MEMO

To: All Placement Training Students 2008/2009

From: Dr Frank H. Leung, WIE Coordinator, EIE

Ref: in: Eie/st/0809/memo/studTut

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Your Ref: in:

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Placement Training Programme

All students currently undergoing Industry-Based Training (IBT) or Cooperative Education Scheme (CES), please note the following:

1. University/Departmental Requirements

All students must enter a daily log on the logbooks designed and provided by the Department. Monthly reports, which are also mandatory, can be kept in the same logbook. These are designed to help you to record your thoughts, improve your writing skills and prepare you for writing your final report. Your logbook becomes a document and serves as a record of your training, and is useful during future HKIE interviews. The training log book is available for collection in the EIE General Office at room DE614 (some will place in student pigeon hole outside room DE609).

A final report at the end of your training is also required. The final report should be duly signed by your Industrial Supervisor and given to your Training Tutor within a fortnight after your training period. The final report forms a basis for the evaluation of your training performance.

All reports (except the daily log) are designed to provide global observations, comments and appreciation of the training/work experience provided and gained. It is therefore not intended for cataloguing jobs completed. Further, the presentation should be clear and concise. The daily logbook, however, provides you with a record of details of your work and progress, and therefore should be factual. You are advised to have your logbook and reports signed by your Industrial Supervisor and Training Tutor regularly.

The PolyU takes a strong view regarding the English standard of our undergraduates. The department also takes a serious view of students failing to submit their Training Reports, which is seen as a disregard of a golden opportunity for training in report writing.

2. Training Tutors

Right after you have started your placement training, please meet your Training Tutor (i.e. your Personal Tutor) and discuss with him/her for a set of learning outcomes you would achieve during the training. These learning outcomes will be recorded in WIE Form A and will be considered when grading your training.
Your Training Tutor will visit you in the company/factory at regular intervals. He/She will have intimate knowledge of your work and close contact with your Industrial Supervisor or your immediate supervisor in the company. He/She is in the best position to help you solve any problems and to provide you with advice. He/She is therefore your first and closest contact person with the Department and is also the key person to assess your training effort. A list of the Training Tutors and their e-mail addresses is attached for your information (Appendix I). Students receiving training overseas should contact their respective Training Tutors by e-mail or fax, at least once a month.

3. Training Seminars

At regular intervals all students will be called back to the University in the evening to attend a seminar. Attendance records to all seminars will be kept. All students trained in Hong Kong will take turns to give a 10 - 15 minutes talk on their specific job or training experience. The purpose of these seminars is to provide opportunities for students to practice public speaking and to share with each other their experiences and thereby broaden their knowledge and outlook. Any apologies (only under exceptional cases or unavoidable circumstances) should be forwarded well in advance to me. I will advise you on the details at a later stage. Please note that these seminars are very helpful to your juniors, who will be invited to join you. Prepare them well.

4. Company Requirements

Where companies have entered into VTC/HKIE/IEE registration or recognition, additional logbooks and reports required by the company also become University Requirements and are expected to be strictly observed. This is because such registration also forms part of your employment conditions, which have to be complied with.

5. Please provide the following information on the attached WIE Form A:

i) Your name.

ii) The company and department which you belong to and the nature of the work which you are involved.

iii) The name(s) of your immediate supervisor(s) and the Head(s) of relevant Department(s), and their official titles in the company. (We intend to make personal contact with them.)

iv) The salary or monthly allowance which you currently receive. (State clearly other benefits you are entitled to, for example, housing, lunch and transportation allowance, bonus and medical benefit etc.)
Then, approach your Training Tutor to come up with the learning outcomes of your training. The completed form should be sent to Ms Sandy Tong/Ms Suki Chu of the General Office.

Dr Frank H. Leung  
Co-ordinator  
Work-Integrated Education  
Department of Electronic and Information Engineering

c.c. Head, EIE  
Associate Heads, EIE  
Dr Martin Chow, Co-ordinator of Work-Integrated Education, EIE  
Training Tutors concerned, EIE  
AO/EOs, EIE

Encl.