



# Department of Electrical Engineering

## EE4081

# Professional Internship Program

## TRAINING LOG BOOK

**Name:** \_\_\_\_\_ **Student No.:** \_\_\_\_\_

**Programme:** \_\_\_\_\_

**Training Period:** \_\_\_\_\_

**Training Company:** \_\_\_\_\_

**CityU Supervisor:** \_\_\_\_\_

**You are required to:**

- 1. submit this Training Log Book to your CityU Supervisor monthly and pick it up within one week afterwards;**
- 2. report to your CityU Supervisor at least monthly;**
- 3. submit this Training Log Book within 1 week after completion of training.**

**If you cannot fulfil the above requirements, you will run the risk of failing this course.**

### **Abstract**

This course aims to provide students with the opportunity to:

- a) appreciate a real working environment under guidance of expertise
- b) integrate the knowledge they acquired in classroom and apply it in real work setting
- c) appreciate team work, group / organizational behaviour in a work environment
- d) gain the real work experience which will enhance their competitiveness in an increasingly challenging job market.

The program is conducted at the host company whereby students are jointly supervised by the host mentor and the EE supervisor.

### **Course Intended Learning Outcomes (CILOs)**

1. Aware of a real work environment
2. Apply a range of communication skills in team work
3. Aware of the role and functioning of engineering and technology in a company through observation of its operations and discovering the practice and standards
4. Demonstrate an attitude to propose solution for problems through independent investigation and solve problems by applying proper engineering tools and analysis techniques
5. Demonstrate level of competence in skill-oriented aspect of the electronic engineering and information technology
6. Demonstrate the ability to work effectively, independently and professionally
7. Demonstrate the ability to collaborate and function effectively with professional and non-professional personnel
8. Demonstrate discipline and responsibility in a team
9. Aware of the professional ethics in a real life environment
10. Aware of the technologies used in a modern industrial setting
11. Aware of the employability by meeting the needs of industry

The CILOs contribute to the following *programme intended learning outcomes*:

1. An ability to apply knowledge of mathematics, science and engineering
2. An ability to design and conduct experiments as well as to analyze and interpret data
3. An ability to function on multi-disciplinary teams
4. An ability to identify, evaluate, formulate and solve engineering problems
5. An ability to identify, evaluate, formulate and solve engineering problems
6. An ability to communicate effectively
7. Knowledge in contemporary issues and an awareness of the impact of engineering solutions in a broad, global and societal context
8. An ability to use necessary engineering tools

I have read, and understand the course aims and objectives, and CILOs stated on this page.

\_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_  
Student name Student ID Date



香港城市大學  
City University of Hong Kong  
專業 創新 胸懷全球  
Professional · Creative  
For The World

## Department of Electrical Engineering

### EE4081 Professional Internship Program

#### SECTION A: Personal Particulars

Name: \_\_\_\_\_ (Chinese: \_\_\_\_\_ )

Student No.: \_\_\_\_\_ Programme: \_\_\_\_\_

#### SECTION B: Training Company Details

Name: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Address: \_\_\_\_\_

#### SECTION C: Company Mentor

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Email: \_\_\_\_\_

#### SECTION C: CityU Supervisor

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Contact No.: \_\_\_\_\_

## Contents

Guidelines for Log Book Completion	6
Provisional Training Plan	7
Monthly Training Report	8-31
Overall Summary	32

## **Guidelines for Log Book Completion**

### **1. Provisional Training Plan**

After discussion with the Company Mentor, a provisional training plan should be completed before the 1st supervisory visit.

### **2. Monthly Training Report**

The Monthly Training Report shall include the following components and should be completed and signed by the Company Mentor monthly.

- (a) Actual work done
- (b) Technical involvement
- (c) Problems encountered
- (d) Results

### **3. Overall Summary**

The Overall Summary should summarize the work undertaken during the whole training period.

## **Provisional Training Plan**

***MONTHLY REPORT***

**Month 1: From \_\_\_\_\_ to \_\_\_\_\_**

Summary of work undertaken during the month, highlighting what was carried out.

---





***MONTHLY REPORT***

**Month 2: From \_\_\_\_\_ to \_\_\_\_\_**

Summary of work undertaken during the month, highlighting what was carried out.

---

---

Comments of Company Mentor or his/her designate:

Signature : \_\_\_\_\_  
Company Mentor (or his/her designate) \_\_\_\_\_ Date \_\_\_\_\_

Signature : \_\_\_\_\_  
CityU Supervisor \_\_\_\_\_ Date \_\_\_\_\_

***MONTHLY REPORT***

**Month 3: From \_\_\_\_\_ to \_\_\_\_\_**

Summary of work undertaken during the month, highlighting what was carried out.

---

---

Comments of Company Mentor or his/her designate:

Signature : \_\_\_\_\_ Date \_\_\_\_\_  
Company Mentor (or his/her designate)

Signature : \_\_\_\_\_ Date \_\_\_\_\_  
CityU Supervisor

***MONTHLY REPORT***

**Month 4: From \_\_\_\_\_ to \_\_\_\_\_**

Summary of work undertaken during the month, highlighting what was carried out.

---

---

Comments of Company Mentor or his/her designate:

Signature : \_\_\_\_\_  
Company Mentor (or his/her designate)

\_\_\_\_\_  
Date

Signature : \_\_\_\_\_  
CityU Supervisor

\_\_\_\_\_  
Date

***MONTHLY REPORT***

**Month 5: From \_\_\_\_\_ to \_\_\_\_\_**

Summary of work undertaken during the month, highlighting what was carried out.

---





***MONTHLY REPORT***

**Month 6: From \_\_\_\_\_ to \_\_\_\_\_**

Summary of work undertaken during the month, highlighting what was carried out.

---



***MONTHLY REPORT***

**Month 7: From \_\_\_\_\_ to \_\_\_\_\_**

Summary of work undertaken during the month, highlighting what was carried out.

---



***MONTHLY REPORT***

**Month 8: From \_\_\_\_\_ to \_\_\_\_\_**

Summary of work undertaken during the month, highlighting what was carried out.

---



***MONTHLY REPORT***

**Month 9: From \_\_\_\_\_ to \_\_\_\_\_**

Summary of work undertaken during the month, highlighting what was carried out.

---





***MONTHLY REPORT***

**Month 10: From \_\_\_\_\_ to \_\_\_\_\_**

Summary of work undertaken during the month, highlighting what was carried out.

---



***MONTHLY REPORT***

**Month 11: From \_\_\_\_\_ to \_\_\_\_\_**

Summary of work undertaken during the month, highlighting what was carried out.

---



***MONTHLY REPORT***

**Month 12: From \_\_\_\_\_ to \_\_\_\_\_**

Summary of work undertaken during the month, highlighting what was carried out.

---



## **Overall Summary**