industrial work experience program from their previous institution. A certified copy or the original must be submitted to Dr Marjorie Valix.**

### REPORT REQUIREMENTS

The report should be not more than ten and no fewer than eight, single spaced, typewritten A4 pages. *This is a professional document, and therefore should be written in a professional style.* Reports containing slang or colloquialisms, or taking a 'chatty' approach are unacceptable.

All reports must begin with a summary. The body of the report should discuss the key issues affecting the industry and/or company in which you worked, and provide a description of your tasks and achievements. As a minimum, your report must cover the following three key areas. Areas 1 and 2 (the context of your work) should constitute 50% of your report. Area 3 (the technical content of your work) should also be 50% of your report. Remember your title page, table of contents and conclusion!!

Students undertaking a major industrial project (eg MIPPS, CS) need only address Areas 1 and 2, since Area 3 is adequately covered in case studies etc. These reports should therefore be 4 – 5 pages, and are due on **Friday 16 July**. These partial reports are not eligible for the Esso Prize.

- 1. Perceptions of the industry and the competitive environment in which the specific organisation operates.**

For example:

- Competition: from other materials (feeds and/or products) and/or other companies

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<sup>1</sup> It is good manners (and your responsibility) to forward a copy of your report to your work supervisor.

- Product Markets: extent of local markets vs exports and implications of this
- Federal, State, and Local Government's role in determining or influencing the activities of the organisation

2. **Aspects of organisational relationships, both internal and external.**

For example:

- Emphasis on building and maintaining public and government relationships
- Relationships with the local community
- Internal processes people use to work together to get a job done
- Safety and environmental matters

3. **Technical aspects.** Describe the major problems, assignments, and tasks you worked on and the extent to which you met the objectives set by the company. Discuss the incidents which hindered or helped your progress. Reflect on how your experiences in the company link to your experiences and your learning at the University of Sydney.

## **CONFIDENTIALITY**

**It is your responsibility to discuss with your employer any potential concerns or limitations on technical detail. For instance, there may be issues of a proprietary nature which should be excluded from your report.**

## **TIMING AND DEADLINES**

You should commence preparing this report no later than the first week of February. This will provide you with time to identify issues, obtain further background and sift through the available material to consolidate the most significant factors.

**The deadline for submission is the end of the second week of First Semester. For 2005, that is 1.00pm, Friday 18 March.**

## **FREE ADVICE**

**Please** take this report seriously – you may not graduate until you have submitted a satisfactory report. Unsatisfactory reports will have to be re-written and re-submitted. Please discuss any questions or concerns with the coordinator, Dr Marjorie Valix.

## **THE ESSO PRIZE**

The authors of the eight best Vacation Employment Reports are invited to make a fifteen minute oral presentation on their reports. Successful authors will have two weeks to develop their oral presentations, in which students are asked to highlight the aspects of the industrial experience which were most important in helping them to understand the industry in which they worked. The oral presentations are judged by a panel of Chemical Engineering Foundation representatives.

The ESSO Prize of \$500.00 is based on both the written report and the oral presentation.

A separate prize of \$100.00 is awarded to the best oral presentation.