

## Bachelor of Arts (Hons) in Chinese History and Culture

### Student WIE Written Report

Student Name: \_\_\_\_\_ Student No.: \_\_\_\_\_

Programme: \_\_\_\_\_

Placement Organization: \_\_\_\_\_

Supervisor at Work (Name and Title): \_\_\_\_\_

Period of Placement : \_\_\_\_\_ to \_\_\_\_\_

- The written report aims to help you organize and reflect your placement experience.
- Students are encouraged to include relevant photos, diagrams and charts if available.
- The report should be about **1,000 words in English** and submitted through PolyU email **within 2 weeks** upon fulfilling the 160-hour requirement through placements. **Late submission** more than a week will not be accepted.
- Please state your *full-name*, followed by *Written Report*, as the file name.
- **Students should use this page as the cover page of the report.**

**Student feedback** – Please select one of the following boxes to rate your internship experience from (5) excellent to (1) poor.

❖ The internship experience is:

excellent (5)  (4)  (3)  (2)  (1)  poor

**The following topics are suggested for you to cover in the report:**

- A brief description of company background (e.g. vision, mission, core business, management philosophy, key customers and competitors, etc).
- Your major job duties and responsibilities.
- The structure of your section/department and its relationship with other departments and the whole company.
- The learning process to reach the learning goals.
- The generic skills you have acquired and improved after the placement (i.e. teamwork, interpersonal skill, problem solving, communication, customer service, leadership, etc.).
- Any inspiration from your placement towards career development.