

Course Syllabus

offered by College/School/Department of **Electrical Engineering**
with effect from Semester B, 2022/2023

This form is for the completion by the *Course Leader*. The information provided on this form is the official record of the course. It will be used for the City University's database, various City University publications (including websites) and documentation for students and others as required.

Please refer to the Explanatory Notes on the various items of information required.

Prepared / Last Updated by:

Name: Eric Wong / Andy Chan Academic Unit: EE

Phone/email: 7706/eeewong Date: 19 Feb 2023
8444/eehpchan

**City University of Hong Kong
Course Syllabus**

**offered by College/School/Department of Electrical Engineering
with effect from Semester B, 2022/2023**

Part I Course Overview

Course Title:	Professional Internship Program
Course Code:	EE4084
Course Duration:	Three semesters (summer term included)
Credit Units:	9
Level:	B4
Proposed Area: <i>(for GE courses only)</i>	<input type="checkbox"/> Arts and Humanities <input type="checkbox"/> Study of Societies, Social and Business Organisations <input type="checkbox"/> Science and Technology
Medium of Instruction:	English and other languages appropriate to the placement setting
Medium of Assessment:	English
Prerequisites: <i>(Course Code and Title)</i>	Nil
Precursors: <i>(Course Code and Title)</i>	Nil
Equivalent Courses: <i>(Course Code and Title)</i>	Nil
Exclusive Courses: <i>(Course Code and Title)</i>	EE4081 or EE4082 or EE4083

Part II Course Details

1. Abstract

This course aims to provide students with the opportunity to:

- appreciate a real working environment under the guidance of experts
- integrate the knowledge they acquired and apply it in a real work setting
- appreciate team work, group / organizational behaviour in a work environment
- gain 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. Students joining this program are not allowed to take the option of Part B (Industrial Project) of EE4080 Project or its equivalent at the same company.

2. Course Intended Learning Outcomes (CILOs)

(CILOs state what the student is expected to be able to do at the end of the course according to a given standard of performance.)

No.	CILOs [#]	Weighting* (if applicable)	Discovery-enriched curriculum related learning outcomes (please tick where appropriate)		
			A1	A2	A3
1.	Aware of the role and functioning of engineering and technology in a company by observing its operations and discovering the practice and standards.		√	√	
2.	Demonstrate an attitude to propose solution for problems through independent investigation and solve problems by applying proper engineering tools and analysis techniques		√	√	√
3.	Demonstrate discipline and responsibility in a team			√	√
4.	Aware of professional ethics in a real-life environment		√	√	
		100%			

* If weighting is assigned to CILOs, they should add up to 100%.

[#] Please specify the alignment of CILOs to the Gateway Education Programme Intended Learning outcomes (PILOs) in Section A of Annex.

A1: Attitude

Develop an attitude of discovery/innovation/creativity, as demonstrated by students possessing a strong sense of curiosity, asking questions actively, challenging assumptions or engaging in inquiry together with teachers.

A2: Ability

Develop the ability/skill needed to discover/innovate/create, as demonstrated by students possessing critical thinking skills to assess ideas, acquiring research skills, synthesizing knowledge across disciplines or applying academic knowledge to self-life problems.

A3: Accomplishments

Demonstrate accomplishment of discovery/innovation/creativity through producing /constructing creative works/new artefacts, effective solutions to real-life problems or new processes.

3. Teaching and Learning Activities (TLAs)

(TLAs designed to facilitate students' achievement of the CILOs.)

TLA	Brief Description	CILO No.				Hours/week (if applicable)
		1	2	3	4	
Workshop training placement/ personal coaching/ other activities	Pre/post-placement training seminars and reflection through writing interim and final reports		√		√	
	The actual placement work, supervision and feedback from company supervisor	√	√	√	√	
	Supervision and feedback from academic supervisor		√		√	
	Logbook, project presentation, company visits and interviews by CityU supervisors		√	√	√	

The placement should last for 12 months.

4. Assessment Tasks/Activities (ATs)

(ATs are designed to assess how well the students achieve the CILOs.)

Assessment Tasks/Activities	CILO No.				Weighting*	Remarks
	1	2	3	4		
Continuous Assessment: <u>100%</u>						
Placement report for actual placement work in training company and technical knowledge/skills acquired in the internship programme	√	√	√	√	N/A	
Written report on the role of engineer in professional society	√	√	√	√	N/A	
Feedback from academic supervisor based on company feedback, and visit & placement report	√	√	√	√	N/A	
Examination: <u>N/A</u>						
* 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.

5. Assessment Rubrics

(Grading of student achievements is based on student performance in assessment tasks/activities with the following rubrics.)

To pass the course, students are required to pass all the four assessment tasks below.

Assessment Task	Criterion	Pass (P)	Poor (F)
Actual placement work	Ability to complete and fulfill all job duties	Reach the required level	Not even reaching margin level
Placement report	(a) Ability to report and reflect on placement learning experience (b) Ability to describe the project work in the company (c) Ability to describe the technical knowledge/skills acquired in the internship programme	Reach the required level	Not even reaching margin level
Written report on the role of engineer in professional society	Ability to describe and reflect on the role of engineer in professional society	Reach the required level	Not even reaching margin level
Feedback from company supervisor	Ability to achieve in overall performance	Reach the required level	Not even reaching margin level
Feedback from academic supervisor	Ability to perform in placement work, report and reflection	Reach the required level	Not even reaching margin level

Details criteria for Placement Report:

Students are required to obtain "C" in all subcategories (a-c) in order to get a "Pass" in the placement report.

