

**Assessment Tasks/Activities (ATs) for Professional Internship Program (EE4085/EE4086/EE4087)**

<b>EE4085 Internship: Engineering Practice</b>		
Assessment Tasks/Activities	Weighting*	Remarks
Continuous Assessment: 100%		
Logbook for actual placement work in training company	30%	*Assessment Mechanism
Written report on the role of engineer in professional society	35%	
Feedback from academic supervisor based on company feedback, and visit & logbook	35%	*Assessment Mechanism

<b>EE4086 Advanced Topics in Electrical Engineering</b>		
Assessment Tasks/Activities	Weighting*	Remarks
Continuous Assessment: 100%		
Placement report for actual placement work in training company	30%	Refer to Internship Rubric
Feedback from academic supervisor based on company feedback, and visit & placement report	35%	*Assessment Mechanism
Placement presentation	35%	Refer to Internship Rubric

<b>EE4087 Internship: Industrial Project</b>		
Assessment Tasks/Activities	Weighting*	Remarks
Continuous Assessment: 100%		
Project report, Demonstration, Oral Presentation	100%	For a student to pass the course, (i) They must conduct an oral presentation, (ii) They must obtain an overall pass (D) grade or above, (iii) They did not obtain a final fail (F) grade from the supervisor and assessor

**Remark:** Students' performance in the above assessment tasks/activities will all be graded.

\*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. To obtain a pass (D) grade or above, company mentor on the logbook must be at the satisfactory level or above. The course leader of EE4085/EE4086/EE4087 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
- 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
- [EE4087] pursue a training plan or a final year project (finalize the Project title, objective and time schedule)

2nd & 3rd 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.

**Timeline for visits:**

	Start of internship	Around 3rd – 4th month	Around 7th – 8th month	Around 11th – 12th month
<b>EE4085</b>	1st visit	Final visit	-	-
<b>EE4086</b>		2nd visit	Final visit	-
<b>EE4087</b>			3rd visit	Final visit

