



# ENGG8103

## Engineering Management and Communication

Session 1, In person-scheduled-weekday, North Ryde 2024

*School of Engineering*

### Contents

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<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	5
<u>Delivery and Resources</u>	8
<u>Policies and Procedures</u>	9
<u>Engineers Australia Competency Mapping</u>	11

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#### **Disclaimer**

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

## General Information

Unit convenor and teaching staff

Nazmul Huda

[nazmul.huda@mq.edu.au](mailto:nazmul.huda@mq.edu.au)

Contact via +61 2 9850 2249

50 Waterloo Road, Room 131

Thursday 2.00 - 4.00

Credit points

10

Prerequisites

Admission to MEngMgt or MEngElecEng or MEngNetTeleEng

Corequisites

Co-badged status

Unit description

This unit is required for the Master of Engineering Management program and is designed to deliver a broad range of skills on engineering management and communication from an organisation's perspective. The content covered is designed for diverse engineering backgrounds and includes engineering management in the context of a project, engineering research approaches and communication skills. It will also include other aspects of communication, leadership, procurement, human resource management and technology management skills.

## Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

## Learning Outcomes

On successful completion of this unit, you will be able to:

**ULO1:** Apply interdisciplinary knowledge from engineering, business, and management in engineering project management.

**ULO2:** Apply knowledge of organizational behaviour and expertise to the management and leadership of people and organisations.

**ULO3:** Implement advanced and integrated knowledge of engineering management, with a specific focus on project management, supply chain solutions, engineering leadership,

and human resource management.

**ULO4:** Utilize research skills to develop new knowledge, data, interpretations or information in the field of engineering management.

## General Assessment Information

### Student Responsibilities

Be familiar with University policy and College procedures and act in accordance with those policies and procedures.

It is the responsibility of the student to retain a copy of any work submitted. Students must produce these documents upon request. Copies should be retained until the end of the grade appeal period each term.

The student is to perform the required due diligence for their assessment grade and rectify as soon as possible upon finding any errors.

### Late Assessment Submission Penalty

Students enrolled in Session-based units with written assessments will have the following university standard late penalty applied. Please see <https://students.mq.edu.au/study/assessments-exams/assessments> for more information.

Unless a Special Consideration request has been submitted and approved, **a 5% penalty (of the total possible mark)** will be applied each day a written assessment is not submitted, up until the 7<sup>th</sup> day (including weekends). After the 7<sup>th</sup> day, a grade of '0' will be awarded even if the assessment is submitted. Submission time for all written assessments is set at **11:55 pm**. A 1-hour grace period is provided to students who experience a technical concern.

For any late submission of time-sensitive tasks, such as scheduled tests/exams, performance assessments/presentations, and/or scheduled practical assessments/labs, students need to submit an application for [Special Consideration](#).

### Practical Component

Attendance of practical classes is mandatory before submitting the lab report. Lab reports submitted without attending the practical session will get a grade of '0' even if the assessment is submitted by the due date. A special consideration request must be submitted and approved if any student is unable to attend a practical session to organize alternative arrangements.

### Resubmission option

Resubmission of any assessment task is not allowed under any circumstances.

## Notifications

Formal notification of assessment tasks, grading rubrics, and due dates will be posted on iLearn. Although all reasonable measures to ensure the information is accurate, The University reserves the right to make changes without notice. Each student is responsible for checking iLearn for changes and updates.

## Report and Assignment Tasks

Assignment Problems will be posted on iLearn at least one week before their submission date. Assignment solutions will be posted within a week after the submission date. Submissions will not be accepted once the solution is posted.

## Assignment submissions and plagiarism policies

All assignments and reports must be submitted electronically through iLearn (in pdf format). Submissions will undergo plagiarism checkers using the Turnitin software and any work deemed to have a 30% or higher similarity score may incur an academic penalty. For more details on the policies of academic penalties relating to academic honesty, please refer to the policies and procedures section below.

Submissions are expected to be typed set in a logical layout and sequence. Markers WILL NOT grade poorly organized or illegible scans or drafts. The expected workload includes the preparation of final copies and clear diagrams.

## Grading and passing requirements for unit

For further details about grading, please refer below to the policies and procedures section.

In order to pass this unit, a student must obtain a mark of 50 or more for the unit (i.e. obtain a passing grade P/ CR/ D/ HD).

The unit will be graded according to the Macquarie University Grading policy. The following grades will be used according to the listed numerical range:

### ASSESSMENT GRADES AND STATUS

GRADE	RANGE	STATUS ( 'Standard Grade' in AMIS)	DESCRIPTION
HD	85-100	Pass	Provides consistent evidence of deep and critical understanding in relation to the learning outcomes. There is substantial originality, insight, or creativity in identifying, generating, and communicating competing arguments, perspectives or problem-solving approaches; critical evaluation of problems, their solutions, and their implications; creativity in the application as appropriate to the program.

