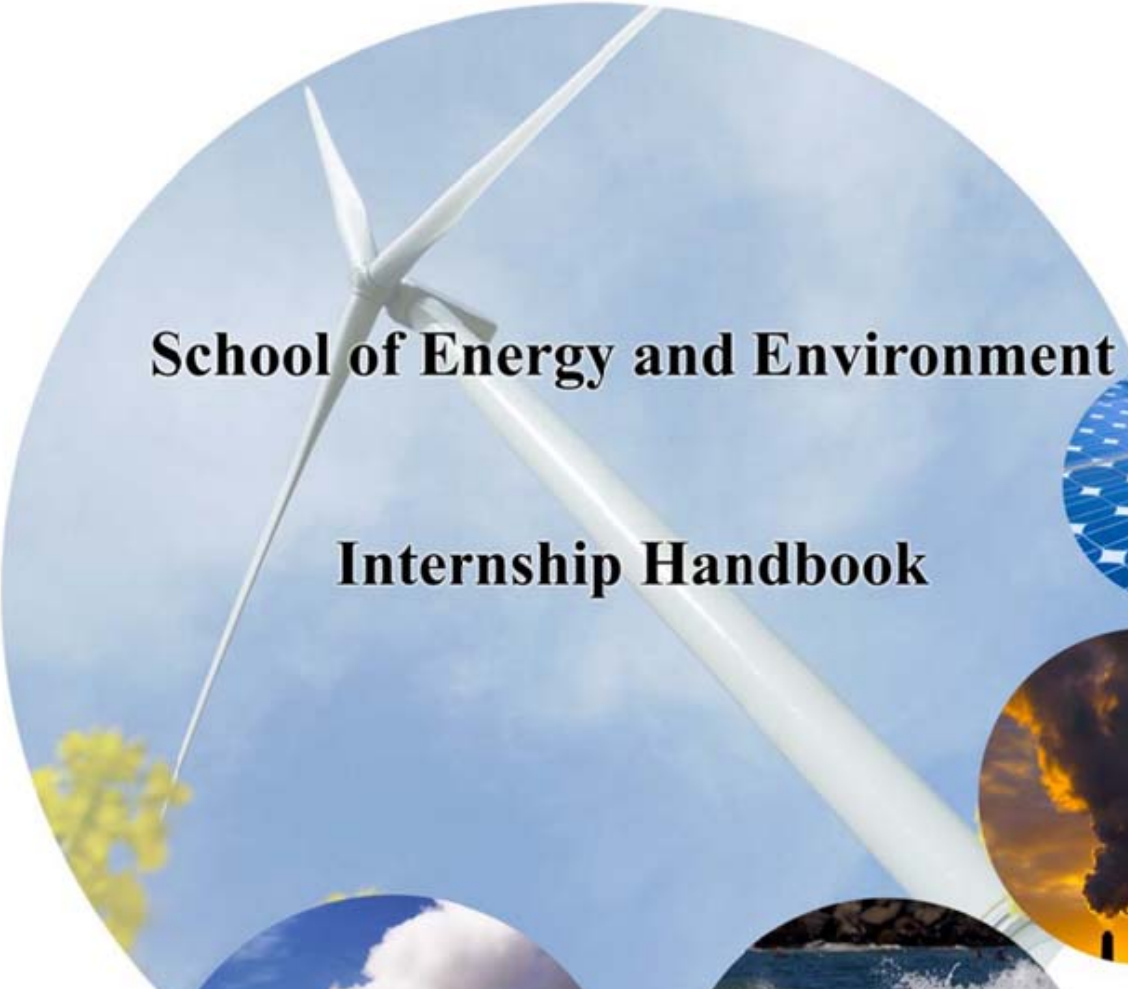




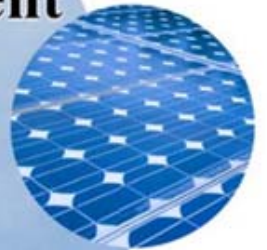
School of Energy and Environment

香港城市大學
City University of Hong Kong

A large circular image of a white wind turbine against a blue sky with light clouds. The turbine's blades are prominent, extending from the center towards the top and right edges of the circle.

School of Energy and Environment

Internship Handbook



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1. Introduction

It is well recognized that experiential learning forms an important component of university education. Internship offers a realistic work preview and a supervised learning experience. Participation in the internship will enable students to learn by doing and engaging in the real life workplace environment and further cultivate their knowledge acquired and skills developed from the classroom, helping them better prepared for career development.

