



PTRL2010

Business Practices in the Petroleum Industry

Term Three // 2020

Course Overview

Staff Contact Details

Convenors

Name	Email	Availability	Location	Phone
Ying Da Wang	yingda.wang@unsw.edu.au	On Request	TETB L2 210WS34	

School Contact Information

School of Minerals and Energy Resources
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W: www.engineering.unsw.edu.au/minerals-energy-resources

Course Details

Credit Points 6

Summary of the Course

Communication skills: Background research for interviews and guidelines for conduct during interviews. Meeting skills. Preparing written reports, memoranda and resumes. Oral presentation skills and slide preparation. Ethical issues in petroleum industry.

Business Practices: Joint Ventures, production sharing contracts, gas contracts, oil and gas company structures, types of interest, acreage and reserves acquisition, farming/farmouts, company annual reports, company special reports, reserves reporting, relations with Governments and partners.

Course Aims

This course aims to help students -

1. To improve verbal and written business presentation and communication skills.
2. To give an appreciation of oil and gas industry business practices.

Course Learning Outcomes

After successfully completing this course, you should be able to:

Learning Outcome	EA Stage 1 Competencies
1. Present themselves and an argument in a professional and effective manner, in person, orally and in writing using simple business English	PE3.2, PE3.4, PE3.5
2. Understand business terminology and practices of the oil & gas industry	PE1.6
3. Understand the elements of petroleum law, oil and gas accounting and reserves estimation	PE1.5
4. Understand the basics of environmental protection and the challenges and opportunities presented by shale gas and coal seam gas	PE1.6
5. Understand the basics of employment contracts	

Teaching Strategies

Please refer to the information in Moodle

Assessment

Assessment Tasks

Assessment task	Weight	Due Date	Student Learning Outcomes Assessed
Writing Skills	20%	Friday Week 9	1, 2, 3, 4
Presentation Skills	5+25%	Week 8 + Friday, Week 10	1, 2, 3, 4
Exam	50%	3pm-5pm, 30th Nov	1, 2, 3, 4

Assessment Details

Assessment 1: Writing Skills

Start date: Not Applicable

Details:

A 1000 word essay on a set topic related to the course content. You will be assessed on your use of proper and direct English.

Assessment 2: Presentation Skills

Start date: Not Applicable

Details:

An in-class oral presentation to be held over Zoom on Week 8, and a 10 minute powerpoint presentation on a topic related to petroleum engineering. You will be assessed on the structure and clarity of your slides (if applicable) and your delivery.

Turnitin setting: This is not a Turnitin assignment

Assessment 3: Exam

Details:

A two-hour exam covering the lecture content not related to communication skills.

Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

Course Schedule

[View class timetable](#)

Timetable

Date	Type	Content
Week 1: 14 September - 18 September	Lecture	Petroleum Fiscal Policy
Week 2: 21 September - 25 September	Lecture	Petroleum Assets and Reserves
Week 3: 28 September - 2 October	Lecture	Petroleum Environmental Policy
Week 4: 5 October - 9 October	Lecture	Unconventional Resources
Week 5: 12 October - 16 October	Lecture	Petroleum Accounting
Week 7: 26 October - 30 October	Lecture	Writing Skills
Week 8: 2 November - 6 November	Lecture	Presentation Skills
Week 9: 9 November - 13 November	Lecture	Catch-up Week
Week 10: 16 November - 20 November	Lecture	Catch-up Week

Resources

Recommended Resources

Not available

Course Evaluation and Development

At the end of each course, all students will have the opportunity to complete a course evaluation form. These anonymous surveys help us understand your views of the course, your lecturers and the course materials. We are continuously improving our courses based on student feedback, and your perspective is valuable.

Feedback is given via <https://student.unsw.edu.au/myexperience> and you will be notified when this is available for you to complete.

We also encourage all students to share any feedback they have any time during the course – if you have a concern, please contact us immediately.

Submission of Assessment Tasks

The School has developed a guideline to help you when submitting a course assignment.

We encourage you to retain a copy of every assignment submitted for assessment for your own record either in hardcopy or electronic form.

All assessments must have an assessment cover sheet attached.

Late Submission of an Assignment

Full marks for an assignment are only possible when an assignment is received by the due date.

We understand that at times you may not be able to submit an assignment on time, and the School will accommodate any fair and reasonable extension. We would recommend you review the UNSW Special Consideration guidelines – see section below.

Late submission will not be accepted and will be considered as no submission.

Special Consideration

You can apply for special consideration through [The Nucleus Student Hub](#) when illness or other circumstances interfere with your assessment performance. Sickness, misadventure or other circumstances beyond your control may:

- Prevent you from completing a course requirement
- Keep you from attending an assessable activity
- Stop you submitting assessable work for a course
- Significantly affect your performance in assessable work, be it a formal end-of-semester examination, a class test, a laboratory test, a seminar presentation or any other form of assessment

We ask that you please contact the Course Convenor immediately once you have completed the special consideration application, no later than one week from submission.

