



Work-Integrated Education (WIE)

Log Book

(Updated on 1 Dec 2020)

Assessment Criteria

1. A minimum of ten working days (equivalent to two working weeks) is required to fulfil the minimum WIE requirements. This minimum of ten working days equals 1 credit)
2. Satisfactory completion of the placement by the student as evidenced by the Feedback given by the Industrial Supervisor (page 3).
3. The Learning experience of the student as evidenced by his/her Reflective Summary (page 4).

Note:

1. *This Logbook consists of a set of WIE Record Form (pages 1 to 4).*
2. *Students are required to complete one set of WIE Record Form for every placement that they undertake in a company during the semesters.*
3. *If students have undertaken placements in more than one company or in cases where they have more than one supervisors in the same company, they are required to complete separate sets of WIE Record Form.*
4. *You are required to submit the **WIE Endorsement Form** for WIE Co-ordinators approval prior to the commencement of your placement. A copy of the approved WIE Endorsement Form should be attached when submitting this logbook.*

Name of Student (English): _____

(Chinese): _____

Programme: _____

Year of Intake: _____

Student No: _____

Details of the Placement

Name of Company/Organisation: _____	
Post Title: _____	
Address: _____	

Name of Company Supervisor: _____	Position: _____
Work Telephone No: _____ Mobile Telephone No: _____	
Fax No: _____	Email: _____

Learning Outcomes

With reference to the University's policy on WIE, the following learning outcomes are designed for the student to achieve upon completion of the placement (may choose more than one):

- Practice in the field related to the student's study with the necessary professional knowledge, skills, ability and attitude.
- Identify and apply fundamental principles in the profession related to the student's study.
- Apply both scientific and mathematical principles in the profession related to both the student's current and further study.
- Design solutions to real-life problems in areas related to the student's study while taking into consideration any constraint(s) imposed on such problems.
- Recognise the responsibility, ethics, and environmental issues when practicing in the profession related to the student's study.
- Communicate effectively up to the expected standard of the profession related to the student's study.
- Have a global outlook, and be able to recognise technological developments in areas related to the student's study, both local and international.
- Think critically and creatively.
- Recognise social and national responsibility.
- Pursue life-long learning and continual professional development.
- Have a sense of entrepreneurship, and be able to recognise market needs and product development requirement in the profession related to the student's study.
- Work and collaborate in a team.
- Exercise leadership when working in a team.
- To meet the academic requirements for Corporate Membership of professional bodies, such as the Hong Kong Institution of Engineers (HKIE).

Others (please specify and use additional sheets if necessary):

Details of the Work Undertaken

Record here a description of the work that was done during the attachment, or the project completed, together with the time duration, i.e. the date of commencement and the date of completion.

Date of Commencement: _____

Date of Completion: _____

Duration Weeks: _____

Total no. of hours of your placement: _____

Nature of WIE: Summer Placement

Other (please specify)

(e.g. part-time job)

Description of the Work Done / Project Completed

Signature of Industrial Supervisor		Signature of WIE Co-ordinator	
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Feedback by the Industrial Supervisor

	Very Competent	Competent	Satisfactory	Deficient	Not Relevant
• Ability and Willingness to Learn					
• Time Keeping <i>(consider attendance, punctuality, reliability, to attend work, meetings, etc.)</i>					
• Overall <u>Quantity</u> of Work <i>(is the output of the student commensurate with time available)</i>					
• Overall <u>Quality</u> of Work					
• General Problem Solving Ability <i>(recognises problem existence, can find causes, can suggest solutions, can evaluate different solutions, can implement solutions)</i>					
• Ability to apply <u>Theory</u> to <u>Practice</u>					
• <u>Written</u> Communication Skills <i>(is able to write reports, memorandum, letters, etc. clearly)</i>					
• <u>Oral</u> Communication Skills <i>(is able to express his/her ideas clearly)</i>					
• Teamwork skills <i>(willingness and ability of the student to work with others)</i>					

Comment on any particular strengths that the student has:

Comment on any areas where improvements could be made

Given the appropriate circumstances, would you employ the student on a full-time basis	Yes	No

Signature of Industrial Supervisor: _____ Company Stamp: _____

Date: _____

Remark: A copy of reference letter in company letterhead issued by the employer should be submitted along with the logbook.

**Reflective Summary – Think back to the work you have done and comment on:
(Your essay should address all the points below, please write 300 words at least.)**

- What you have done
- How it relates to what you have learned in your previous academic studies
- What you have learnt that you did not know before
- If you had to do it again, what could be improved
- Any accomplishments that you are particularly pleased about or proud of

Assessment by WIE Co-ordinator

Comments as appropriate:

Name of WIE Co-ordinator:	Date:
Signature of WIE Co-ordinator:	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Number of Credits	