The Internship is in tandem with the learning outcomes of the *Bachelor of Engineering in Energy Science and Engineering* programme of fostering students with a clear understanding and appreciation of energy and energy-related environmental issues encountered by the government, business, industry and the community at large. The Internship is conducted during either the summer break between the first and second year, or between the second and third year of the undergraduate study, as arranged with the Internship Partners. It is expected that students will spend about 8 weeks on the Internship.

2. Objectives

Internships provide students with the opportunity to:

- (a) integrate theories learned in the classroom in a real-world environment through on-the-job work placement;
- (b) understand the functions and operation of the Internship Partners;
- (c) explore and discover their own interests and abilities in the preferred career fields;
- (d) gain a realistic preview for considering career choices;
- (e) develop self-confidence and acquire real-life knowledge of work;
- (f) assess personal strengths and weaknesses, and evaluate career alternatives;
- (g) broaden their horizon, enhance their interpersonal, communication, teamwork and time management skills;
- (h) gain a better understanding of the workplace culture, ethics and discipline;
- (i) develop a competent and responsible working attitude;
- (j) become aware of professional demands in the career field; and
- (k) establish valuable contacts with professionals, and build a network for future career development.

3. Roles and Responsibilities

3.1 School Management

- (a) To plan and develop the Internship Programme and oversee its operations;
- (b) To assign Internship Coordinator and Academic Tutors for the running of the Internship Programme;
- (c) To review/approve the Internship Handbook and Internship Agreements (Appendix A); and
- (d) To provide necessary administrative and resource support for the Programme

3.2 Internship Coordinator

- (a) To seek Internship opportunities from energy- and/or environment-related business corporations, industry, utility services providers, trade organizations, government departments and NGOs (using Internship Placement Request Form - Appendix B);
- (b) To prepare Internship Agreements (Appendix A) with Internship Partners;
- (c) To liaise with Internship Partners on the arrangement of Internship and execution of Internship Agreements;
- (d) To process Internship Applications Forms (Appendix C) and allocation of Internship places to appropriate students through evaluation of the students' qualifications (including interviews);
- (e) To arrange Pre-Internship Briefings for students and Academic Tutors;
- (f) To collaborate with Academic Tutors on the arrangement of the Internship; and
- (g) To ensure that the Academic Tutors perform their duties satisfactory

3.3 Academic Tutors

- (a) To guide students in establishing learning goals before the Internship;
- (b) To collaborate with the Internship Coordinator on the implementation of the Internship;
- (c) To supervise the implementation of the assigned students' Internship programme;
- (d) To visit the workplace and meet with the students to ascertain the effective implementation of Internship;
- (e) To work closely with the Supervisors in the partnering organizations to assure that the learning goals are being achieved;
- (f) To give guidance and advice to students on work-related issues and concerns; and
- (g) To review the Bi-weekly Report and Overall Summary of Internship Log Book (Appendix F) and also Student Performance Assessment Form (Appendix D)

3.4 Students

- (a) To submit applications for Internship (Appendix C);
- (b) To attend pre-internship training session;
- (c) To set learning goals for the Internship;
- (d) To report for duty punctually, commit to work on tasks/jobs assigned by the Internship Partner, and continue until the completion of Internship;
- (e) To observe the Internship Partner's policies, regulations, operational practices and procedures, and show respect to supervisors and fellow workers;
- (f) To apply academic theories learned in classes to analyse work-related issues;
- (g) To report work-related problems and difficulties to the Academic Tutor;
- (h) To accept challenges to their attitudes, beliefs, ways of learning and thinking; and
- (i) To complete the Internship Log Book (Appendix F) throughout the Internship covering Bi-weekly Report and Overall Summary.
- (j) To complete the Student Feedback Questionnaire (Appendix E) by the end of internship.

3.5 Internship Partners/Supervisors

- (a) To select and accept appropriate student(s) for Internship;
- (b) To complete and endorse the Internship Plan of the Internship Log Book (Appendix F);
- (c) To provide students with opportunities to undergo on-the-job professional training with increasing responsibilities;
- (d) To ensure students' workplace environment is in full compliance with the statutory health and safety requirements in Hong Kong;

- (e) To provide supervision and guidance to students on work-related matters and activities;
- (f) To encourage professionalism by assisting students in developing interpersonal skills and decision making abilities;
- (g) To monitor students' performance, sign the Bi-weekly Report of the Internship Log Book (Appendix F) and complete the Student Performance Assessment Form (Appendix D).

