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University of Stellenbosch Department of Civil Engineering

VACATION TRAINING

2017

STELLENBOSCH UNIVERSITY
FACULTY OF ENGINEERING
Civil Engineering Department

GUIDE
Vacation Training 241 and
Vacation Training 342

1. MODULE DATA

MODULE CODE 40150 241 and 40150 342	MODULE Vacation Training 241 and Vacation Training 342		CALENDAR YEAR 2017	SAQA CREDITS 0	WORKLOAD h/week Four weeks (241) & three weeks (342)					
PROGRAMME YEAR/SEMESTER 3 & 4 / 1 & 2	LECTURING LOAD 0 l, 0p, 0t, 0 s	HOME DEPARTMENT Civil Engineering								
LECTURER(S) Mr Carlo Loubser Contact: Mr. W. Maree		OFFICE NUMBER(S) S 408 / S 477		TELEPHONE NUMBER(S) 021 808 9724 (w) E-MAIL vactrainingcivil@sun.ac.za						
CLASSIFICATION OF KNOWLEDGE AREAS	Mathematics	Basic Science	Engineering Science	Design & Synthesis	Computing & IT	Complementary Studies				
ECSA EXIT LEVEL OUTCOMES (marked with x only if the module has ECSA exit level outcomes)	Problem solving	Application of scientific and engineering knowledge	Engineering design and synthesis	Investigations, experiments and data analysis	Engineering methods, skills, tools and IT	Professional & technical communication	Impact of engineer- ing activity	Individual, team and multidisciplin ary work	Independe nt learning ability	Engineerin g Profession alism
PREREQUISITE MODULES	PREREQUISITE ATTENDANCE 40150 241 for 40150 342		PREREQUISITE (40≤P<50 or K 40)		COREQUISITE					
ASSESSMENT DETAILS See Year Book Parts 1 and 11for regulations.	METHOD (Examination/Continuous/Project) Report and training attendance record		CLASS MARK CALCULATION Not applicable		FINAL ACCEPTANCE FORMULA Acceptance of report and vacation training certificate by the department.					

Approved by:



Lecturer



Chairperson/Programme Coordinator

Enquiries: Mr. W. Maree (Vacation Training Administrator), Room S477, Dept. of Civil Engineering, University of Stellenbosch; Tel. (021) 808 9724. Email: 17146178@sun.ac.za
Office Hours: 08:00 to 16:30 on weekdays.

1. SPECIFIC OUTCOMES AND ASSESSMENT CRITERIA

CAPABILITIES <small>These are the aims of the module.</small>		
<p>A student who has successfully completed this module can:</p> <p>Appreciate the impact of co-workers, the business and the environment on engineering work. Appreciate the impact of engineering work on co-workers, the business and the environment. Compile a report.</p> <p>Note: Vacation Training is primarily intended to give students exposure to aspects of engineering practice that they cannot gain in the university environment. The application of technical knowledge is of secondary importance.</p>		
PERFORMANCES <small>These performances need to be complied with, during vacation work.</small>	ASSESSMENT CRITERIA <small>The examiners will give credit if the student successfully performs the following tasks.</small>	RANGE STATEMENTS <small>These statements further describe the nature and complexity of the required performance.</small>
Provide detailed technical descriptions of projects in which the student participated or of the work witnessed by the student.	A standard of reporting commensurate with a second year student (for Vacation Training 241) or third year student (for Vacation Training 342) is required for the report to be accepted.	The department of the firm, the apparatus used and the construction and design principles (where applicable) should be described.
Provide detailed descriptions (where applicable) of the organisation, management, layout, planning, production methods, handling of materials, quality control, health and safety, buying and selling and maintenance, etc.	A standard of reporting commensurate with a second year student (for Vacation Training 241) or third year student (for Vacation Training 342) is required for the report to be accepted.	Company organisational structure; communication lines and procedure; authority and responsibilities; and quality, health, safety and environmental procedures.
Compile a complete technical report per given specification.	The editorial aspects, language usage and technical correctness of the report must be close to the standard expected of graduate engineers.	

2. MODULE CONTENT AND PRESENTATION PLAN

Vacation Training 241 and Vacation Training 342 must be done in two separate terms. Vacation Training 241 may be done at any time after the end of a student's first academic year i.e. the start of the second academic year. Vacation Training 342 may be done at any time after the end of the second academic year i.e. the start of a student's third academic year.

