



Department of Electrical Engineering

EE4085/EE4086/EE4087 Professional Internship Program

TRAINING LOG BOOK

Name: _____ **Student No.:** _____

Programme: _____

Training Period: _____

Training Company: _____

CityU Supervisor: _____

Student 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;**
- 4. remind your company mentor to fill in the below online evaluation before submitting the completed full set Log Book to Department for assessment.**

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

Company Mentor:

- 1. Please fill in the online evaluation form (<https://cityuhk.questionpro.com/t/ARbnPZ2LzY>) at the end of the training program.**

Online Evaluation



Abstract

This course aims to provide students with the opportunity to:

- a) appreciate a real working environment under guidance of experts
- 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 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)

EE4085

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

EE4086

5. Present the theoretical principles of the selected topics
6. Relate the principles learnt in the internship to knowledge needed to serve as engineers or software programmer of the selected topics
7. Realize or implement the engineering solutions for the selected topics
8. Perform assessment on the solutions

EE4087

9. Complete an industrial project in design, applied research or development
10. Demonstrate initiative, innovative and intellectual abilities in handling a challenging technical project
11. Communicate in written form, a substantial formal report reflecting outcomes effectively and accurately
12. Communicate orally with company mentors to identify industrial needs and solve technical problems

The CILOs contribute to the following *majors 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 design a system, component, or process to meet desired needs within realistic constraints
4. An ability to function effectively on a team
5. An ability to identify, 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
9. Recognition of the need for life-long learning
10. An ability to use necessary engineering/IT 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

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Department of Electrical Engineering

EE4085/EE4086/EE4087
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.: _____

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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 and overall comment from company mentor

The Overall Summary should summarize the work undertaken during the whole training period. You should submit your full report including the overall summary for your company's mentor review and overall comment on your whole internship period.

Provisional Training Plan

MONTHLY REPORT

Month 1: 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 2: 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 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: _____ Date _____
 Company Mentor (or his/her designate)

Signature: _____ Date _____
 CityU Supervisor

MONTHLY REPORT

Month 5: 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 6: 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 7: 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 8: 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 9: 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 10: 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 11: 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 12: 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

Overall Summary