The Hong Kong Polytechnic University

Department of Mechanical Engineering

**WIE**

COMPLETION REPORT

**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)***

1. **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);

1. **Insert at least 5 work photos**

* You are suggested to include one photo taken of you and your supervisor/ person-in-charge.
* 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.*

*(version Jan 2021)*