**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: | | | | | |  | | | | | | | | | | | | | | | | | | |
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| 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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