Engineering Training

General Information, Program Schedule, Venues, Regulations and Policies

1. Overall view on Engineering Training

The Engineering Training will be held in the 2 time-slots given below. Each student will only be assigned to one of the time-slots.

Time-slot 1 (TS1): 24 May 2021 – 4 June 2021 (2 weeks, 10 days).
Time-slot 2 (TS2): 15 June 2021 – 28 June 2021 (2 weeks, 10 days).

The Engineering Training is comprised of 2 Streams, each consisted of 2 training modules as shown below. The duration of each module is 5 days.

Stream 1 • M1 - Electrical and Electronics Workshop (5 days). • M2 - Raspberry PI and IoT (5 days).
Stream 2 • M3 - Computer System Administration (5 days). • M4 - CCNA Networking (5 days).

A. A student who **HAS NOT** completed Training I has to take one module in Stream 1, and one module in Stream 2.

B. A student who **HAS** completed Training I is only required to take one module out of M2, M3, and M4 (CCNA II).

2. Training Locations and Schedule with responsible Technical Staffs:

Training Module	Abbr. (Room No.)	Laboratory	Responsible Technical Staff
M1 - Electrical and Electronics Workshop (5 days)	CS (P1404, YEUNG)	Control System Laboratory	**WH Mak***, Stephen Wong, CM Fung,
	DMC (Li 6508, LI)	Digital and Mobile Communications Laboratory	**KC Ko***, SY Yin
M2 - Raspberry PI and IoT (5 days)	DS (P1800, YEUNG)	Digital System Laboratory	**Alan Tang***, Vincent Mok, PK Lau
M3 - Computer System Administration (5 days)	CT1, CT2 (P1406, P1412, P1442, YEUNG)	Computer Terminal Laboratory 1 and 2	**CY Cheng***, WK Ken, CO Lam
M4 - CCNA Networking (5 days)	CN (P1806, YEUNG)	Computer Networking Laboratory	**HM Pak***, Dennis Tong, Billy Au Yeung

* Technical staff in-charge

YEUNG: Yeung Kin Man Academic Building
LI: Li Dak Sum Yip Yio Chin Academic Building

Location maps of the Laboratories are shown in Appendix 1.

Students who have questions regarding the training locations and schedule can contact the Technical staff in-charge of the corresponding training module with the following phone numbers and email address.

Technical staff in-charge	Phone	Email
Mr. WH Mak	3442-7860	CLWHMAK@cityu.edu.hk
Mr. KC Ko	3442-7100	EEKCKO@cityu.edu.hk
Mr. Alan Tang	3442-9803	ITATANG@cityu.edu.hk
Mr. CY Cheng	3442-7060	EECYCHEN@cityu.edu.hk
Ms. HM Pak	3442-9868	EEHMPAK@cityu.edu.hk

3. Program Schedule

Each student has been assigned the following:

- a group number (e.g. LA1),
- assigned module(s) (e.g. M3), and
- training period.

Please attend the assigned training module(s) at the corresponding location(s) and time-slot(s). An overview on the Program Schedule is given in the table below for your reference.

Locations/ Time Slots**	TS1-1	TS1-2	TS2-1	TS2-2
(CS/DMC) Control Systems Lab/ Digital and Mobile Comm. Lab (support M1)	LA1	LA3	LB1	LB3
(DS) Digital System Laboratory (support M2)	LA2	LA4	LB2	LB4
(CT1) Computer Terminal Lab (support M3)	LA4	LA1	LB4	LB1
(CN) Computer Networking Laboratory (support M4)	LA3	LA2	LB3	LB2

TS1-1: 24 May 2021 – 28 May 2021 (5 days).
TS1-2: 31 May 2021 – 4 June 2021 (5 days).
TS2-1: 15 June 2021 – 18 June 2021, 21 June 2021 (5 days).
TS2-2: 22 June 2021 – 25 June 2021, 28 June 2021 (5 days).

4. Attendance requirement

Each student is assigned to take up one, or two training module(s). The duration of each training module is 5 working days, with 2 sessions each day. The working hours are typically from 9:00 am to 1:00 pm (morning session) and 2:00 pm to 6:00 pm (afternoon session), with 1 hour of lunch break from 1:00 pm to 2:00 pm. All the training will be conducted on-site in the laboratories. Students who have justified reason, and who have obtained the approval from the Department of Electrical Engineering may conduct the training through zoom plus specific remote access tools.

Attendance records will be recorded in both modes of attendance. Hence, you need to work in the laboratories (or work online if online attendance is approved) during working hours. For online attendance, you have to remain online in zoom during working hours. You may not need to turn on the webcam all the time, but we will have a random spot check by asking you to turn on your webcam.

