



香港城市大學
City University
of Hong Kong

Department of Electronic Engineering

Industrial Placement Scheme

2014

TRAINING LOG BOOK

Name: _____

Student No: _____

Programme: _____

Training Company: _____



Section A Personal Particulars

Name : _____ (Chinese : _____)

Department : _____ Programme : _____

Year of Study : _____ Student No. : _____

Tel. No. : _____ Email address : _____

Home Address : _____

Recent Photo

Section B Training Company Details

Name : _____

Address : _____

Telephone : _____ Fax No. : _____

Section C Company Supervisor

Name : _____ Signature : _____

Position : _____ Contact No. /
Telephone : _____

Section D CityU Supervisor

Name : _____ Signature : _____

Telephone : _____

Section E Emergency Contact Person/Telephone

Name : _____ (Chinese: _____)

Relationship with applicant : _____ Telephone : _____

Address : _____

Industrial Placement Scheme

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City University of Hong Kong
Department of Electronic Engineering

Industrial Placement Scheme

1. Objectives

- to foster a stronger university-industry partnership
- to enable students to experience the functioning of corporations and factories, and different work cultures
- to instill in students the right kind of work attitude and professionalism, and enable them to know better their future roles in industry
- to cultivate future industrialists who have a good knowledge of both Hong Kong and Mainland China

2. Participating Programmes

- Electronic and Communication Engineering
- Computer Engineering
- Information Engineering

3. Internship Period

The **training** programmes offered by different companies are specifically designed for individual participants. The training programme may include a wide range of disciplines and preferably should be relevant to students' major studies.

Students may also convert their project assignment into Final Year Project subject to the agreement between the Company and the Department.

4. Joint Supervision

A Company mentor with the relevant expertise shall be assigned to supervise the student(s). His responsibilities include providing general guidance and technical advice to students and assessing their performance during the training period.

An academic staff member from the Department shall be assigned to co-supervise and monitor the progress of students.

Students are required to report their work weekly in a log-book. Their assessment is based on the log-book and their performance during their attachment with the training company. They may be required to give a presentation after the training.

The assessment is purely on a Pass/Fail basis.

Students MUST observe the office hours of the company and pay particular attention to punctuality.

Students MUST behave appropriately as students of City University of Hong Kong and as employees of the company.

Students MUST observe and comply with the laws of the Hong Kong Special Administrative Region and the People's Republic of China, as appropriate.

b. *Safety*

Students MUST take care of themselves during and after office hours. Students posted to manufacturing plants in China are strongly advised NOT to leave the factory building or dormitory on their own especially at night. Students should notify their mentor or colleagues AND group leader before they leave the factory or dormitory. If they want to hire taxi, they are advised to call for it via the training company or colleagues, if possible. They should also make use of the transportation provided by the company as far as possible.

c. *Leave Application*

Students are not encouraged to take leave during the attachment period. If necessary students should make prior application to the mentor and the Department of Electronic Engineering if they need to take leave during the training period.

d. *Public Holidays*

Students posted to Mainland China should note that the public holidays of Hong Kong and Mainland China are different. Please check the public holidays, if any, with the training company.

TRAINING RECORD

Give brief description of each principal type of work you were engaged in during the period and its training objective(s).	Period for each activity	Details of Where done:- Site/Office/Dept/ Section	Company Supervisor (or designate)
Week 1: From / / to / /			
Week 2: From / / to / /			
Week 3: From / / to / /			
Week 4: From / / to / /			
Week 5: From / / to / /			

TRAINING RECORD

Give brief description of each principal type of work you were engaged in during the period and its training objective(s).	Period for each activity	Details of Where done:- Site/Office/Dept/ Section	Company Supervisor (or designate)
Week 6: From / / to / /			
Week 7: From / / to / /			
Week 8: From / / to / /			
Week 9: From / / to / /			
Week 10: From / / to / /			

TRAINING RECORD

Give brief description of each principal type of work you were engaged in during the period and its training objective(s).	Period for each activity	Details of Where done:- Site/Office/Dept/ Section	Company Supervisor (or designate)
Week 11: From / / to / /			
Week 12: From / / to / /			
Week 13: From / / to / /			

WEEKLY TRAINING REPORT

Week 1: From _____ to _____

Summary of work undertaken during the week, highlighting what was **observed and learned**.

Company Supervisor's (or his designate's) Comments:

Signature : _____
Company Supervisor (or his designate)

Date

Signature : _____
CityU Supervisor

Date

WEEKLY TRAINING REPORT

Week 2: From _____ to _____

Summary of work undertaken during the week, highlighting what was **observed and learned**.

Company Supervisor's (or his designate's) Comments:

Signature : _____
Company Supervisor (or his designate)

Date

Signature : _____
CityU Supervisor

Date

WEEKLY TRAINING REPORT

Week 3: From _____ to _____

Summary of work undertaken during the week, highlighting what was **observed and learned**.

Company Supervisor's (or his designate's) Comments:

Signature : _____
Company Supervisor (or his designate)

Date

Signature : _____
CityU Supervisor

Date

WEEKLY TRAINING REPORT

Week 4: From _____ to _____

Summary of work undertaken during the week, highlighting what was **observed and learned**.

