

Department of Electronic Engineering

Industrial Placement Scheme 2014

TRAINING LOG BOOK

Name:	
Student No:	
Programme:	
Training Company: _	



Department of Electronic Engineering

Industrial Placement Scheme 2013

Section A Personal	Particulars	
Name :	(Chinese:)	
Department :	Programme :	Recent Photo
Year of Study :	Student No.:	
Tel. No.:	Email address :	
Home Address :		
Section B Training	Company Details	
Name :		
Address :		
Telephone:	Fax No. :	
Section C Company	y Supervisor	
Name:	Signature :	
Position:	Contact No. / Telephone :	
Section D CityU Su	pervisor	
Name:	Signature :	
Telephone :		
Section E Emergen	cy 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.

5. Employment Terms and Conditions

During the attachment period, students are full-time students of CityU and they undertake their training at the Company as student interns. As such, there is no employer-employee relationship between them and the Company.

There is no employer-employee relationship between the interns and the Company. If the Company requires the interns to sign a separate Company Employment Contract, she may need to contribute to MPF if so required.

6. Insurance

As CityU students, all interns are covered by a Group Personal Accident Insurance Policy. For those who need to travel, they will be covered by an additional Group Travel Policy.

Students will be insured under $\underline{3}$ schemes provided by the University and a summary is given below:

Maximum Coverage

- 1) Group Personal Accident Insurance HK\$100,000
- 2) Group Travel Insurance HK\$1,000,000
- 3) Medical China Travel Card The card enables the insured person to be admitted to the designated hospital in case of accident, without paying hospital admittance deposit.

Whilst City University of Hong Kong will provide an insurance package for students, the University will not be liable in any way for any accidents, legal offenses or damages incurred or suffered, as appropriate, by the students during the period of the industrial attachment. Students posted in Hong Kong will be covered by the Group Personal Accident Insurance. Students posted in China will be covered, in addition, by a Group Travel Insurance Scheme and a Medical China Travel Card.

7. Rules and Regulations

a. General Behaviour

Students MUST observe the rules and regulations (in particular, those relating to safety and security) of the company. They MUST also comply with the instructions and orders of their supervisor(s), mentor(s) and such staff members of the company as the job requires. Any violation of rules and regulations will be reported on the student's training record and may lead to failure of the training.

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 <u>AND</u> 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.

Give brief description of each principal type of work you	Period for	Details of Where done:-	Company
were engaged in during the period and its training	each	Site/Office/Dept/ Section	Supervisor (or designate)
objective(s).	activity	Section	(or designate)
Wools 1. From / / to / /			
Week 1: From/ to/			
Week 2: From/ to/			
Week 2. 110m / 100			
Week 3: From/ to/			
Week 4: From/ to/			
Week 4. Prom			
Week 5: From/ to/			

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/			

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

	Week 1: From	to	
Summar	y of work undertaken during the week, hig	chlighting what was observed	l and learned.
Company Suj	pervisor's (or his designate's) Comments:		
Signature :	Company Supervisor (or his designate)		Date
Signature :			
	CityU Supervisor		Date

	Week 2: From	to	
Summar	y of work undertaken during the week, hig	chlighting what was observed	l and learned.
Company Sup	pervisor's (or his designate's) Comments:		
Signature :	Company Supervisor (or his designate)		Date
Signature :			
2	CityU Supervisor		Date

	Week 3: From	to	
Summar	y of work undertaken during the week, hig	ghlighting what was observe d	l and learned.
Company Sup	pervisor's (or his designate's) Comments:		
Signature :	Company Supervisor (or his designate)		Date
Signature :			
2	CityU Supervisor		Date

	Week 4: From	to	
Summar	y of work undertaken during the week, high	nlighting what was observed	and learned.
Company Suj	pervisor's (or his designate's) Comments:		
Signature :			
	Company Supervisor (or his designate)		Date
Signature :	CityU Supervisor		Date

	Week 5: From	to	
Summar	y of work undertaken during the week, hig	ghlighting what was observed	l and learned.
Company Sup	pervisor's (or his designate's) Comments:		
Signature :	Company Supervisor (or his designate)		Date
Signature :			
2	CityU Supervisor		Date

