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

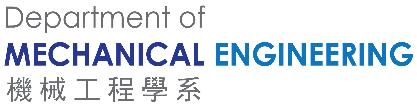
# (Fill in by student)

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

# BEng (Hons) in Product Analysis and Engineering Design (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 evaluate consumers’ needs and market situation for a new product, and to identify and formulate a design problem by developing design specifications to achieve the planned goals | **□** | **□** | **□** | **□** |
| 1. An ability to generate, evaluate and select design concepts with creative design thinking, awareness of business consideration and efficient information search | **□** | **□** | **□** | **□** |
| 1. An ability to apply knowledge of arts, mathematics, sciences and engineering, via analytical, computational or experimental approaches, to analyze or predict the performance of a design in the life cycle of product development | **□** | **□** | **□** | **□** |
| 1. An ability to assess the impacts of human factors, materials, manufacturing processes, environmental issues, product safety and quality in the design and development of quality products | **□** | **□** | **□** | **□** |
| 1. An ability to apply state-of-the-art technology and computer/IT tools related to product development | **□** | **□** | **□** | **□** |
| 1. An ability to appreciate the concept and trend in industrial design, and to identify market opportunity, and to understand the approach in generating new design concepts to meet the existing as well as potential market needs | **□** | **□** | **□** | **□** |
| 1. An ability to apply project management technique to ensure successful completion of a product development process | **□** | **□** | **□** | **□** |
| 1. A knowledge of contemporary issues and the broad   education necessary to understand the impact of engineering design in a global and societal context | **□** | **□** | **□** | **□** |
| 1. An ability to function professionally in a multidisciplinary design team as the leader or team   member | **□** | **□** | **□** | **□** |
| 1. An awareness of professional ethics and social responsibilities and the drive to achieve quality | **□** | **□** | **□** | **□** |
| 1. An ability to communicate effectively and present fluently in English, Chinese and multi-media | **□** | **□** | **□** | **□** |
| 1. 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.*

# Appendix B

# (Fill in by employer)

# Employer Survey on Ability and Quality of Student of

# BEng (Hons) in Product Analysis and Engineering Design (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 evaluate consumers’ needs and market situation for a new product, and to identify and formulate a design problem by developing design specifications to achieve the planned goals | **□** | **□** | **□** | **□** |
| 1. An ability to generate, evaluate and select design concepts with creative design thinking, awareness of business consideration and efficient information search | **□** | **□** | **□** | **□** |
| 1. An ability to apply knowledge of arts, mathematics, sciences and engineering, via analytical, computational or experimental approaches, to analyze or predict the performance of a design in the life cycle of product development | **□** | **□** | **□** | **□** |
| 1. An ability to assess the impacts of human factors, materials, manufacturing processes, environmental issues, product safety and quality in the design and development of quality products | **□** | **□** | **□** | **□** |
| 1. An ability to apply state-of-the-art technology and computer/IT tools related to product development | **□** | **□** | **□** | **□** |
| 1. An ability to appreciate the concept and trend in industrial design, and to identify market opportunity, and to understand the approach in generating new design concepts to meet the existing as well as potential market needs | **□** | **□** | **□** | **□** |
| 1. An ability to apply project management technique to ensure successful completion of a product development process | **□** | **□** | **□** | **□** |
| 1. A knowledge of contemporary issues and the broad education necessary to understand the impact of engineering design in a global and societal context | **□** | **□** | **□** | **□** |
| 1. An ability to function professionally in a multidisciplinary design team as the leader or team member | **□** | **□** | **□** | **□** |
| 1. An awareness of professional ethics and social responsibilities and the drive to achieve quality | **□** | **□** | **□** | **□** |
| 1. An ability to communicate effectively and present fluently in English, Chinese and multi-media | **□** | **□** | **□** | **□** |
| 1. 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.*