4. Internship Process and Procedures

4.1 Application and Allocation

At the beginning of second semester of each academic year, the School will announce the internship placement opportunities (Appendix B) via the School notice board and email. Students who are interested in undertaking the Internship should note and follow the procedures below:

(a) Application

The availability of Internship places should be subject to the agreements and arrangements between the School and the Internship Partners. Students are required to complete the Internship Application Form (Appendix C), prioritizing their choices of Internship to facilitate the School's initial allocation and processing of the Internship Agreement between the School and the Internship Partners.

(b) Allocation/Selection of Internship Placement

After receiving the students' applications, the Academic Tutors, in collaboration with the Internship Coordinator, will allocate the Internship places basically according to the students' academic performance, interests, career aspirations and the availability of Internship quotas provided by the Internship Partners.

In some cases, the Internship Partners may require the students to attend interviews as their established policy for offering internship. Internship placements are highly competitive and students have to present themselves in the best possible light before and during interviews. A well-prepared curriculum vita is vital as is preparation for any interview. Students are advised to contact their Academic Tutors for advice on writing CVs and applications for placements. It should be noted that the final decisions of placement rest with the School and the Internship Partners.

4.2 Pre-Internship Training Session

Students are required to attend a pre-internship training session "Working Smart on Your Internship" arranged by the Career and Leadership Centre in May, before the commencement of the Internship. Students may register for the pre-internship training through AIMS in late April. The theory and practice of internship and ethical standards at workplace will be introduced.

Students will also meet with their Academic Tutors at the briefing session to develop their learning goals for the Internship prior to the start of it. For setting learning goals, students are advised to take the following tips (SMART) into consideration:

- (a) Specific
- (b) Measurable
- (c) Attainable
- (d) Relevant
- (e) Time-bound

4.3 During Internship

(a) Compilation of Bi-weekly Report

Students are expected to make use of the internship to learn and develop the key skills that employers regard as important and build their knowledge of a particular industry, job or organization, and help them decide if they are suitable for a particular kind of work. Students are encouraged to ask questions or seek advice from their supervisors and co-workers, to network, and to reflect on the skills they learn. Students are required to complete the Bi-weekly Report of the Internship Log Book (Appendix F) throughout the Internship, covering the aforesaid and the tasks/jobs undertaken and experiences gained.

(b) Academic Tutor's Visit

The Academic Tutor will make at least two (2) visits to the students' workplace during the Internship period for keeping in touch with the students and maintaining a close dialogue with the supervisors. Such visits aim to (i) discuss with the Supervisors on the students' progress of training and performance, and identify areas for improvement, (ii) give guidance and advice to students on any social and work-related issues and concerns, and (iii) review students' Bi-weekly Report and help them achieve their learning goals. The students and Supervisors should be informed well in advance of the visits.

(c) Compilation of Overall Summary

Reflection is the process of deriving meaning from experiences through questioning what is experienced or observed. Making use of the materials recorded in the Bi-weekly report, students are required to complete the section of Overall Summary of the Internship Log book for submission to the School Management within one week upon completion of the Internship.

(d) Crisis Handling

If students encounter any problems or difficulties during the Internship, they should first approach their supervisors at the workplace. If this is unavailable or not so helpful, students should then approach their assigned Academic Tutor for advice. If so required, students may contact the following staff members of the School who oversee the Internship programme.

Dr Louis Lock
 Adjunct Professor
 G5135,5/F, Academic 1, City University of Hong Kong
 Tel: 3442 9490
 Email: lfslock@cityu.edu.hk

Miss Vivian Kong
 Executive Officer I
 G5702, 5/F Academic 1, City University of Hong Kong
 Tel: 3442 4426
 Email: kong.vivian@cityu.edu.hk

<INTERNSHIP AGREEMENT>

Agreement signed between **<Internship Partner Name>** (“the Internship Partner”) of <Address> and the **School of Energy and Environment, City University of Hong Kong (“the School”)** of Tat Chee Avenue, Kowloon, Hong Kong

Internship Quotas

1. The Internship Partner shall take on the following student(s) for the Scheme:

Name	Student ID

Internship Period

2. Normally 8 weeks starting from the first week of June, subject to extension as agreed among the Internship Partner, the School and the student(s), and no later than dd/mm/yyyy. The commencement date for this year falls on dd/mm/yyyy, unless stated otherwise.>

<Allowance>

3. <_____ (per month/ in total) for students posted in Hong Kong &/ >
 <_____ (per month/ in total) for students posted in Mainland China/ >
 <_____ shall be paid by the Internship Partner to the School in advance, for each of the students enrolled in the Internship Scheme. The Internship Partner shall cease to pay the disbursement upon completion of the Internship.