D	75-84	Pass	Provides evidence of integration and evaluation of critical ideas, principles, and theories, distinctive insight, and ability in applying relevant skills and concepts in relation to learning outcomes. There is a demonstration of frequent originality or creativity in defining and analyzing issues or problems and providing solutions; and the use of means of communication appropriate to the program and the audience.
CR	65-74	Pass	Provides evidence of learning that goes beyond replication of content knowledge or skills relevant to the learning outcomes. There is a demonstration of substantial understanding of fundamental concepts in the field of study and the ability to apply these concepts in a variety of contexts; convincing argumentation with appropriate coherent justification; communication of ideas fluently and clearly in terms of the conventions of the program.
P	50-64	Pass	Provides sufficient evidence of the achievement of learning outcomes. There is a demonstration of understanding and application of fundamental concepts of the program; routine argumentation with acceptable justification; communication of information and ideas adequately in terms of the conventions of the program. The learning attainment is considered satisfactory or adequate or competent or capable in relation to the specified outcomes.
F	0-49	Fail	Does not provide evidence of attainment of learning outcomes. There is missing or partial or superficial or faulty understanding and application of the fundamental concepts in the field of study; missing, undeveloped, inappropriate or confusing argumentation; incomplete, confusing, or lacking communication of ideas in ways that give little attention to the conventions of the program.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#"><u>Group Project Presentation</u></a>	10%	No	Week 13
<a href="#"><u>Demonstration of software skills</u></a>	10%	No	Week 9
<a href="#"><u>Case studies</u></a>	30%	No	Week 7, Week 9, Week 12
<a href="#"><u>Project planning presentation</u></a>	10%	No	Week 10
<a href="#"><u>Group project report</u></a>	40%	No	Week 13

### Group Project Presentation

Assessment Type <sup>1</sup>: Presentation

Indicative Time on Task <sup>2</sup>: 16 hours

Due: **Week 13**

Weighting: **10%**

Final group Project Presentation

On successful completion you will be able to:

- Apply interdisciplinary knowledge from engineering, business, and management in engineering project management.
- Apply knowledge of organizational behaviour and expertise to the management and leadership of people and organisations.
- Implement advanced and integrated knowledge of engineering management, with a specific focus on project management, supply chain solutions, engineering leadership, and human resource management.
- Utilize research skills to develop new knowledge, data, interpretations or information in the field of engineering management.

## Demonstration of software skills

Assessment Type <sup>1</sup>: Demonstration

Indicative Time on Task <sup>2</sup>: 10 hours

Due: **Week 9**

Weighting: **10%**

Demonstration of specific software skills to be conducted during the workshop.

On successful completion you will be able to:

- Apply interdisciplinary knowledge from engineering, business, and management in engineering project management.
- Apply knowledge of organizational behaviour and expertise to the management and leadership of people and organisations.
- Implement advanced and integrated knowledge of engineering management, with a specific focus on project management, supply chain solutions, engineering leadership, and human resource management.
- Utilize research skills to develop new knowledge, data, interpretations or information in the field of engineering management.

## Case studies

Assessment Type <sup>1</sup>: Case study/analysis

Indicative Time on Task <sup>2</sup>: 18 hours

Due: **Week 7, Week 9, Week 12**

Weighting: **30%**

Case studies on Engineering Project Management

On successful completion you will be able to:

- Apply interdisciplinary knowledge from engineering, business, and management in engineering project management.
- Apply knowledge of organizational behaviour and expertise to the management and leadership of people and organisations.
- Implement advanced and integrated knowledge of engineering management, with a specific focus on project management, supply chain solutions, engineering leadership, and human resource management.
- Utilize research skills to develop new knowledge, data, interpretations or information in the field of engineering management.

## Project planning presentation

Assessment Type <sup>1</sup>: Presentation

Indicative Time on Task <sup>2</sup>: 10 hours

Due: **Week 10**

Weighting: **10%**

Project planning presentation

On successful completion you will be able to:

- Apply interdisciplinary knowledge from engineering, business, and management in engineering project management.
- Apply knowledge of organizational behaviour and expertise to the management and leadership of people and organisations.
- Implement advanced and integrated knowledge of engineering management, with a specific focus on project management, supply chain solutions, engineering leadership, and human resource management.
- Utilize research skills to develop new knowledge, data, interpretations or information in the field of engineering management.

