

Assessment Tasks/Activities (ATs) for Professional Internship Program (EE4081)

Assessment Tasks/Activities	Weighting*	Remarks
Continuous Assessment: 100%		
Placement report for actual project work in training company	N/A	*Assessment Mechanism
Written report on the role of engineer in professional society	N/A	*Assessment Mechanism
Feedback from academic supervisor based on company feedback, and visit & placement report	N/A	*Assessment Mechanism
Examination: N/A		
* The weightings should add up to 100%.	N/A	

Remark: The assessment is purely on a pass/fail basis. To pass the course, the comments by the company mentor on the logbook must be at the satisfactory level or above.

*Assessment Mechanism: Each participating student will be assigned a company mentor as well as an academic supervisor. Academic supervisor will pay visits to companies and communicate with company mentor to know the progress of the student intern. Based on feedback from company mentor as well as the placement report done by the student, academic supervisor has to give marks to student on both the placement report, as well as the written report on the role of engineer in professional society. Academic supervisor's collective feedback based on observations made during visits, company's feedback and student works also constitutes a part in the assessment. The course leader of EE4081 will collect assessment details from academic supervisors and look into cases if any.

Objectives of Supervisory Visit:

1st visit:

- see whether students adapt to work environment
- pursue a training plan or a final year project (finalize the Project title, objective and time schedule)
- seek initial comment from both mentor and students about each other as well as the placement programme
- identify support from the supervisor if required and make suggestion for improvement where necessary

2nd visit:

- review and assess the progress of the training plan in the form of telephone interview or email communication or on-site visit whichever way deemed appropriate
- ensure that the final year project meets the requirements of Department and offer advice for remedial action if not
- make suggestions for improvement where necessary
- seek comments from both mentor and students about each other
- whether problems raised at 1st visit have been solved
- any further support required

Final visit:

- overall discussion about the training
- assess the final presentation of students as part of the final assessment
- collect overall feedback from the mentor
- assess student on both the placement report, as well as the written report on the role of engineer in professional society.