Industrial Experience Requirement for ELEC2991/ELEC1991/ CPEG1971

Sept 2019

Industrial Experience as Integral Part of ECE/CPEG UG Education

- **Want internship with companies to replace taught industrial training for HKIE accreditation requirement**

  - **Prepare students for excellence in the real world beyond the university**

- **Want most of our students to participate. May be made mandatory in the future**

- **Working together with CSE**
  ECE Coordinator: Prof. Patrick Yue
  CPEG Coordinator: Prof. Gibson Lam

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ELEC2991/ELEC1991 - Learning Outcomes

On successful completion of this course, students will be able to:

1. **use tools or platforms commonly used in the engineering industry in order to solve engineering and business problems in an efficient, economical, and practical way**

2. **be well-equipped to enter and become productive members of the work force**

3. **be aware of the professional practices and ethical responsibilities of engineers**

4. **gain experience applying their knowledge of mathematics, science and electronic and computer engineering in an industrial setting**

5. **cooperate with people from various disciplines and backgrounds**

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CPEG1971 - Learning Outcomes

1. Students are able to apply knowledge, techniques, skills and tools learned from the program of study to a variety of tasks relevant to the **engineering profession**.

2. Students are able to develop problem solving skills for a wide range of problems by taking into consideration various **real-life constraints**.

3. Students are able to recognize the operation and requirement of **real-life business** and understand **professional, ethical, legal, security and social issues and responsibilities**.

4. Students are able to develop **effective communication,** interpersonal and teamwork skills.

5. Students are able to recognize the need for **lifelong learning** and continuing professional development.

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ELEC1991/CPEG1971 - Internship Experience

- All ELEC/CPEG students will be automatically registered in a new zero-credit course, ELEC2991/ELEC1991/CPEG1971 "Industrial Experience", starting from the spring semester of their year 2.

- Enrollment in ELEC2991/ELEC1991/CPEG1971 will continue until student has completed a <u>full-time</u> internship of <u>at least 6 weeks</u> at a company, in a position <u>relevant to</u> the student's program of study.

- 6-month/1-year internship are also strongly encouraged. Some has joined the new CO-OP scheme to conduct industrial FYP in the same period.

- Exception allowed for internship at one or more companies over non-contiguous 6 week period. Part-time internship will only be considered under exceptional conditions and requires special approval.

Part 1: Safety Training (Compulsory)

- **Regular students are expected to fulfill the safety training requirement by attending the safety training modules offered by Industrial Training Center (ITC) in Year 1 and Year 2.**

- **Safety training will be arranged by ITC separately for Direct Entry students.**

- **All students who have not completed safety training will receive emails from ITC for the arrangement.**

Part 2: Internship

- All paperwork on **e-advising** (**https://e-advising1.seng.ust.hk/)** and it is a recent system upgrade.

- By year 2, student should prepare and submit **CV**.

- **AS SOON AS** a position is found, submit <u>job description</u> with <u>offer letter/email</u> as proof via e-advising for *provisional approval* by Internship Coordinator

- **UPON COMPLETION** of internship (**NOT** just before your graduation), submit <u>supervisor feedback form</u>, <u>internship report</u>, and <u>student survey</u>, for *final approval*.

- Students unable to find internship **by summer of year 3** then undertake **THREE taught industrial training modules (in addition to Safety Training) as last resort.**

Policy for submission of documents

- **For *final approval* , a complete application via e-advising includes: 1) online application form, 2) supervisor feedback form, 3) internship report, and 4) student survey. After uploading your complete application, you may email the Internship Coordinator to expedite the approval process.**

- **The complete application for fulfilling the internship requirement must be submitted within the same calendar year that the internship was taken for final approval.**

- **Otherwise, the internship taken will be FORFEITED, unless a special approval from the Internship Coordinator is granted in exceptional circumstances.**

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FAQ

- **Must the internship be an engineering position?**

  - No. A position at a company is generally approved as long as it is **broadly related to the program**, but **a position at a university is generally considered to lack industrial exposure experience**.

- **Can I find an internship if my CGA is low?**

  - Very likely, if you search actively. Companies look for interns who can contribute to the positions. CGA is often not the key concern for many positions, e.g. compared with interview performance.

- **Are part-time work allowed?**

  - In general we require full-time positions.

- **Must I fulfill the 6-week requirement in one company?**

  - Preferably. You can combine up to two positions. In that case, you need to submit two applications, one for each position, via e-advising and notify the coordinator by email.

- **What if I cannot obtain the job supervisor feedback?**

  - Submit an explanation via e-advising together with your report. A special approval may be granted under exceptional circumstances.

Support Available to You

Workshops, talks, job lists, and recruitment events from HKUST, SENG, and ECE department levels

- **HKUST: Career Center**

- **SENG: IEI (Center of Industrial Engagement and Internship)**

- **ECE/CPEG Program:**
  - Assistant Managers: Ms. Priscilla Chan/Vicky Yuen
  - Industry Day, internship partner companies

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Foundations for a Successful Career

1. **Personal Well-being**

2. **Goals**

3. **Communication skills**

4. **Professionalism**

5. **Proactiveness**

Some Immediate Actions

- **CV and cover letter preparation**

  - **Career Center workshops**

  - **A good CV and cover letter is extremely important!**

- **Explore career interests.**

  - **Talk to people**

  - **Set aside time for recruitment and career talks, company visits, investigations**