Students must complete a block of at least four uninterrupted weeks of vacation training for module 241 and a block of at least three uninterrupted weeks of vacation training for module 342. A block must normally be completed in one vacation period. If an interruption occurs, the period of active training must still be four weeks. Any other arrangement regarding the duration or interruption of training must have the prior written approval of the Chairman of the Department of Civil Engineering. The student must undertake all arrangements for vacation training.

3. ACCEPTABLE VACATION TRAINING WORK

With the exception of vacation training done in the Department of Civil Engineering, any civil engineering work done under the guidance of an engineer with a university engineering degree, is acceptable for vacation training. Working under the guidance of a professional engineer is preferable.

In other cases e.g. where guidance of an engineer is not available, prior approval of the scope and content of the vacation training must be obtained from the Chairman of the Department of Civil Engineering. Although a wide range of scenarios is acceptable for vacation training, it is not practical to be more specific in this study guide.

Vacation training may only be done at the Department of Civil Engineering if specifically approved in writing by the Chairman of the Department. Note that approval will only be granted in exceptional cases. A request for approval, describing the scope of the technical work, the arrangements for supervision of the student and measures to ensure that the student will experience a context similar to engineering practice, must be submitted to the chairman at least two months before the intended period of vacation training. Normally not more than one vacation-training period can be done in the Department.

4. DUE DATES FOR FORMS AND REPORTS

Vacation training reports and certificates **must be submitted by 10 March 2017** following vacation training during the summer vacation, and by **11 August 2017** following vacation training in the winter vacation. Documents not submitted by these dates are normally only considered during the following semester.

If the company where a student did the vacation training requires that they approve the report before submission, the student must make sure that he/she requests their approval early enough.

If the organisation where the student has worked does not have an official stamp a letter on the letterhead of the organisation confirming the signing of the vacation training certificate must be appended to the form.

Written and well-motivated requests regarding waiving of due dates may be made to the Chairman of the Department at least one week before the due date. Waiving is not granted unless done so in writing by the Chairman of the Department.

5. EXEMPTIONS

Applications for partial exemptions from Vacation Training can be submitted to the Chairman of the Department of Civil Engineering if a student has completed an apprenticeship or has completed one or more period of practical training as part of engineering studies at a University of Technology (Technikon). The application must be accompanied by supporting documentation. Exemption is not granted unless done so in writing by the Chairman of the Department.

6. PRACTICAL ARRANGEMENTS

It is the responsibility of the student to make the necessary arrangements to do vacation training. Students can request assistance by contacting the Coordinator of Vacation Training of the Department of Civil Engineering.

During vacation training, the student is subject to the normal rules, disciplinary regulations and safety requirements of the company where the training is done. The University of Stellenbosch accepts no responsibility or liability for any damage or injury caused by or to the student while busy with vacation training.

A student younger than 21 years, who wishes to do his/her training outside the Republic of South Africa, must submit written permission from his/her parents to the Chairman of the Department of Civil Engineering.

It is the responsibility of South African students to obtaining the required work permits and or visa to work outside the borders of the Republic of South Africa.

It is the responsibility of foreign students to obtain the required work permits and or visa to work in the Republic of South Africa.

7. VACATION TRAINING REPORT

Recognition for any vacation training term is only given on the basis of the submission of an acceptable report.

Vacation training reports should be completed just before the student completes the term of training so that the student's superior during the training can approve the report.

In cases where the company providing the vacation training requires prior approval of the report due to confidentiality or security reasons, it is the student's responsibility to obtain the necessary permissions to submit the report to the department.

The report must be attached to a duly completed and signed Vacation Training Certificate (included at the end of the study guide) authorised by the company where the vacation training was done.

If a submitted report is found to be unacceptable by the Department, the Chairman of the Department may, at his/her discretion, offer the student the opportunity to revise parts or all of the report within a prescribed time. In such a case, the Department will reconsider the report.

The vacation training report can be written in Afrikaans or English.

The vacation work report must comply with the detailed instructions given in Appendix A of this study guide.