Lodging, Meal and Transportation

4. For students who will be posted in a site outside Hong Kong, the Internship Partner shall provide lodging and meal, as well as free transportation between factory and Hong Kong. This clause does not apply to students who work in Hong Kong.

Internship Programme

5. The Internship Partner shall preferably provide an Internship Plan for each student. The plan may include a wide range of disciplines and preferably should be relevant to students’ studies in energy science and engineering.

Joint Supervision

6. A Supervisor with the relevant expertise shall be assigned by the Internship Partner to supervise the student(s). His/her responsibilities include providing general guidance and technical advice to students and assessing their performance during the internship period.
7. An Academic Tutor shall be assigned by the School to co-supervise and monitor the progress and the performance of students.

Student Status

8. During the internship period, students are full-time students of the School and they undertake their internship at the workplace of the Internship Partner as student interns. As such, there is no employer-employee relationship between them and the Internship Partner.

Termination of the Internship Scheme

- 9. Before termination takes effect, for whatever reasons, the Internship Partner and the School agree to discuss with each other in a co-operative manner with a view to providing the best possible solution to students and the Internship Partner.
- 10. The Internship Partner shall have the right to terminate the placement offer in case students have infringed the Internship Partner’s rules and regulations.
- 11. The School shall have the right to terminate the Internship in case the work of students lacks a professional training element.

Insurance and MPF Scheme

- 12. All students of City University of Hong Kong are covered by a Group Personal Accident Insurance Policy. For those who need to travel, they will be covered by an additional Group Travel Policy.
- 13. There is no employer-employee relationship between the students and the Internship Partner. If the Internship Partner requires the students to sign a separate Employment Contract, the Internship Partner may need to contribute to MPF if so required.

Others

- 14. If the Internship Partner requires students to sign a separate Employment Contract or any other Agreement, the Internship Partner agrees to provide the School with a copy of the document for reference.
- 15. This Agreement shall be governed by the laws of Hong Kong and the parties agree to submit to the exclusive jurisdiction of Hong Kong courts.

THE ABOVE TERMS AND CONDITIONS ARE AGREED AND SIGNED BY:

For and on behalf of
School of Energy and Environment
City University of Hong Kong

For and on behalf of
[the Company]

<Name>
Dean
School of Energy and Environment

<Name>
<Title>

Date: _____

Date: _____

CITY UNIVERSITY OF HONG KONG
SCHOOL OF ENERGY AND ENVIRONMENT

Bachelor of Engineering in Energy Science and Engineering
Student Performance Assessment Form
(To be completed by the Supervisors in the Internship Partnering Organization)

This form is designed to help supervisors provide feedback on the performance of the student interns, and will become part of the students' record for their undergraduate programme. This form usually takes just five or ten minutes to complete and your answers and comments will be much appreciated. Please answer each item using the scale provided. Space is provided following each category group for specific comments and suggestions. There is also additional space at the end of this form for general comments.

Name of Student: _____ Student No: _____

Organization: _____ Period of Internship: _____ to _____

Answer Code for Evaluation Items and Questions

Please use the scale below to evaluate the student's performance relative to others at comparable stages of education and training. Insert "NA" for not applicable or not enough information to form a judgment.

1. Far below expectation - needs much improvement, a concern
2. Below expectation – needs some improvement to meet standards
3. Acceptable – meets standards at average level
4. Above expectations – performs above average level
5. Far above expectations – a definite strength, performs well beyond average levels

A. Working Attitude

- _____ Arrives at workplace on time consistently
- _____ Informs supervisors and makes arrangements for absence
- _____ Responds to norms about clothing, language, manner behavior etc. at workplace
- _____ Undertakes assigned tasks with enthusiasm and sense of responsibility
- _____ Knows and uphold ethical and integrity standards of the profession

