

Briefing on SBS4309 Industrial Attachment

<http://ibse.hk/SBS4309/>

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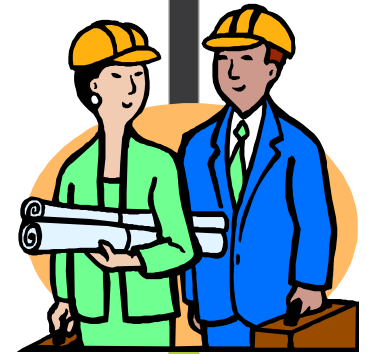


BSE



Industrial Attachment

- A 3-credit module of your BEng degree programme
- Also known as “Summer Internship”, “Industrial Placement” and “Industrial Training”
- On-the-job training, real-life working experiences, **integrate theory with practice**
- Normally conducted during summer months of June, July and August
- Usually in companies/organizations in Hong Kong, mainland China and overseas



工業培訓實習



Industrial Attachment



- Module Aims:
 - To provide students with the opportunity to gain **professional experience** and to apply theories to real-life situations
 - To bridge the learning acquired in the programme with **real-life practice** they will encounter after graduation
 - To inspire students to analyse and give constructive **critiques of the practices** in industry, and facilitate the carrying out of the Final Year Project

Industrial Attachment



■ Module Learning Outcomes:

- 1. appraise the usage of theoretical engineering knowledge and techniques in industry practice;
- 2. command professional standards in the documentation and organization of technical reports and records;
- 3. advise on possible improvements to field practices with new knowledge, technology or materials;
- 4. demonstrate and reflect on their growth in confidence and competence for carrying out professional duties; and
- 5. reflect on personal aptitude for the type of work carried out during the attachment.

Industrial Attachment

■ Module Outline:

- A supervised **three-month** job attachment in engineering consulting firms, contractors, developers or relevant government departments, or an equivalent mock engineering project under the supervision of professional practitioners
- An **academic supervisor** and an **industrial supervisor** as both mentors and assessors of student performances
- Cover both engineering and management functions in the workplace with a theoretical, practical and professional context



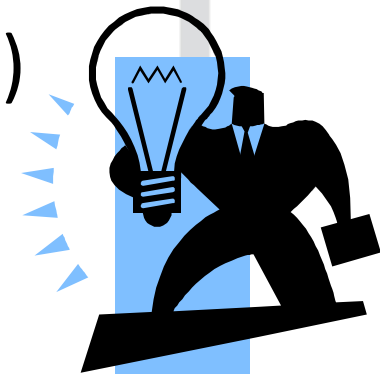
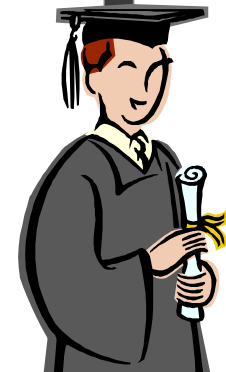
Industrial Attachment

- Assessment Strategies and Items:
 - Training Logbook : 15%
 - Reflective Journal : 40%
 - Attachment Report : 45%
- Assessed by academic supervisor and industrial supervisor
- This module will be graded Pass or Fail only
 - Students with outstanding performance will receive a certificate of merit



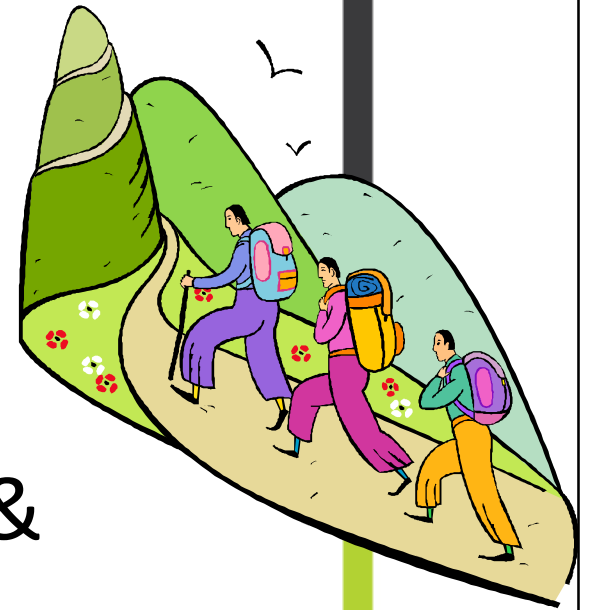
Importance/Benefits of Industrial Attachment

- A valuable experience (prepare you for job seeking, career planning and further study)
 - Enhance your CV/resume, working experience, report writing, interpersonal and job skills
 - Create an employment opportunity
 - Industrial training is useful when applying for the status of Professional Engineer
 - It could contribute to your final year project and design project (give your ideas & info.)