Criterion		A	B	C	D	F
(a) Ability to report and reflect on placement learning experience	Time management	Consistently able to accurately estimate time required to complete tasks.	Generally able to accurately estimate time required to complete tasks.	Generally able to estimate time required to complete tasks.	Occasionally able to estimate time required to complete tasks	Unable to estimate time required to complete tasks
	Observation and reflection	Able to regularly observe and reflect on the assigned tasks and beyond	Able to observe and reflect on the assigned tasks and beyond	Able to observe and reflect on the assigned tasks	Occasionally able to observe and reflect on assigned tasks	Unable to observe and reflect on the assigned tasks
	Independence	Pursue academic interests and their relation with an	Engage in relating academic work with an	Recognize academic relation with	Occasional recognition of academic relation with	Unable to relate academic knowledge in an

		industrial environment	industrial environment	an industrial environment	an industrial environment	industrial environment
(b) Ability to describe the project work in the company	Responsibility	Able to take ownership and consistently able to anticipate consequences of their own action	Able to take ownership and able to anticipate consequence of their own actions	Little sense of ownership And occasionally anticipates consequences of their own actions	Avoids responsibilities and does not anticipate consequences of their own actions	Takes no responsibilities and consistently being told what to do
	Initiative	Completes the required work, and goes a step further by actively pursuing what can be improved upon	Completes the required work, identifies areas of improvements and make suggestions	Completes the required work and identifies areas of improvements	Completes only the required work	Takes no initiative
	Company structure and their function	Able to describe the company structure and the functions of each department, their importance and interdependence	Able to describe the company structure and the functions of each department and their importance	Able to describe the company structure and the functions of each department	Able to describe the company structure	Unable to describe the company structure and their importance
(c) Ability to describe the technical knowledge/ skills acquired in the internship programme	Work flow management	Consistently able to procure necessary tasks taking into account stake holders	Generally able to procure necessary tasks taking into account stake holders	Generally able to procure necessary tasks	Occasionally able to procure necessary tasks	Unable to procure necessary tasks
	Software skills	Consistently able to seek out and use the necessary IT skills to efficiently and accurately complete tasks	Generally able to seek out and use the necessary IT skills to efficiently and accurately complete tasks	Generally able use the necessary IT skills to complete tasks	Generally able use IT skills to complete tasks	Unable to use the basic IT skills to do tasks

	Classroom transfer skills	Independently adapts and applies theories and methodologies for difficult problems	Adapts and applies theories and methodologies for new problems	Applies theories and methodologies for problems	Vague references to the solution of problems	Unable to relate classroom skills
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Extracted from FYP Report writing rubric

Areas of Achievements	Excellent (A)	Good (B)	Basic (C)	Unacceptable (D)	No progress (F)
	4 points	3 points	2 points	1 point	0
Organization					
<i>1)Organization</i>	Written work is well organized and easy to understand.	The organization is generally good, but some parts seem out of place.	The organization is unclear.	The report is disorganized to the extent that it prevents understanding of content.	
Writing style and grammar					
<i>1)Spelling and grammar</i>	The work has been thoroughly spell-checked and proofread.	There are a few spelling and grammatical errors.	There is more than one spelling or grammatical error per page.	There are frequent mis-spelled words and serious grammatical errors, indicating that time was not taken to spell-check and proofread	
<i>2)Writing style</i>	The writing style indicates planning that makes reading easy and the flow of material makes understanding easy.	The writing style indicates planning that makes reading easy.	The writing style is readable, but difficult to follow.	The writing style is difficult to read and the writing disorganized, making understanding a difficult task.	
Presentation of material					
<i>1)Visual, example; graphs/diagrams.</i>	Visual aids are used frequently. They are easy to read and understand, and are of professional quality.	Visual aids are good, but a few are sloppy or difficult to read.	Most visual aids are sloppy and hard to read.	There are few visual aids, and those used are carelessly prepared.	

6. Constructive Alignment with Major Outcomes

MILO	How the course contribute to the specific MILO(s)
4	An ability to function on multi-disciplinary teams
5	An ability to identify, evaluate, formulate and solve engineering problems
6	Awareness of professional and ethical responsibilities
7	An ability to communicate effectively
8	Knowledge in contemporary issues and an awareness of the impact of engineering solutions in a broad, global and societal context

Part III Other Information (more details can be provided separately in the teaching plan)

1. Keyword Syllabus

N/A

2. Reading List

2.1 Compulsory Readings

(Compulsory readings can include books, book chapters, or journal/magazine articles. There are also collections of e-books, e-journals available from the CityU Library.)

1.	N/A
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2.2 Additional Readings

(Additional references for students to learn to expand their knowledge about the subject.)

1.	N/A
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3. Course Fulfilment

Students successfully completed the Internship Program will earn 9 Credit Units in their academic records at the University, which can be used to waive the Major requirements of EE3012/EE2066 Engineers in Society, EE4080 Project or its equivalent, and Engineering Training EE4090 or (EE4096 and EE4097) or its equivalent.