Comments & Suggestions: _____

B. Learning

- Being receptive to learning new knowledge/skills when available or offered
- Seeking opportunity to learn new knowledge/skills proactively
- Having the ability to assimilate new knowledge and develop new skills
- Having the ability to apply and demonstrate new skills acquired

Comments & Suggestions: _____

C. Skills Development

- Adaptability
- Critical Thinking
- Creativity
- Problem Solving
- Time Management
- Team Work
- Communication and Interpersonal Skill

Comments & Suggestions: _____

D. Response to Supervision

- Seeking supervision actively when necessary
- Being receptive to feedback and suggestions from supervisor
- Following and implementing advice/suggestions/directives from supervisor successfully
- Being aware of areas that need improvement
- Being willing to explore own strengths and weakness

Comments & Suggestions: _____

E. Interactions with Co-Workers

- Being comfortable interacting with co-workers
- Taking the initiative to interact with co-workers
- Communicating effectively with co-workers
- Accepting opinions from others
- Expressing own opinions effectively and proactively

Comments & Suggestions: _____

OVERALL

a) What would you identify as the student's strength? _____

b) What would you identify as areas in which the student should improve? _____

c) Any task/work/project undertaken by the student deserves commendation? _____

d) Would you consider the student's potential and career aspiration can develop his/her career in your Organization upon completion of his/her undergraduate studies? _____

e) Any Other Comments/Suggestions _____

Internship Partner Supervisor

Signature

Date

Review by Academic Tutor

Academic Tutor

Signature

Date

CITY UNIVERSITY OF HONG KONG
SCHOOL OF ENERGY AND ENVIRONMENT

Bachelor of Engineering in Energy Science and Engineering
Student Feedback Questionnaire
(To be completed by the Student concerned)

Part A – Personal Particulars

Name of Student: _____ Student No: _____

Internship Period: _____ to _____

Internship Partner: _____

Part B – Evaluation of Student’s Own Professional Development

In your opinion, to what extent are you able to learn and utilize the following skills during your internship?

	Needs Improve- ment	Average	Good	Very Good	Excellent	NA
(a) Attitudes Toward Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses time effectively and takes initiation on work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sense of responsibility and commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive and enthusiastic about work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Upholds professional/business ethics and acts with integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Relations With Others						
Cooperates with supervisor(s); is respectful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works well with others and within a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts suggestions from others well; is courteous and helpful with customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Dependability						
Is on time to work; remains until required hours are completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alerts supervisor if absent or late for work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans ahead to rearrange work schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Needs Improvement	Average	Good	Very Good	Excellent	NA
(d) Job Learning/Skill Improvement						
Shows continual improvement and speed in completing work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to learn quickly on new tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits adequate knowledge learned in classroom (language, IT proficiency, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Quality Of Work						
Performs accurate and quality work and upholds high quality standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proceeds work in an orderly and organized fashion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performs well under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can adapt to working conditions; is flexible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) Analytical And Problem-Solving Skills						
Demonstrates common sense at work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses of analytical skills on evaluating information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Focus on solutions to enhance work or solve problem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes sound judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(g) Communication Skills						
Able to comprehend oral and written material and instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates information orally with clarity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication is complete, concise and accurate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(h) Creating And Innovating Skills						
Able to generate ideas and think quickly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeks new ways of approaching work and introduces change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(i) Overall Performance						
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part C – The Internship Experience

Please give your feedback in view of your internship experience.

	Poor	Not Very Good	Average	Good	Very Good	NA
(a) The Pre-internship training provided by the Career and Leadership Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Opportunity to learn new skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Overall internship supervision provided by the company supervisor(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Overall achievement of your intended learning outcomes or your learning objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Overall satisfaction with the internship experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(f) Would you recommend to your fellow students to join this internship?

(g) Additional comments, if any:

Thank you for your input and participation!