APPENDIX A: DETAILED INSTRUCTIONS REGARDING VACATION TRAINING REPORT

1. PHYSICAL APPEARANCE

- 1.1 The report is a document with a maximum of 5000 words – about ten A4 page in length.
- 1.2 The report must have a cover page indicating:
 - The name and surname of the student
 - Student Number
 - Vacation period which the report refers to
 - Date of the report
 - Module number**
 - The name and location of the organisation where the student completed the vacation training.
- 1.3 Vacation training reports must be printed on A4 paper.
- 1.4 All reports must be typed.
- 1.5 The vacation training certificate appended to the report can be complete by hand.

2. REPORT CONTENTS

The following general aspects describing the organisation or institution where the training was done should be covered:

The name and historical background.

Present size and location.

Divisions or departments.

Available transport and services.

Short summary of the work/project/investigation that was undertaken or witnessed.

If work was done on a project, a short account should be included to explain the reason why the project was undertaken and what importance it has for the firm or institution.

Vacation work aspects which can be described include:

Technical and organisational Information on project(s) which the student was involved in or which was observed.

The activities taken part in – planning, design and construction procedures (if applicable), terrain layout, construction methods, material handling, quality control, health and safety aspects and supply of equipment.

The results of investigations or observations and conclusions which can be drawn from such activities.

The company/ department/ project organisation structure and management aspects.

Proposals which indicate possible actions by the firm or organisation to improve work procedures as well as the work environment and safety aspects.

(Although students are encouraged to be critical, it is not good practice to state unsubstantiated critical or derogatory remarks)

3. LANGUAGE, STYLE, GRAMMAR

- 3.1 The report can be written in English or Afrikaans.
- 3.2 The style must reflect that it is of a technical nature.
- 3.3 Write the report in the third person. Never use the first person.

A good writing style is required and improves the readability of the page.

4. REFERENCE INFORMATION

The following information will be drawn from the vacation training certificate and must be completed correctly and in full on the form:

The name, address, telephone and e-mail address of the firm or institution at which the training was done.

The name of the student.

Student number.

Period of vacation training completed: First/Second.

Branch and year of study.

The dates on which the training commenced and ended.

5. FORMAT – Bound A4 pages

6. REPORT MARKING SCHEDULE:

Name: _____

Studente nr. _____

Category	Criteria for assessment	Unacceptable <i>requires extensive improvement</i>	Below average – requires improve- ment	Acceptable <i>A few problems, but effective nevertheless</i>	Excellent/ professional <i>Few or no corrections</i>
Content	Clear setting out of objectives of the report				
	Complete, relevant content, factually correct				
	All core matters are addressed				
	Proof that the author understands the subject				
	All non-textual elements (graphics, etc) are relevant				
Language	Correct grammar, sentence construction, punctuation, and spelling				
Style	Appropriate style for the target audience and purpose				
	Handhaaf gepaste afstand, moeilikheidsgraad/tegniese aard, lewendigheid, noukeurigheid en				
Structure and logical organisation	Complies with the structural requirements of a formal technical report				
	Good planning with clear and logical structure				
	Uses titles, headings, subtitles and paragraphs effectively to organise the document clearly for the reader				
	Links between sentences, paragraphs and sections are clear and coherent				
	Main thoughts are supported en developed				
	Well integrated introduction and end				
	Well integrated graphics				
References	All sources are indicated				
	Use the Harvard method of referencing correctly and consistently for in-text citations and reference list				
	No indication of plagiarism				
Technical presentation	Professional and neat				
	All rules obeyed				
	Careful attention for correct typing, spacing, formatting and numbering				
	Sub-sections of the report are correct and in correct sequence				



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University of Stellenbosch
Department of Civil Engineering

VACATION TRAINING CERTIFICATE

STUDENT'S NAME:

STUDENT NUMBER:

PERIOD OF TRAINING (first/second):

EMPLOYER:

NAME OF CONTACT PERSON:

ADDRESS:

.....

TELEPHONE:

E-MAIL:

DATE STARTED SERVICE:

DATE ENDED SERVICE:

DATES OF INTERRUPTIONS:

TYPE OF WORK DONE:

.....

.....

GENERAL CONDUCT:

.....

.....

REMARKS:

.....

.....

DATE:

.....
SIGNATURE OF REPRESENTATIVE OF EMPLOYER
AND OFFICIAL STAMP OF INSTITUTION

NOTE: This page must be completed and attached to the vacation training report.