THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學
SCHOOL OF DESIGN
設計學院

Guidelines for Workplace Supervisor

Internship is a credit-bearing subject to be taken during the summer semester. Student interns need to take up **full-time design positions for a minimum of 8 weeks** between June and August.

The guidelines below are produced to help clarify your roles and responsibilities as Workplace Supervisor within this internship programme:

1. **At the outset of the internship, get together with the student in order to discuss the student's role and the opportunities for learning which the internship might offer, in order to set the framework for the internship.**

- What do the student and the Workplace Supervisor hope to achieve from the internship?
- What will the student's role in the company be?
- What opportunities for learning will be given to the student?
- What are the general and/or specific goals for the student?
- How might the student achieve learning objectives and how might progress be appraised?

2. **We suggest that you might talk with the student on a regular basis specifically about the internship and to review progress.**
   These meetings could be used to:

- evaluate what has been achieved in the previous stage of the internship;
- highlight any particular areas of difficulty (if any) and agree what could be done to resolve these;
- identify new areas of learning or practice of skills from which the student might benefit.

3. **At the end of the internship, you are requested to assess the student's overall performance by completing the *Workplace Supervisor's Report* form and pass it back to the student(s).**

The *Workplace Supervisor's Report* will constitute 35% of the student's total grade for this subject. Students are also required to produce a written report on their internship experience, making up the remaining 65% of the total grade.

Assessment Criteria											
Excellent			Good			Satisfactory			Pass		Fail
A+	A	A-	B+	B	B-	C+	C	C-	D+	D	F
The student's work is excellent – able to initiate and execute creative ideas. Takes directions well and responds quickly to new challenges. Listens to others' feedback and shows exceptional contribution to the team.			The student's work is good – able to develop appropriate creative concepts and solve problems with minimum supervisions. Listens to others' feedback and shows concrete contribution to the team.			The student's work is satisfactory – able to provide relatively simple creative concepts with detailed instructions. Listens to others sometimes and shows fair contribution to the team.			The student's work is marginal – able to solve relatively simple design problems on some occasions. Has problem understanding comments and shows inconsistent contribution to the team.		The student's work is inadequate – a lack of knowledge and understanding of the design industry. Ignores others' comments and rarely contributes to the team.

There are guidelines produced for the students themselves that draw their attention to identify and capitalise on the opportunities that the internship offers. However, your role as Workplace Supervisor is central to the students' development within the internship. Your observations and advice on, for example, room for improvement or new opportunities which have opened up, will be instrumental in helping the students' progress.

On behalf of the School of Design of The Hong Kong Polytechnic University, we would like to express our thanks for your support to this valuable aspect of the student's education.