_____ Name of Student

_____ Signature

_____ Date



CITY UNIVERSITY OF HONG KONG
School of Energy and Environment

Internship Log Book

Name: _____ **Student No:** _____

Programme: _____

Internship Partner: _____

CONTENTS

1. General Information
2. Guidelines for Log Book Completion
3. Internship Plan
4. Bi-weekly Report
5. Overall Summary

1. General Information

Section A – Student Personal Particulars

Name of Applicant: _____ (In Chinese) _____

Student No: _____ Year of Study: 1 / 2 / 3 Age: _____ Sex: M / F

Mobile: _____ Email: _____

Section B – Internship Partner (Company)

Name: _____

Address: _____

Telephone No: _____ Fax No: _____

Section C – Internship Partner (Company) Supervisor

Name: _____ Position: _____

Telephone No: _____ Email: _____

Section D – Academic Tutor

Name: _____ Position: _____

Telephone No: _____ Email: _____

Section E - Notes to Student

Students are required to:

- (a) Submit this Internship Log Book to the Supervisor of Internship Partner bi-weekly
- (b) Present it to your Academic Tutor for his review and signature during his/her visit
- (c) Complete and return it to the School office within 1 week after the completion of Internship

2. Guidelines for Log Book Completion

2.1 Internship Plan

The Internship can either be in the form of a structured project with specific training objectives or in a non-structured form that provides students with sufficient exposure to the workplace through day-to-day work.

Irrespective of the format of professional training, a tailor-made **Internship Plan** should best be drawn up before the internship commences. The plan shall be completed and signed by the Internship Partner's Supervisor preferably by the end of Week One of the Internship and before the first visit of the School's Academic Tutor.

2.2 Bi-weekly Report

The Student shall complete the **Bi-weekly Report** covering the following components and submit it to the Internship Partner's Supervisor for review and signature:

- (a) Actual work done
- (b) Technical involvement
- (c) Problem encountered
- (d) Results and reflection
- (e) Follow-up action(s) on previous comments, if any

2.3 Overall Summary

Reflection is the process of deriving meanings from experiences through questioning what is experienced or observed. Making use of the materials recorded in the Bi-weekly Report, students are required to complete the section of **Overall Summary** of the Internship Log Book for submission to the School Management within one week upon completion of the Internship.

3. Internship Plan

Project Title/Objective(s): _____

Please complete by the end of Week 1 of the Internship

Week	Planned Tasks	Actual Work Done <i>(Please provide brief description if deviate from planned task)</i>
1		
2		
3		
4		
5		
6		
7		
8		

Signature: _____

Date: _____

Internship Partner Supervisor

4. Bi-weekly Report

Week 1 and 2: From _____ to _____

Summary of work undertaken during the week, highlighting what was **observed and learned**.

< Please make copies and insert additional sheets if necessary >

Internship Partner Supervisor's comments: <hr/> <hr/> <hr/> <hr/> <hr/> Signature: _____ Date: _____	Academic Tutor's comments: <hr/> <hr/> <hr/> <hr/> <hr/> Signature: _____ Date: _____
---	--

Week 3 and 4: From _____ to _____

Summary of work undertaken during the weeks (highlighting what was **observed and learned**) and follow-up actions on previous comments, if any.

< Please make copies and insert additional sheets if necessary >

Internship Partner Supervisor's comments:	Academic Tutor's comments:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Signature: _____	Signature: _____
Date: _____	Date: _____

Week 5 and 6: From _____ to _____

Summary of work undertaken during the weeks (highlighting what was **observed and learned**) and follow-up actions on previous comments, if any.

< Please make copies and insert additional sheets if necessary >

Internship Partner Supervisor's comments:	Academic Tutor's comments:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Signature: _____	Signature: _____
Date: _____	Date: _____

Week 7 and 8: From _____ to _____

Summary of work undertaken during the weeks (highlighting what was **observed and learned**) and follow-up actions on previous comments, if any.

< Please make copies and insert additional sheets if necessary >

Internship Partner Supervisor's comments:	Academic Tutor's comments:
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
Signature: _____	Signature: _____
Date: _____	Date: _____

Week 9 and 10: From _____ to _____

Summary of work undertaken during the weeks (highlighting what was **observed and learned**) and follow-up actions on previous comments, if any.

< Please make copies and insert additional sheets if necessary >

Internship Partner Supervisor's comments:	Academic Tutor's comments:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Signature: _____	Signature: _____
Date: _____	Date: _____

Week 11 and 12: From _____ to _____

Summary of work undertaken during the weeks (highlighting what was **observed and learned**) and follow-up actions on previous comments, if any.

< Please make copies and insert additional sheets if necessary >

Internship Partner Supervisor's comments:	Academic Tutor's comments:
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
Signature: _____	Signature: _____
Date: _____	Date: _____

Week 13 and 14: From _____ to _____

Summary of work undertaken during the weeks (highlighting what was **observed and learned**) and follow-up actions on previous comments, if any.