## Group project report

Assessment Type <sup>1</sup>: Report

Indicative Time on Task <sup>2</sup>: 16 hours

Due: **Week 13**

Weighting: **40%**

Group project and team work activity

On successful completion you will be able to:

- Apply interdisciplinary knowledge from engineering, business, and management in engineering project management.
- Apply knowledge of organizational behaviour and expertise to the management and leadership of people and organisations.
- Implement advanced and integrated knowledge of engineering management, with a specific focus on project management, supply chain solutions, engineering leadership, and human resource management.
- Utilize research skills to develop new knowledge, data, interpretations or information in the field of engineering management.

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<sup>1</sup> If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the [Writing Centre](#) for academic skills support.

<sup>2</sup> Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

## Delivery and Resources

**Please note:**

- All teaching activities will be conducted on campus.
- Lectures will start from Week 1 (Week 1 to Week 13)
- The practical workshop will run only two weeks (on Week 8 and Week 9)

**Books:**

1. Management for Engineers, Scientist, and Technologists, by John Chelsom, Andrew Payne, Lawrence Reavill, Publisher - John Wiley and Sons
2. Project Management – The Managerial Process (7th E), by Erik Larson, Clifford Gray, ISBN: 9781259666094, McGraw-Hill Publications
3. Engineering Project Management by Nigel J. Smith, ISBN-13: 978-1405168021



**Software:** MS Project Pro (Software download link and license key will be provided to all students). This software is only compatible with Microsoft Windows operating system.

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Assessment Procedure](#)
- [Complaints Resolution Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#)

Students seeking more policy resources can visit [Student Policies \(https://students.mq.edu.au/support/study/policies\)](https://students.mq.edu.au/support/study/policies). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

To find other policies relating to Teaching and Learning, visit [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au) and use the [search tool](#).

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/admin/other-resources/student-conduct>

## Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [ask.mq.edu.au](http://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## Academic Integrity

At Macquarie, we believe [academic integrity](#) – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free [online writing and maths support](#), [academic skills development](#) and [wellbeing consultations](#).

## Student Support

Macquarie University provides a range of support services for students. For details, visit <http://student.mq.edu.au>

[dents.mq.edu.au/support/](https://www.mq.edu.au/support/)

## The Writing Centre

The [Writing Centre](#) provides resources to develop your English language proficiency, academic writing, and communication skills.

- [Workshops](#)
- [Chat with a WriteWISE peer writing leader](#)
- [Access StudyWISE](#)
- [Upload an assignment to Studiosity](#)
- [Complete the Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

## Student Services and Support

Macquarie University offers a range of [Student Support Services](#) including:

- [IT Support](#)
- [Accessibility and disability support](#) with study
- Mental health [support](#)
- [Safety support](#) to respond to bullying, harassment, sexual harassment and sexual assault
- [Social support including information about finances, tenancy and legal issues](#)
- [Student Advocacy](#) provides independent advice on MQ policies, procedures, and processes

## Student Enquiries

Got a question? Ask us via [AskMQ](#), or contact [Service Connect](#).

## IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.

## Engineers Australia Competency Mapping

EA Competency Standard		Unit Learning Outcomes
Knowledge and Skill Base	1.1 Comprehensive, theory-based understanding of the underpinning fundamentals applicable to the engineering discipline.	
	1.2 Conceptual understanding of underpinning maths, analysis, statistics, computing.	
	1.3 In-depth understanding of specialist bodies of knowledge	UL01, UL02, UL03, UL04
	1.4 Discernment of knowledge development and research directions	
	1.5 Knowledge of engineering design practice	
	1.6 Understanding of scope, principles, norms, accountabilities of sustainable engineering practice.	UL01, UL02, UL03
Engineering Application Ability	2.1 Application of established engineering methods to complex problem solving	
	2.2 Fluent application of engineering techniques, tools and resources.	UL04
	2.3 Application of systematic engineering synthesis and design processes.	
	2.4 Application of systematic approaches to the conduct and management of engineering projects.	UL01, UL02, UL03, UL04
Professional and Personal Attributes	3.1 Ethical conduct and professional accountability.	UL01, UL02, UL03, UL04
	3.2 Effective oral and written communication in professional and lay domains.	UL01, UL02, UL03, UL04
	3.3 Creative, innovative and pro-active demeanour.	
	3.4 Professional use and management of information.	UL01, UL02, UL03, UL04
	3.5 Orderly management of self, and professional conduct.	UL01, UL02, UL03, UL04
	3.6 Effective team membership and team leadership	UL01, UL02, UL03, UL04

Unit information based on version 2024.03 of the [Handbook](#)