



Student Report on Work Placement

学生实习报告

The report must accurately reflect the work undertaken on the placement, the experience gained and the student's learning.

报告应如实反映学生实习期间所从事的工作，获得的工作经验以及所学知识。

The report aims to (报告目的)

1) Document the experience of the work placements; and support the student's reflection and recognition of the learning and experience gained and which could enhance their future employability.

记录学生实习期间的工作经历，帮助学生对其获得的知识和工作经验进行认识和思考，从而提升学生的未来就业能力。

2) Record the successful completion of the mandatory 90-hour work placement.

记录学生 90 小时实习过程。

The report must contain the following (报告须包含以下内容):

1. A title page that includes (扉页中注明):

- Students name and ID (学生姓名和学号)
- Programme and level of study (专业和年级)
- Company information (公司信息)
- Information about the working dates and hours (实习天数和时长)

2. Agreement on the work placement (实习协议)

Diary of the work placement (实习日志)



Date (天数) / Hours (时长)	Project (实习项目)	Activity (工作内容)	Outcome / Achievement (实习成果)

3. Summary report (报告总结): (between 3 and 5 pages A4) (3至5页 A4 纸内容)

- Description of the project / field / domain the student has work in.
学生实习项目/领域/行业描述
- Description of tasks and responsibilities which the student has been assigned to.
公司分配给学生的实习任务及工作职责描述
- Description of achievements, contributions or outcomes.
学生实习成果描述
- Description of benefits and learning outcomes for the student.
学生实习收获及学习成果描述
- Personal conclusion and impression of the work placement.
学生个人总结及实习体会



4. Comments from the student (学生意见):

Comments on the participation of the company (公司参与度)

Comments on the participation of the professional advisor (企业导师参与度)

Comments on the participation of the academic advisor (学术导师参与度)

Professional supervisor comments on the (企业导师意见):

Completion (and changes) to the intended work assignment
(学生预期工作任务完成/变动情况)

Student's performance and cooperation (学生表现及配合度)

General comments (总体评价)

Successful completion of the work placement (学生是否顺利完成实习)

If completion is unsuccessful, state the reasons. (若否, 请详述原因)



Academic supervisor comments on the (实习导师意见):

Structure of the actual work placement (实习工作安排)
General comments (总体评价)
Successful completion of the work placement (学生是否顺利完成实习) <input type="checkbox"/> If completion is unsuccessful, state the reasons. (若否, 请详述原因)

5. Signatures (签字)

Student (学生): _____

Professional Supervisor (企业导师): _____

Academic Supervisor (实习导师): _____

I (Academic Supervisor) verify that the above student has successfully completed a 90- hour work placement. (Please tick if appropriate)

本人(实习导师)证明上述学生已顺利完成 90 小时的实习工作。(确认请打勾)