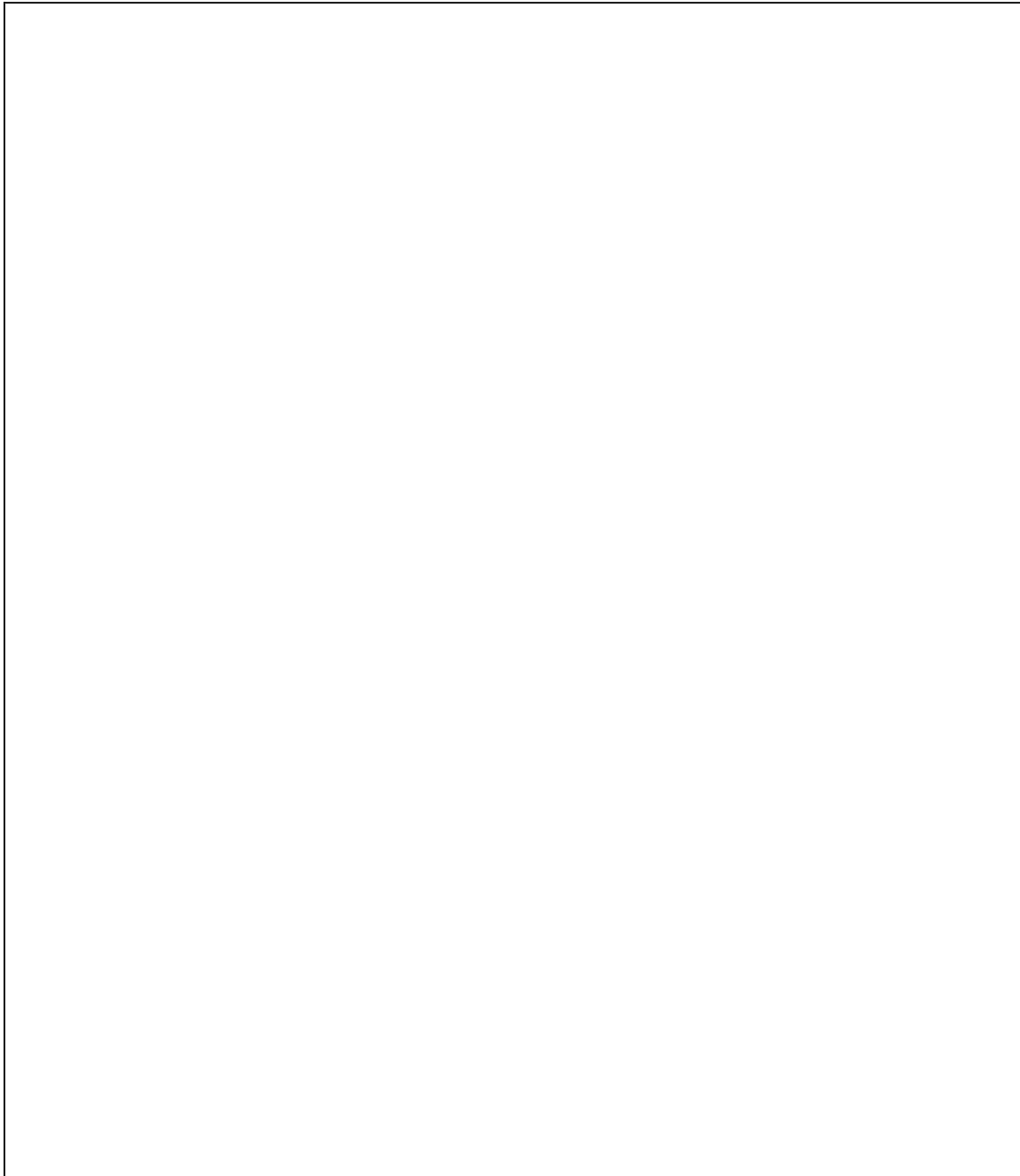
< Please make copies and insert additional sheets if necessary >

Internship Partner Supervisor's comments:	Academic Tutor's comments:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Signature: _____	Signature: _____
Date: _____	Date: _____

5. Overall Summary

Summary of tasks/work/projects undertaken and experience gained with reflection during the whole Internship period

<Please insert additional sheets if necessary>



_____	_____	_____
Name of Student	Signature	Date
Review by Academic Tutor: _____		

_____	_____	_____
Academic Tutor	Signature	Date