	Week 6: From	to	
Summar	y of work undertaken during the week, hig	ghlighting what was observe d	l and learned.
Company Sup	pervisor's (or his designate's) Comments:		
Signature :	Company Supervisor (or his designate)		Date
Signature :			
2	CityU Supervisor		Date

	Week 7: From	to	
Summai	ry of work undertaken during the we	ek, highlighting what was obs	erved and learned.
Company Su	pervisor's (or his designate's) Commen	ts:	
Signature :	Company Supervisor (or his designate)		Date
Signature :	CityU Supervisor		Date

	Week 8: From	to	
Summar	y of work undertaken during the week, hig	hlighting what was observed	l and learned.
Company Su	pervisor's (or his designate's) Comments:		
Signature :			
-	Company Supervisor (or his designate)		Date
Signature:	CityU Supervisor		Date

	Week 9: From	to	_
Summai	ry of work undertaken during the we	ek, highlighting what was ol	oserved and learned.
Company Su	npervisor's (or his designate's) Commen	ts:	
Signature:	Company Supervisor (or his designate)		Date
Signature :	CityU Supervisor		Date

	Week 10: From	to	
Summar	y of work undertaken during the weel	k, highlighting what was observe	ed and learned.
Company Su	pervisor's (or his designate's) Comments	s:	
Signature :	Company Supervisor (or his designate)		Date
Signature :			
	CityU Supervisor		Date

	Week 11: From	to	
Summar	y of work undertaken during the week	, highlighting what was observe	d and learned.
Company Su	pervisor's (or his designate's) Comments:		
Company Su	pervisor's (or his designate s) Comments.		
Signature :	Company Supervisor (or his designate)		Data
	Company Supervisor (or ins designate)		Date
Signature:	CityU Supervisor		Date

	Week 12: From	to		
Summar	y of work undertaken during the w	veek, highlighting what	t was observed and learned .	
Company Su	namican's (anhia dasimata's) Canan			_
Company Suj	pervisor's (or his designate's) Comme	ents:		
Signature :				
	Company Supervisor (or his designate)		Date	
Signature:	CityU Supervisor		Date	

	Week 13: From	to	
Summar	y of work undertaken during the wee	k, highlighting what was obser	ved and learned.
Company Su	pervisor's (or his designate's) Comments	s:	
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 Superviso	r	
	Signature:	_ Date:
Comments of CityU Supervisor		
		_
	Signature:	_ Date:
Feedback from Trainee		
	Signatura	Data
	Signature:	_ Date:

Sample

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 3/6/2014 to 7/6/2014 Orientation and Briefing	1 week	Personnel Dept./ Process Eng./ Testing Eng./ Q & M	Chan Tai Man
Week 2: From 9/6/2014 to 14/6/2014 Direct Objective Training - Design of a sound activating circuit	1 week	Design Dept.	Chan Tai Man
Week 3: From/ to/			
Week 4: From/ to/			
Week 5: From/ to/			

Sample

WEEKLY TRAINING REPORT

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

Training o	objective: Direct Object Training	
Project Ti	itle: Design of a sound activating circuit	
<u>Methodolo</u>	ogy Adopted:	
<u>Design:</u>		
Testing A	pproach Proposed:	
<u>Results:</u>		
Conclusion	<u>1:</u>	
Company St	upervisor's (or his designate's) Comments:	
Signature :		
	Company Supervisor (or his designate) (Chan Tai Man)	Date
Signature :		
	City I Supervisor (V T Na)	Date

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

In the first week, I learnt about company structure, marketing and	the company organization which gainst the thick the second of the second	ve me an overview on the
_	with a team to design a whi ineers to word hand in hand to desi	
In the 3 rd week, I		
Comments of Company Superviso <i>Chan Tai Man</i>	or	
	Signature:	_ Date:
Comments of CityU Supervisor K T Ng		
	Signature:	_ Date:
Feedback from Trainee During these 9 weeks of training, The training benefited me most.	I learnt a lot in a real engineering	and product environment.
	Signature:	_ Date: