Department of
Electrical Engineering

香港城市大學
City University of Hong Kong

EE Internship Programs:

EE4085 Internship: Engineering Practice*

EE4086 Internship: Advanced Topics in Electrical Engineering*

EE4087 Internship: Industrial Project*

*Subject to Approval

香港城市大學
City University of Hong Kong

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Internship Program Aim

To provide students with the opportunity to :

- nurture student's engineering skill and sustainability

- develop core value towards career

- appreciate a real working environment under guidance of expertise

- integrate the knowledge they acquired in classroom and apply it in real work setting

- appreciate and harmonize team work, group/organizational behaviour in a work environment

- gain the real work experience which will enhance their competitiveness in an increasingly challenging job market

Duration and Course(s) taken

Duration	Course(s) taken (Assessment: by grading system)	Credit Units	Starting time (preferred)	Waiver
4 months	EE4085 Internship: Engineering Practice*	3	EE4085 Summer or SemA	EE2066 Engineers in Society and EE4090 Engineering Training
8 months	EE4085* and EE4086 Advanced Topics in Electrical Engineering*	3 + 3 (6 total)	EE4086 SemA or SemB	EE2066 Engineers in Society and EE4090 Engineering Training and One major elective
12 months	EE4085* and EE4087 Internship: Industrial Project* *(follow assessment framework and all assessment activities of EE4080 – Final Year Project)*	3 + 6 (9 total)	EE4087 SemA + SemB OR SemB + Summer	EE2066 Engineers in Society and EE4090 Engineering Training and EE4080 Project

*Subject to Approval

EE4085 : Engineering Practice

Course aims: 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.

EE4085 : Template for Final Report and Final Presentation

1. Introduction
    a. Overview of the company's organizational framework
    b. Discussion on the key departments, roles, and responsibilities
    c. Analysis of the company's hierarchical structure and decision-making process
2. Business Overview
    a. Description of the company's core business activities
    b. Discussion on the company's products, services, and innovations
    c. Examination of the company's competitive advantages and market positioning
3. Relationship with Hong Kong and Greater China
    a. Overview of the company's presence and operations in HK and Greater China
    b. Discussion on strategic partnerships and collaborations with local entities
    c. Analysis of the company's contributions to the local and regional economy

EE4085 : Template for Final Report and Final Presentation (continued)

4. Technical Side Content
  a. Examination of specific projects or initiatives undertaken by the company in HK and Greater China
  b. Analysis of the outcomes, successes, and challenges faced in these endeavors
  c. Technical activities in the internship period

5. Engineering Practice Content
  a. Based on the company's operations, discuss the obligations, roles and professional conduct of an engineer in a modern society. Concrete examples to be provided for illustration.
  b. Based on company's operations, discuss the legal, environmental and socio-economic factors (economic, ethics, etc.) that engineering practices should consider

6. Conclusion
  Summary of student works and findings from the Internship

EE4086 : Advanced Topics in Electrical Engineering

- **Prerequisites: EE4085**

- Course aims: Provide students with the opportunities to:

    a. appreciate a real working environment under the guidance of experts

    b. obtain technical knowledge of an area, including the relevant theories

    c. integrate the knowledge they acquired and apply it in a real work setting

EE4086 : Template for Final Report and Final Presentation

1. Introduction
   a. Overview of the selected topics, including background and motivation of the works
   b. Overview of theories and principles of the selected topics
   c. Organization of the report

2. Background
   a. Detailed theories and principles of the selected topics
   b. Overview of student works

3. Description of student works
   a. Ideas of student works and/or solutions, and alternative solutions
   b. Implementation of student works and/or solutions
   c. Properties of student works and/or solutions

EE4086 : Template for Final Report and Final Presentation (continued)

4. Results of student works and discussions

    a. Settings of student works and/or solutions

    b. Performance of student works and/or solutions

    c. Findings of student works and/or solutions

    d. Alternative solutions

5. Conclusion

    Summary of student works and findings from the Internship

EE4087 : Industrial Project

- **Prerequisites: EE4085**
- Course aims: Provide students with the opportunities to:
    a. appreciate a real working environment under the guidance of experts;
    b. integrate the knowledge they acquired and apply it in a real work setting;
    c. appreciate team work, group / organizational behaviour in a work environment;
    d. gain real work experience, which will enhance their competitiveness in an increasingly challenging job market
- **This course follows assessment framework and all assessment activities of EE4080 – Final Year Project**
- The program is conducted at the host company, whereby students are jointly supervised by the host mentor and the EE supervisor. Students will complete their **Industrial Project** at the host company.

EE4087 : Syllabus

Project Implementation
- Formulation of design problem; utilization of engineering/problem solving skills; analysis, assumptions, extension of knowledge; concepts, innovation; project management; usage, resource management.

Project Demonstration
- Live demonstration; guided tour; supporting material; explanation of problems encountered.

Project Report
- Organization; content, engineering/theoretical analysis, relevance; use of appendices, engineering/theoretical work, report writing style and grammar; presentation of material; visual.

Project Oral Presentation
- Content; relevance, accuracy, delivery; organization, preparation and effectiveness of delivery, style, pacing and body language, time management.

Time and Place

- The program is conducted at the host company whereby students are jointly supervised by the company mentors and the CityU supervisors.

- **Program Duration:** 4 – 12 months (the exact duration is negotiable between the company and student)

- **Program starting time:** flexible; for internship of 12 months, starting date is 1 June, otherwise, starting date is 1 September

Role of Training Partner Companies

- provide training position titles and job specifications

- arrange interviews and confirm offers

- provide a training relevant to the student's major study

- allow a day-release of one day per week for students to take coursework at

  CityU (**only during semester time**)

- provide a salary to the student

- assign a company mentor with relevant expertise to co-supervise the student with the CityU supervisor and to review the log book regularly

- need to complete the evaluation included in logbook at the last month of internship period

Joint Supervision

- A Company mentor with the relevant expertise shall be assigned to supervise the student(s). His/Her 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

- The CityU supervisor will visit students 3 times during the training period

Time-line

Period	Events
26 February 2024 – 8 March 2024	Students submit job preferences, transcript, CV and study plan of remaining courses
March 2024	Students to be short-listed
March - April 2024	Company interviews
April 2024	Companies confirm offers
June - September 2024	Placement commencement
June 2025	Placement completion

Things you need to do

- Study the job listing of available positions on **EE Internship System** (https://intranet.ee.cityu.edu.hk/intern/)

- Prepare a CV and study plan of remaining courses

- First round, choose **up to** 3 jobs and rank them according to your preference

- Submit your CV, academic transcript and study plan via EE Internship System before 8 March 2024

Option: Find your own internship company

- The host company shall offer reasonable allowance for you and a day release per week for you to study.

- Tasks at work should compliment your major studies.

- After securing the offer, contact Prof. Eric Wong. We will help with the agreement.

- Note: Please give us at least a month to process the document work.

Program starting time: for internship of 12 months, ideal starting time is 1 June, otherwise, starting date is 1 September for Year 3/4 or latest January for Year 3

Option for Year 4: Host company invites you to take another 8-month internship after summer internship

- Similar to the case of finding your own internship, please contact Prof. Eric Wong immediately once you have confirmed with your summer host company

Reminder for All Applicants

- You can take EE4085/6/7 once only.

- If you withdraw from the program after confirming the offer, you cannot enroll into EE4085/6/7 again.

- If you have confirmed exchange offer, we will not consider your internship application for now.

- EE4085/6/7 students can register 2 courses or maximum 3 courses per semester under the provision of one-day release per week (or equivalent) arrangement during the internship period. Any unauthorized additional courses will be de-registered during/after the course add/drop period.

Special Reminder for Year 2 Applicants

- Year 3 schedule is not fixed yet. Meanwhile, Year 3 studies involve a lot of core courses. Please prepare course plan with special care to ensure flexibility.

- Make sure that you have talked to your programme leaders before submitting your application.

- We will discuss with the companies chosen by Year 2 applicants if they would like to join Year 3 interns. If a company prefers to take Year 4 interns, we will notify the Year 2 applicants to update their choices.

- Good time management is important!

END