

Operation, Duration and Assessment of One-year Internship Scheme (OIS)

Notice, EIE [EIE]

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To: EIE, MAIL [EIE] <mail.eie@polyu.edu.hk>

[This message is sent on behalf of Dr Frank Leung, WIE Co-ordinator](#)

To: All EIE undergraduate degree students (excluding students who are undertaking One-year Internship Scheme (OIS) in 2017/18)

From: Dr Frank H.F. Leung, WIE Coordinator, EIE

c.c. Interim Head, EIE

Associate Head, EIE

Dr K.T. Lo, Co-ordinator of Work-Integrated Education, EIE

Training Tutors concerned, EIE

AO/EOs, EIE

Date: 20 April 2018

Dear Students

Operation, Duration and Assessment of One-year Internship Scheme (OIS)

I understand that some of you are considering if you will join the One-year Internship Scheme (OIS) in the coming academic year (2018/19) or have been actively looking for OIS placement opportunities.

This email serves to draw your attention to the operation, duration and assessment of the OIS. **You should read the following notes carefully if you plan to take OIS in 2018/19 or later.**

A. Workflow/Operation of OIS

1. As mentioned in the email sent to you on 12 April 2018 regarding the **“Updated Workflow for Operation and Supervision of Work-Integrated Education (WIE), One-year Internship Scheme (OIS) and “EIE3189 Summer Internship”**”, **BEFORE starting the OIS**, all students are required to submit the following documents to their EIE Academic Advisor **in electronic format (pdf format)**:
 - (a) duly completed Section I of the form **“Work-Integrated Education (WIE) Activity to be Undertaken by Student – Application for Recognition of Placement and Assessment by Academic Advisor”** together

with -

(i) job specification; and

(ii) letter of appointment; and

(b) Application for One-year Internship Scheme (OIS) Form; and

(c) Zero-subject Enrolment Form (AS112) (online submission via eStudent) OR

Taking Less than 9 credits in a Semester and Opting to Pay Credit Fee Form (AS121)

- 2. Students who fail to comply with point (1) above will not have their proposed/completed placement recognized as a WIE activity/OIS training/EIE3189 Summer Internship.**
3. The “WIE Form A” will be returned to students after Academic Advisor/ Head of Department or Delegate has recommended the proposed placement to be/not to be recognized as a WIE activity. Students should keep the returned form properly, and submit it together with other documents listed below for Academic Advisor’s completion after you finish the OIS.
4. The Academic Advisor may visit/contact you/the employer during your internship training period so that he/she will be able to discuss with you/your employer about your training performance together. This will give a better feedback on your performance before the training is completed and ensure the quality of the training.

B. Duration of OIS

1. As the title of the Scheme suggests, students have to do one full-year of internship training in order to be considered as completing the OIS.
2. Once approved by the Department to join the OIS, students should normally complete one-full-year of internship training. Considering the practical need, students may be allowed to take up less than one full-year but not less than 11 months of internship training and still be considered as completing the OIS.
- 3. Students who fail to complete one full-year of internship training (or at least 11 months) will NOT have their internship training done counted as fulfilment of the OIS or WIE requirement. That means students will need to complete another internship training in order to fulfil the WIE requirement of the programme.**

C. Assessment of OIS

1. Students should submit the following items **in electronic format (in pdf format)** to their Academic Advisor:
 - (a) Completed “**Assessment Form for Work-Integrated Education (WIE) Placement by WIE Employer/Supervisor**” (**WIE Form B**) of their respective programme;
 - (b) “**WIE Form A**” which has Academic Advisor’s endorsement and/or Head of Department’s or Delegate’s support;
 - (c) **A final report.** The final report is expected to contain a reflective writing for your appreciation of the training/work experience gained. It is therefore not intended for cataloguing jobs completed. In particular, students are NOT supposed to put any restricted information of the company into the report. The final report should be inspected and duly signed by your Industrial Supervisor and given to your Training Tutor within two weeks after your training period. The final report forms a basis for the evaluation of your training performance.
2. Academic Advisor will then evaluate students’ OIS achievement based on WIE Form B and the final report. After assessment, the Academic Advisor will complete Section II of “WIE Form A” and return all the forms as well as other documents to the EIE General Office for processing.

3. Students who have successfully completed the OIS, i.e. completed one full-year (or at least 11 months) of internship training will receive a certifying letter issued from the Department proving they have completed the OIS. The internship training completed will also be regarded as fulfilment of the WIE requirement.

All the WIE and OIS forms as well as the training opportunities can be downloaded and viewed here:

<http://www.eie.polyu.edu.hk/prog/training.html>

You may contact me or Ms Sandy Tong of the EIE General Office (ensandy@polyu.edu.hk) if you have any questions on the above.

Regards

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Co-ordinator

Work-Integrated Education

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