5. Breaks, Leave, and Penalty for Absence from Work

5.1 A maximum of 15 minutes break is allowed per session. Working and staying in the laboratory, or online zoom connection is not compulsory during the break. However, a student has to notify the technical staff in charge (supervisor) in the laboratory and record the out-time and in-time when leaving and re-entering the laboratory (logout and login time for online zoom attendance), respectively.

5.2 A written warning will be issued if absence from work (such as lateness, absence from the laboratory, logout from online attendance, etc.) exceeds 15 minutes in a session unless the supervisor in the laboratory has given permission.

5.3 A student who received 2 written warnings will FAIL in the training.

5.4 A student can apply for a maximum of 8 hours of leave for EACH training module. Leave application can be forwarded by hand or sent through email to the supervisor of the training module concern. Approval of leave is subject to the decision of the supervisor of the training module, based on the justification and evidence provided by the student (e.g., medical reason with medical certificate).

5.5 A student must PASS all the assigned module(s) to attain a PASS in the Engineering Training.

6. Absence of work (leave)

In case of absence from work, a student has to submit a leave application, together with the justification (e.g., medical certificate), to the supervisor in advance. Leave application can be forwarded by hand or sent through email to the supervisor of the training module concern. Approval of leave is subject to the decision of the supervisor of the training module, based on the justification and evidence provided by the student.

7. Assessment requirement in Engineering Training

One or more assessment(s) will be given during each Training Module to test students' learning outcomes. A student must achieve a PASS GRADE for all the assigned Training Module(s) to pass the Engineering Training. The assessment items, passing criteria for each item, and other remarks are given below.

Assessment Items	**Passing Criteria**	**Remarks**
1. Continuous assessment	>50% of each quizzes/assignments	There will be at least two quizzes/assignments for each module.
2. Logbook	Grade 2 or above for each module	• Students require to submit a logbook for each module, showing their daily activities. at the end of the modules • There are four grade points to evaluate logbook performance: (1) Unsatisfactory (2) Satisfactory (3) Good (4) Excellent
3.Demonstration	Grade 2 or above for each module	• Students require a demonstration for each module, showing their achievement. • There are four grade points to evaluate the demonstration: (1) Unsatisfactory (2) Satisfactory (3) Good (4) Excellent
4. Presentation	Grade 2 or above	• Students require a presentation on one of the modules. 1- 3 min (video) • There are four grade points to evaluate the presentation: (1) Unsatisfactory (2) Satisfactory (3) Good (4) Excellent

8. Pass/Fail Criteria of Engineering Training

A student needs to fulfill BOTH the attendance and the assessment requirement in all the assigned training module(s) before he/she can pass the Engineering Training.

9. Suspension of Training

Disciplinary action will be taken against those students who have violated the rules or regulations of training. Suspension of training is one of the penalties, and students will have to re-take the training in the coming year(s). Students **CANNOT** graduate without the completion of this Engineering Training.

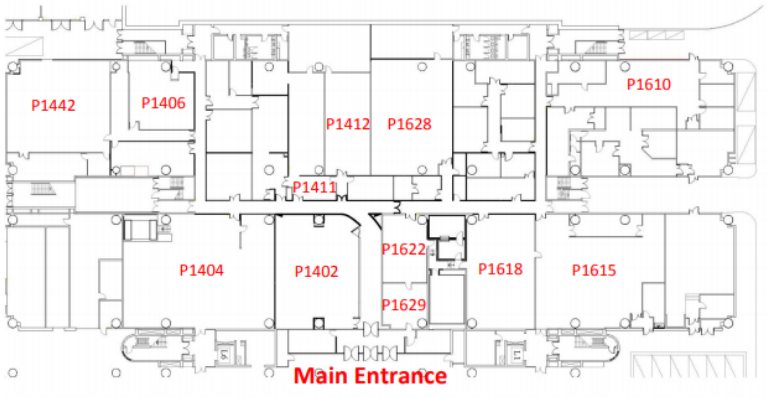
Appendix 1: EE Laboratory Location Maps

EE Laboratory Location Maps

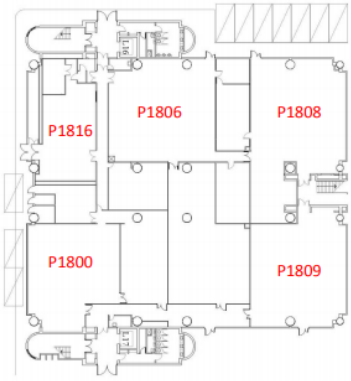
電機工程系實驗室位置圖

Li Dak Sum Yip Yio Chin Academic Building 6508

Lau Ming Wai Academic Building 15-200 & 15-231



Yeung Kin Man Academic Building Purple Zone G/F Lift 1



Yeung Kin Man Academic Building Purple Zone G/F Lift 17