**The Hong Kong Polytechnic University**

**Department of Applied Physics**

**WIE Report**

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| **Part A** | **STUDENT DATA** (*TO BE COMPLETED BY STUDENT*) |
| Student Name: |  | Student No: |  |
| Study Program (e.g. 11039-AMP): |  | Year of Study: |  |
| Graduation Year (e.g. 2013): |  |  |
| Placement / Job Title: |  |  |
| Name of Organization: |  |
| Organizational Address: |  |
|  |
| Placement Period: | From (YYYY/MM/DD) |  | To (YYYY/MM/DD) |  |
| Salary |  |  | HKD *per hour* |  |  | HKD *per month* |  |
| Total no. of hours worked |  | hours | No. of hours worked **per day** |  | hours/day |

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| **Part B** | **COMMENTS FROM WORKPLACE SUPERVISOR** (*TO BE COMPLETED BY WORKPLACE SUPERVISOR*) |
| General Assessment (*to be completed by workplace supervisor*) : On a scale of 1 to 3, please indicate how well expectations are met. (**1** = excellent, **2** = very good, **3** = good, **4** = satisfactory, **5**= does not meet expectations, **N/A** = not applicable) |

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| 1. | Overall performance |  |  |
| 2. | Knowledge of job duties |  |  |
| 3. | Communication skills |  |  |
| 4. | Collaboration with team members |  |  |
| 5. | Motivation/initiative |  |  |
| 6. | Punctuality/attendance |  |  |
| 7. | Ability to analyze, evaluate, synthesize and propose solutions to problems in job duties |  |  |
| 8. | Possess a global outlook (for oversea placement) or deepen the understanding of Mainland (for Mainland placement) |  |  |

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| **Comments from Supervisor at workplace** |  |  |
| ***Please comment if necessary →*** |  |
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| Name of Supervisor:  |  | Signature:  |  |
| Date: |  | Contact Phone Number / Email: |  |
| **Part C** | **WORK EXPERIENCE REPORT** (*TO BE COMPLETED BY STUDENT*) |
| **Report**(*More than 100 words in English. Please submit either an electronic or printed copy.**No handwritten report please!)* |
| You are free to write anything about your work experience. If you have no idea what to write, You may consider including some of the below items in your report. |
|  | An introduction about the work place. |
|  | A summary about the activities during the placement, methodologies or techniques learned/ employed, and targets achieved. |
|  | Examples demonstrating your ability to be able to analyze, evaluate, synthesize and propose solutions to problems in your work placement. |
|  | Any work duty that helped improve your skills in communicating and collaborating effectively with others. |
|  | Any difficulty encountered when working with your colleagues. |
|  | Self-evaluation on the achievement of the expected learning outcomes. |
|  | Any opportunity to gain exposure of a foreign culture (for an overseas placement) or deepen the understanding of Mainland China (for placement in Mainland). |

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| **\*\*\*\*\*\* BELOW IS FOR OFFICE USE ONLY \*\*\*\*\*\*** |
| **Part D** | **ASSESSMENT FROM WIE COORDINATOR** |
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| **WIE Coordinator** | **🞎 Pass** | **🞎 Fail** |
| **Name:** | **Dr C.W. Ong** | **Signature:** |  | **Date:** |  |
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