What Should You Do?

- Before the training
 - Prepare your resume and job application letter
 - Develop skills in job application & interview
- During the training
 - Develop your working experience
 - Prepare your training records & reports
- After the training
 - Complete & submit your training report

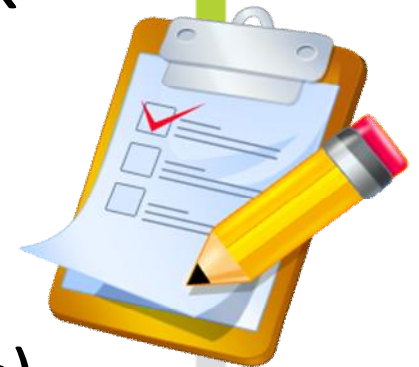


Arrangement of Industrial Attachment

- 1. Students apply and obtain training places by themselves (with approval by Dept.)
- 2. Department assists students to apply and obtain training places via:
 - Open recruitments, e.g. CLP, Gammon, HK Disneyland, MTRC, Swire
 - Bodies contacted by Dept. e.g.
 - Government departments
 - Private sector (consultants, contractors)

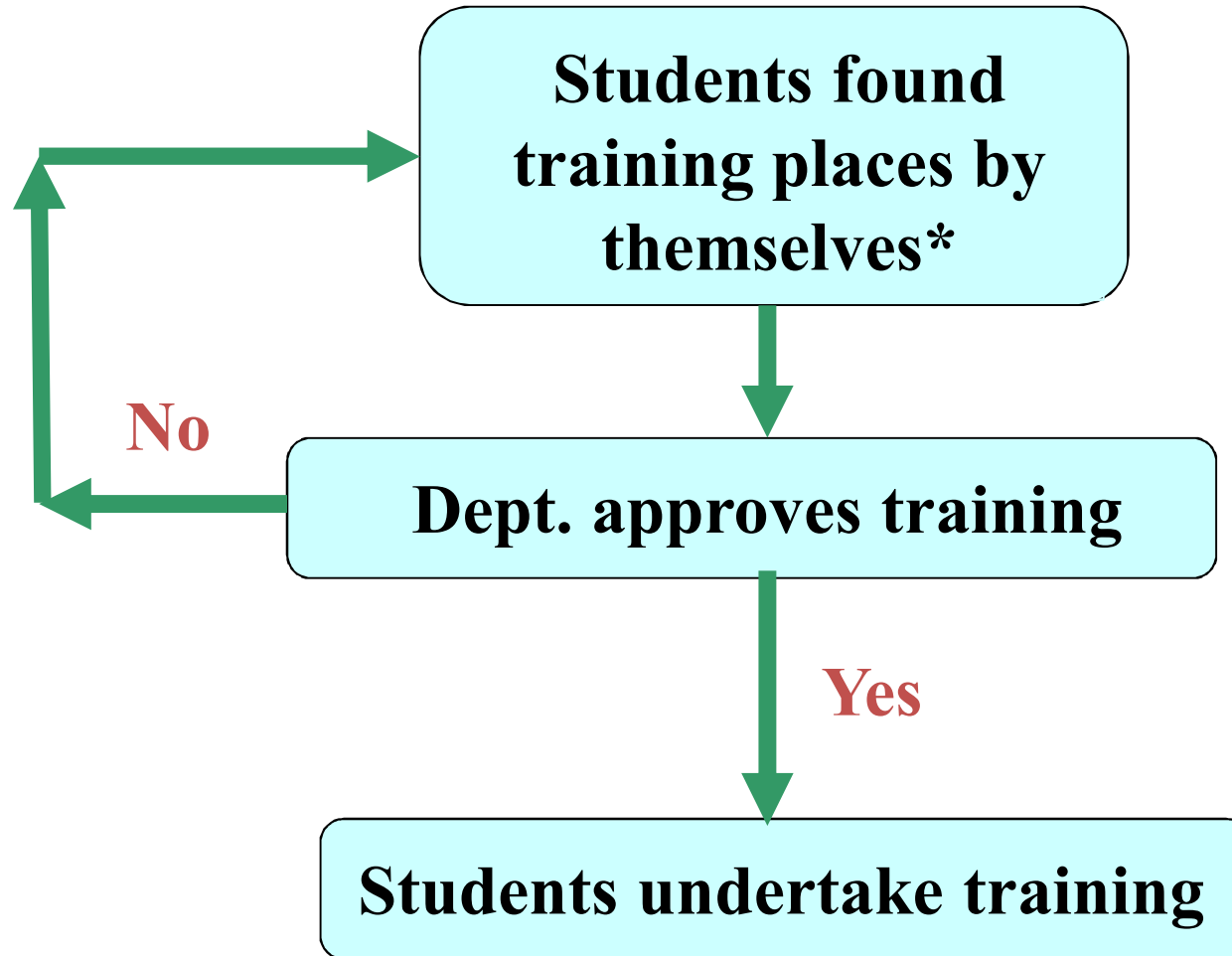
See also:

