WIE

COMPLETION REPORT

The Hong Kong Polytechnic University

Department of Mechanical Engineering

**Upon completion of your Work-integrated Education (WIE) activity, you are required to submit a written WIE Completion Report with the following details completed as the cover.**

SUBMIT REPORT

* Convert the whole WIE Completion Report to **PDF** format
* File name: Student ID\_Full name (e.g. **16010101D\_CHAN Tai Man**)
* Email your PDF file to [me.connect@polyu.edu.hk](mailto:me.connect@polyu.edu.hk)

Cover Details ***(in typewritten input)***

Student Name (English):

Student ID:

Expected Graduation Year:

Study Programme: Placement Organization: Company Address/ Website:

Placement Position/ Title/ Project Name: Total duration worked:

|  |  |
| --- | --- |
| Endorsed by Supervisor/ Person-in-charge:  Name: Position: | Company/ Organization Chop:  Date: |

WORK REPORT ***(page 2 onwards)***

## Around 800 words (in typewritten form) about your WIE experience,

* + You should include a self-reflection message at least in a quarter of contents (around 200 words);

## Insert at least 5 work photos

* + You are suggested to include one photo taken of you and your supervisor/ person-in-charge with the company logo as background.
  + You are reminded to get consent before taking photos of any individuals, objects or places if necessary.

*Remarks: The WIE Completion Report is for internal assessment only.*

*(ver. Sep 2023)*

A close up of a logo

Description automatically generated A black background with blue and white text

Description automatically generated

# Appendix A

# (Fill in by student)

**Student Self-Assessment on Ability and Quality**

# BEng (Hons) in Mechanical Engineering (please put a tick ✓ in the appropriate box)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Professional knowledge / Workplace skills to be assessed** | **Level Attained** | | | |
| **Unsatisfactory** | **Marginally Satisfactory** | **Satisfactory** | **Excellent** |
| 1. An ability to identify, formulate and solve engineering problems | **□** | **□** | **□** | **□** |
| 1. An ability to apply their knowledge of mathematics, science and engineering | **□** | **□** | **□** | **□** |
| 1. An ability to design and conduct experiments, as well as to analyze and interpret data | **□** | **□** | **□** | **□** |
| 1. An ability to design a system, component or process to meet desired needs | **□** | **□** | **□** | **□** |
| 1. An ability to use the techniques, skills and modern engineering tools, including computational tools necessary for engineering practice | **□** | **□** | **□** | **□** |
| 1. An ability to work professionally in general mechanical systems, including the design and realization of such systems | **□** | **□** | **□** | **□** |
| 1. A basic understanding of manufacturing methods | **□** | **□** | **□** | **□** |
| 1. A knowledge of contemporary issues and the broad education necessary to understand the impact of engineering solutions in a global and societal context | **□** | **□** | **□** | **□** |
| 1. An ability to function professionally in multidisciplinary teams | **□** | **□** | **□** | **□** |
| 1. An understanding of professional and ethical responsibility | **□** | **□** | **□** | **□** |
| 1. An ability to communicate effectively | **□** | **□** | **□** | **□** |
| 1. A recognition of the need for and an ability to engage in life-long learning | **□** | **□** | **□** | **□** |

*Information collected in this form will be treated with strict confidence and for internal use only*.

 A black background with blue and white text

Description automatically generated

**Appendix B**

**(Fill in by employer)**

# Employer Survey on Ability and Quality of Student of

# BEng (Hons) in Mechanical Engineering (please put a tick ✓ in the appropriate box)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Professional knowledge / Workplace skills to be assessed** | **Level Attained** | | | |
| **Unsatisfactory** | **Marginally Satisfactory** | **Satisfactory** | **Excellent** |
| 1. An ability to identify, formulate and solve engineering problems | **□** | **□** | **□** | **□** |
| 1. An ability to apply their knowledge of mathematics, science and engineering | **□** | **□** | **□** | **□** |
| 1. An ability to design and conduct experiments, as well as to analyze and interpret data | **□** | **□** | **□** | **□** |
| 1. An ability to design a system, component or process to meet desired needs | **□** | **□** | **□** | **□** |
| 1. An ability to use the techniques, skills and modern engineering tools, including computational tools necessary for engineering practice | **□** | **□** | **□** | **□** |
| 1. An ability to work professionally in general mechanical systems, including the design and realization of such systems | **□** | **□** | **□** | **□** |
| 1. A basic understanding of manufacturing methods | **□** | **□** | **□** | **□** |
| 1. A knowledge of contemporary issues and the broad education necessary to understand the impact of engineering solutions in a global and societal context | **□** | **□** | **□** | **□** |
| 1. An ability to function professionally in multidisciplinary teams | **□** | **□** | **□** | **□** |
| 1. An understanding of professional and ethical responsibility | **□** | **□** | **□** | **□** |
| 1. An ability to communicate effectively | **□** | **□** | **□** | **□** |
| 1. A recognition of the need for and an ability to engage in life-long learning | **□** | **□** | **□** | **□** |

|  |  |
| --- | --- |
| **Signature of Supervisor/ Person-in-charge:** | **Company/ Organization Chop:** |

*Information collected in this form will be treated with strict confidence and for internal use only.*