More details on special consideration can be found at: www.student.unsw.edu.au/special-consideration

Student Support

The University and the Faculty provide a wide range of support services for students, including:

- Library training and support services - www.library.unsw.edu.au
- UNSW Learning Centre - www.lc.unsw.edu.au
- Counselling support - www.counselling.unsw.edu.au

Equitable Learning Services aims to provide all students with a free and confidential service that provides practical support to ensure that your health condition doesn't adversely affect your studies. <https://student.unsw.edu.au/els>

Academic Honesty and Plagiarism

Your lecturer and the University will expect your submitted assignments are truly your own work. UNSW has very clear guidelines on what plagiarism is and how to avoid it. Plagiarism is using the words or ideas of others and presenting them as your own. Plagiarism is a type of intellectual theft. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement. The University has adopted an educative approach to plagiarism and has developed a range of resources to support students. All the details on plagiarism, including some useful resources, can be found at www.student.unsw.edu.au/plagiarism.

All Mining Engineering students are required to complete a student declaration for academic integrity which is outlined in the assignment cover sheets. By signing this declaration, you agree that your work is your own original work.

If you need some additional support with your writing skills, please contact the Learning Centre or view some of the resources on their website: www.lc.unsw.edu.au. The Learning Centre is designed to help you improve your academic writing and communication skills. Some students use the Centre services because they are finding their assignments a challenge, others because they want to improve an already successful academic performance.

Academic Information

Course Results

For details on UNSW assessment policy, please visit: www.student.unsw.edu.au/assessment

In some instances your final course result may be withheld and not released on the UNSW planned date. This is indicated by a course grade result of either:

- LE – indicates you have not completed one or more items of assessment; or
- WD – indicates there is an issue with one or more assignment; or
- WC – which indicates you have applied for Special Consideration due to illness or misadventure and the course results have not been finalised.

In either event it would be your responsibility to contact the Course Convener as soon as practicable but no later than five (5) days after release of the course result. If you don't contact the convener on time, you may be required to re-submit an assignment or re-sit the final exam and may result in you failing the course. You would also have a NC (course not completed) mark on your transcript and would need to re-enroll in the course.

Studying a course in the School of Minerals and Energy Resources Engineering at UNSW

Report writing guide

The School has a [Report Writing Guide \(RWG\)](#) available. A copy of this is available on the course Moodle site.

Computing Resources and Internet Access Requirements

UNSW Minerals and Energy Resources Engineering provides blended learning using the on-line Moodle LMS (Learning Management System). Also see - Transitioning to Online Learning: www.covid19studyonline.unsw.edu.au

It is essential that you have access to a PC or notebook computer. Mobile devices such as smart phones and tablets may compliment learning, but access to a PC or notebook computer is also required. Note that some specialist engineering software is not available for Mac computers.

- Mining Engineering Students: OMB G48
- Petroleum Engineering Students: TETB LG34 & LG 35

It is recommended that you have regular internet access to participate in forum discussion and group work. To run Moodle most effectively, you should have:

- broadband connection (256 kbit/sec or faster)
- ability to view streaming video (high or low definition UNSW TV options)

More information about system requirements is available at www.student.unsw.edu.au/moodle-system-requirements

Accessing Course Materials Through Moodle

Course outlines, support materials are uploaded to Moodle, the university standard Learning Management System (LMS). In addition, on-line assignment submissions are made using the assignment dropbox facility provided in Moodle. All enrolled students are automatically included in Moodle for each course. To access these documents and other course resources, please visit: www.moodle.telt.unsw.edu.au

How We Contact You

At times, the School or your course convenors may need to contact you about your course or your enrolment. Your course convenors will use the email function within Moodle or we will contact you on your @student.unsw.edu.au email address.

We understand that you may have an existing email account and would prefer for your UNSW emails to be redirected to your preferred account. Please see instructions on how to redirect your UNSW emails: "[How can I forward my emails to another account?](#)"

How You Can Contact Us

We are always ready to assist you with your inquiries. To ensure your question is directed to the correct person, please use the email address below for:

- Enrolment or other admin questions regarding your program: <https://unswinsight.microsoftcrmportals.com/web-forms/>
- Course inquiries should be directed to the Course Convenor

Image Credit

UNSW SYDNEY

CRICOS

CRICOS Provider Code: 00098G

Acknowledgement of Country

We acknowledge the Bedegal people who are the traditional custodians of the lands on which UNSW Kensington campus is located.

Appendix: Engineers Australia (EA) Professional Engineer Competency Standard

Program Intended Learning Outcomes	
Knowledge and skill base	
PE1.1 Comprehensive, theory based understanding of the underpinning natural and physical sciences and the engineering fundamentals applicable to the engineering discipline	
PE1.2 Conceptual understanding of the mathematics, numerical analysis, statistics, and computer and information sciences which underpin the engineering discipline	
PE1.3 In-depth understanding of specialist bodies of knowledge within the engineering discipline	
PE1.4 Discernment of knowledge development and research directions within the engineering discipline	
PE1.5 Knowledge of engineering design practice and contextual factors impacting the engineering discipline	✓
PE1.6 Understanding of the scope, principles, norms, accountabilities and bounds of sustainable engineering practice in the specific discipline	✓
Engineering application ability	
PE2.1 Application of established engineering methods to complex engineering problem solving	
PE2.2 Fluent application of engineering techniques, tools and resources	
PE2.3 Application of systematic engineering synthesis and design processes	
PE2.4 Application of systematic approaches to the conduct and management of engineering projects	
Professional and personal attributes	
PE3.1 Ethical conduct and professional accountability	
PE3.2 Effective oral and written communication in professional and lay domains	✓
PE3.3 Creative, innovative and pro-active demeanour	
PE3.4 Professional use and management of information	✓
PE3.5 Orderly management of self, and professional conduct	✓
PE3.6 Effective team membership and team leadership	