Student Zone – Career Development http://ibse.hk/student_career.htm



Arrangement of Industrial Attachment

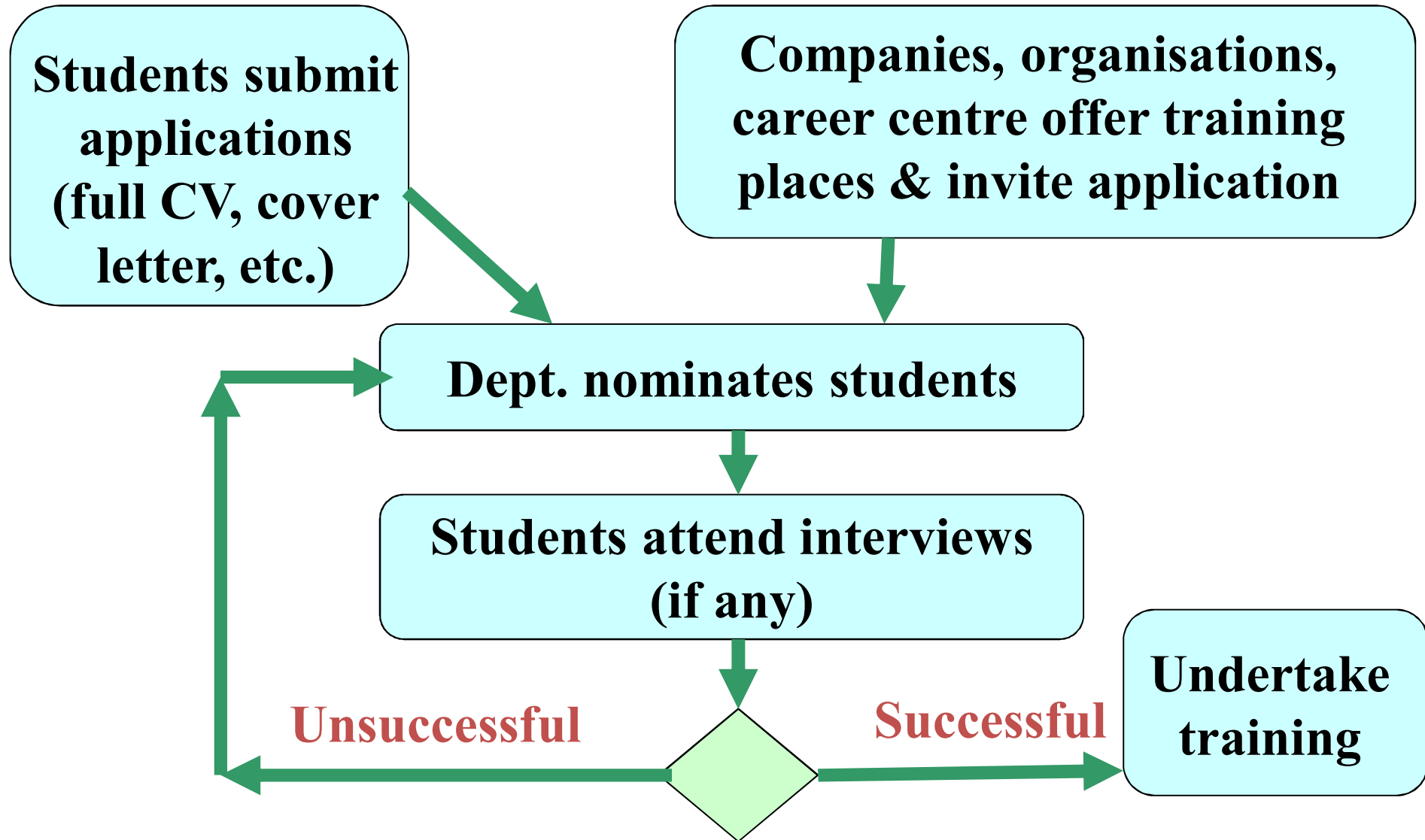
(1. Students obtained training places by themselves)



