

Subject Description Form

Subject Code	EE3010 / EE3010A / EE3010B
Subject Title	Summer Practical Training
Credit Value	3 training credits (not counted towards GPA)
Level	3
Pre-requisite/ Co-requisite/ Exclusion	Nil
Objectives	<ol style="list-style-type: none"> 1. To give students exposure to the industrial/engineering working environments before they complete their program of study. 2. To explore and extend their understanding of engineering study in a broader perspective. 3. To enrich students' all-rounded and global learning experience.
Subject Intended Learning Outcomes	<p>Upon completion of the subject, students will be able to:</p> <ol style="list-style-type: none"> a. Develop and deliver a report for presenting learning experiences and outcomes. b. Demonstrate an awareness of the practical contexts in engineering. c. Appreciate the work of others in an industrial or engineering sector. d. Demonstrate good working practices to show a developing maturity and sense of responsibility.
Subject Synopsis/ Indicative Syllabus	<p>INDICATIVE CONTENT</p> <p>In order to ensure that students have useful experience, the summer practical training must be suitably chosen and properly organized. Students are expected to carry out a minimum of 6 weeks full-time (or equivalent) industrial training. Students are required to indicate the expected learning outcomes prior to the commencement of their placement, as well as to submit a report on the learning outcomes and achievements. Accordingly, the following learning support activities will be conducted.</p> <p>(I) Orientation</p> <p>Students should start their preparatory work by the commencement of the second semester usually at their third-year of study. An orientation will be provided for the following:</p> <ul style="list-style-type: none"> ◆ Basic skills in undertaking practical training ◆ Planning and scheduling for successful completion of assessment instruments ◆ Information on searching national/international work-base employment, attachments etc. <p>(II) Progress Monitoring</p> <p>During the training period, students should maintain a training journal to record their progress. The journal may include:</p> <ul style="list-style-type: none"> ◆ Location and title of the internship: Summarize where practical training took place and where the internship fits into the overall host organization. ◆ Responsibilities: Describe the actual responsibilities. ◆ Skills and Knowledge: Describe the skills and knowledge needed to fulfill the work responsibilities. Describe how the knowledge and skill set evolved during the work experiences. Explain how these are relevant to the academic studies and future goals. ◆ Outcome: Describe the placement experiences and major achievements with concrete examples.

	<p>(III) Learning Evaluation</p> <p>After the completion of practical training, students are required to submit a report about the work experience. It provides an opportunity for the student to reflect upon the learning gained at the work site. The framework of the report should include:</p> <ul style="list-style-type: none"> ◆ A summary of the report. ◆ Detail description of activities carried out during the placement, minimum 6 pages. ◆ A self-reflection: students articulate their thinking about each piece in the report, as well as on the entire report. Through this process of reflection, students draw connections between work experience and university-based learning, construct new knowledge, and become increasingly aware of themselves as learners. ◆ Conclusion: after reflecting on their workplace experience, students set goals and directions for future learning. ◆ Examples of valid industrial placement ◆ Full-time placement in a suitable organization for six weeks full-time. ◆ Assisting in PolyU activities that have an external collaboration or service component such as, Innovation and Technology Fund projects, high-level consultancy projects, collaborative research projects that were undertaken with external organizations, jobs undertaken by the Industrial Centre as a service for an external organization. ◆ Placement within the IAESTE (International Association for the Exchange of Students for Technical Experience) Programme in which the student is attached to a workplace abroad during the training. ◆ The student works on his/her final-year degree project which involves an industrial partner or external client. The student need not be placed in the company but make frequent visits to ensure that the project will meet the specifications required by the company/client. 																						
<p>Teaching/Learning Methodology</p>	<p>Through on-the-job work placements, students learn to connect classroom theory with practical workplace applications, prepare themselves for the realities of workplaces and develop their generic skills in a real working environment. In addition to the orientation, students consult with teaching staff on a one-to-one basis.</p> <table border="1" data-bbox="432 1245 1455 1384"> <thead> <tr> <th rowspan="2">Teaching/Learning Methodology</th> <th colspan="4">Outcomes</th> </tr> <tr> <th>a</th> <th>b</th> <th>c</th> <th>d</th> </tr> </thead> <tbody> <tr> <td>Industrial placement</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> </tbody> </table>	Teaching/Learning Methodology	Outcomes				a	b	c	d	Industrial placement	✓	✓	✓	✓								
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<p>Assessment Methods in Alignment with Intended Learning Outcomes</p>	<table border="1" data-bbox="432 1406 1455 1641"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% Weighting</th> <th colspan="4">Intended subject learning outcomes to be assessed</th> </tr> <tr> <th>a</th> <th>b</th> <th>c</th> <th>d</th> </tr> </thead> <tbody> <tr> <td>1. Placement Report</td> <td>100%</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>2. Placement Questionnaire (Compulsory item)</td> <td>0%</td> <td></td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> </tbody> </table> <p>The outcomes on this subject are assessed by means of student learning report as well as questionnaire to industrial supervisors.</p>	Specific assessment methods/tasks	% Weighting	Intended subject learning outcomes to be assessed				a	b	c	d	1. Placement Report	100%	✓	✓	✓	✓	2. Placement Questionnaire (Compulsory item)	0%		✓	✓	✓
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<p>Reading List and References</p>	<p>Information available in the CAPS website https://www.polyu.edu.hk/sao/careers-and-placement-section/career-development/</p>																						