Company Supervisor's (or his designate's) Comments:

Signature : _____
Company Supervisor (or his designate)

Date

Signature : _____
CityU Supervisor

Date

WEEKLY TRAINING REPORT

Week 5: From _____ to _____

Summary of work undertaken during the week, highlighting what was **observed and learned**.

Company Supervisor's (or his designate's) Comments:

Signature : _____
Company Supervisor (or his designate)

Date

Signature : _____
CityU Supervisor

Date

WEEKLY TRAINING REPORT

Week 6: From _____ to _____

Summary of work undertaken during the week, highlighting what was **observed and learned**.

Company Supervisor's (or his designate's) Comments:

Signature : _____
Company Supervisor (or his designate)

Date

Signature : _____
CityU Supervisor

Date

WEEKLY TRAINING REPORT

Week 7: From _____ to _____

Summary of work undertaken during the week, highlighting what was **observed and learned**.

Company Supervisor's (or his designate's) Comments:

Signature : _____
Company Supervisor (or his designate)

Date

Signature : _____
CityU Supervisor

Date

WEEKLY TRAINING REPORT

Week 8: From _____ to _____

Summary of work undertaken during the week, highlighting what was **observed and learned**.

Company Supervisor's (or his designate's) Comments:

Signature : _____
Company Supervisor (or his designate)

Date

Signature : _____
CityU Supervisor

Date

WEEKLY TRAINING REPORT

Week 9: From _____ to _____

Summary of work undertaken during the week, highlighting what was **observed and learned**.

Company Supervisor's (or his designate's) Comments:

Signature : _____
Company Supervisor (or his designate)

Date

Signature : _____
CityU Supervisor

Date

WEEKLY TRAINING REPORT

Week 10: From _____ to _____

Summary of work undertaken during the week, highlighting what was **observed and learned**.

Company Supervisor's (or his designate's) Comments:

Signature : _____
Company Supervisor (or his designate)

Date

Signature : _____
CityU Supervisor

Date

WEEKLY TRAINING REPORT

Week 11: From _____ to _____

Summary of work undertaken during the week, highlighting what was **observed and learned**.

Company Supervisor's (or his designate's) Comments:

Signature : _____
Company Supervisor (or his designate)

Date

Signature : _____
CityU Supervisor

Date

WEEKLY TRAINING REPORT

Week 12: From _____ to _____

Summary of work undertaken during the week, highlighting what was **observed and learned**.

Company Supervisor's (or his designate's) Comments:

Signature : _____
Company Supervisor (or his designate)

Date

Signature : _____
CityU Supervisor

Date

WEEKLY TRAINING REPORT

Week 13: From _____ to _____

Summary of work undertaken during the week, highlighting what was **observed and learned**.

Company Supervisor's (or his designate's) Comments:

Signature : _____
Company Supervisor (or his designate)

Date

Signature : _____
CityU Supervisor

Date

Summary of the Summer Training
(Summary of work undertaken during the training period)

Comments of Company Supervisor

Signature: _____ Date: _____

Comments of CityU Supervisor

Signature: _____ Date: _____

Feedback from Trainee

Signature: _____ Date: _____

TRAINING RECORD

Give brief description of each principal type of work you were engaged in during the period and its training objective(s).	Period for each activity	Details of Where done:- Site/Office/Dept/ Section	Company Supervisor (or designate)
Week 1: From <u>3/ 6 /2014</u> to <u>7/ 6 /2014</u> <i>Orientation and Briefing</i>	<i>1 week</i>	<i>Personnel Dept./ Process Eng./ Testing Eng./ Q & M</i>	<i>Chan Tai Man</i>
Week 2: From <u>9/ 6 /2014</u> to <u>14/ 6 /2014</u> <i>Direct Objective Training</i> <i>- Design of a sound activating circuit</i>	<i>1 week</i>	<i>Design Dept.</i>	<i>Chan Tai Man</i>
Week 3: From/...../..... to/...../.....			
Week 4: From/...../..... to/...../.....			
Week 5: From/...../..... to/...../.....			

WEEKLY TRAINING REPORT

Week 1: From 3/6/2014 to 7/6/2014

Summary of work undertaken during the week, highlighting what was **observed and learned**.

Training objective: Direct Object Training

Project Title: Design of a sound activating circuit

Methodology Adopted:

Design:

Testing Approach Proposed:

Results:

Conclusion:

Company Supervisor's (or his designate's) Comments:

Signature : _____
Company Supervisor (or his designate)
(Chan Tai Man)

_____ Date

Signature : _____
CityU Supervisor *(K T Ng)*

_____ Date

Summary of the Summer Training
(Summary of work undertaken during the training period)

In the first week, I learnt about the company organization which gave me an overview on the company structure, marketing and business concepts.

In the 2nd week, I got involvement with a team to design a which enabled me to learn how to collaborate with a team of engineers to work hand in hand to design a special hardware used in a consumer product.....

In the 3^d week, I

Comments of Company Supervisor
Chan Tai Man

Signature: _____ Date: _____

Comments of CityU Supervisor
K T Ng

Signature: _____ Date: _____

Feedback from Trainee

During these 9 weeks of training, I learnt a lot in a real engineering and product environment. The training benefited me most.

Signature: _____ Date: _____

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