* Please provide information about the company and nature of the job (must have enough technical elements/content).

Arrangement of Industrial Attachment

(2. Department assists students to apply training places)



Arrangement of Industrial Attachment

- Students might indicate their preference on the application form (e.g. training period, location and organization type)
- Nomination Procedure
 - Dept. will inform students by email when vacancies are available
 - For open recruitments, students may apply directly by responding to the notice
 - For companies contacted by Dept., we will nominate suitable candidate(s) to the jobs
 - Interviews might be conducted



How to increase your chance of success?

- Have **clear** and **well-organised** information
 - Your application form, CV, cover letter, other supporting documents
- **Prepare well** for job application and interview
 - Know/study about the company; must be polite, humble, positive and enthusiastic
- Avoid being too “picky” and “money-minded”
 - Better to accept a “suitable” job offer, rather than select (and wait for) the “best” job



Arrangement of Industrial Attachment

- Please inform the Dept. immediately if
 - You have found a job by yourself
 - You are offered a job after the interview
 - You are turned down by the company after the interview
- Main contact academic staff:
 - Sr. Ir. Dr. WU Wing Kin, Dennis (WIL coordinator for BSE)
 - Tel.: 2176 1572
 - Email: denniswu@vtc.edu.hk



Job Application Tips

- Your *Résumé* or Curriculum Vitae (CV)
 - It should be neat and tidy, organized, easy to read, with clear headings and indentations
- Cover Letter
 - Be neat, well-spaced and in short paragraphs; check the spelling and grammar; take a polite, positive, enthusiastic and confident tone

Resources: Student Zone – Career Development
http://ibse.hk/student_career.htm



Interview Tips

- Preparation
 - Know more about the company
 - Describe yourself clearly
- First impression
 - Arrive punctually or earlier
 - Dress appropriate
 - Show confidence & enthusiasm
 - Do not bargain for training allowance



"If you don't have enthusiasm, you don't have anything."
Kemmons Wilson, Sr.

Some More Tips (videos)

- Episode 1: Writing The Perfect Cover Letter (2:22),
<http://youtu.be/oiR3Uu5sbXw>
- Episode 2: Making Your CV An Effective CV (4:24),
<http://youtu.be/IQbNUEHI5-E>
- Episode 3: Prepping For The Interview (3:16),
http://youtu.be/igddfl86q_M
- Episode 4: Suiting Up For The Interview (1:57),
<http://youtu.be/3BAiq0yjkeA>
- Episode 5: Dressing Right For The Interview (2:33),
<http://youtu.be/HTldUTQwcOk>
- Episode 6: What To Do During The Interview (3:02),
<http://youtu.be/iUOzl06suB4>

Important points to note

- Job market is very stringent and competitive
- Do not expect high pay and comfortable job
- Employers look for keen helpers, not leisure players
- In fact, we must thank the company/employer for providing training places
- Remember you are representing the institute
 - Behave like a delegate of THEi
 - Stick to the agreed terms, no early departure
- Do your best to maintain a good relationship between THEi and external bodies



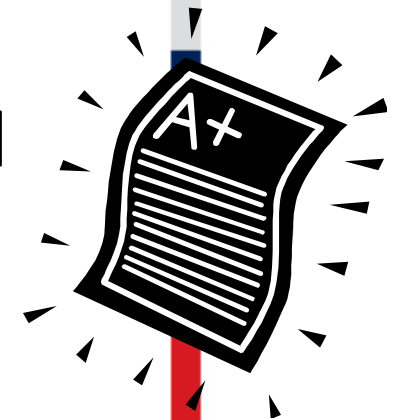
During the Industrial Attachment

- Report for duty **punctually**, work with commitment, and stay until the last day of the agreed training period
- **SAFETY FIRST!** Avoid doing harm to yourself and others
- Obey the company regulations. Respect your seniors and fellow workers
- If in doubt, discuss with your industrial or academic supervisor, or contact the Dept.
- You have to write records in training logbook, reflective journal and attachment report



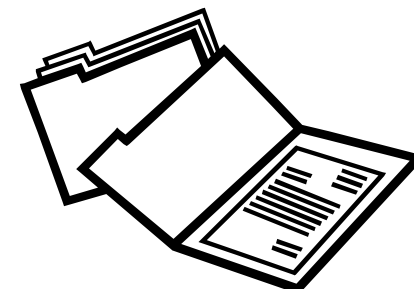
Outcomes of Industrial Attachment

- Company feedback
 - The company (your supervisor or boss) will be invited to evaluate your performance
- Attachment (training) report
 - It will be checked by industrial supervisor and duly marked by academic supervisor
- A student may **fail** the training course if his/her training performance is unsatisfactory
- A training certificate will be issued to indicate the quality of training results:
 - Passed with **distinction**; Passed; and Failed



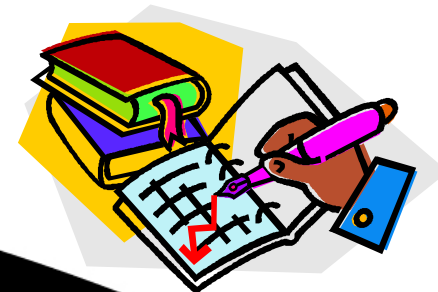
Weekly Log Record

- A brief record that summarizes your training activities on a weekly basis
- Training supervisors may refer to it from time to time for monitoring your training progress
- A useful reference for preparing the training report
- May refer to the weekly log record template on the course website or the HKIE training logbook



Attachment (Training) Report

- A comprehensive record of your industrial attachment
- An important basis for assessing your performance and to decide whether you pass or fail the module
- An important document for supporting your application for professional engineer status in the future
- A training report structure can be downloaded from the course website



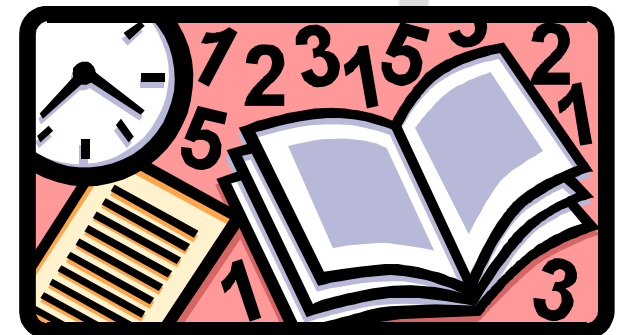
Attachment (Training) Report

- Typed on A4 paper, two-sided and with proper margins. It should be bound with reasonable quality
- The nominal length is not less than 3,000 words
- Focus on reporting what you have done and learnt. Avoid unnecessary details.
- You may include photos, computer outputs, or company information in the report as appropriate
- You must obtain prior approval for disclosure of company information



Attachment (Training) Report

- Typical report elements
 - History, background, main business of the company
 - Organizational structure
 - Work done by you or you observed
 - Your comments on the work done, types of experience gained, and problems encountered/solved
 - Human relations with colleagues
 - Views and recommendations
 - References, Appendices





Thank You!

Any Questions?

