

Department of Land Surveying & Geo-Informatics
Work Integrated Education (WIE) Assessment Form 2008/2009

*Note: If there is more than one industrial supervisor for the student, the supervisor for most of the placement period should fill this form after taking into other supervisor's consideration. After the completion, please send this form to the following person **within 2 weeks** after the end of placement.*

Attention: Mr. Adam Yau, Assistant Officer

By Mail: Department of Land Surveying & Geo-Informatics, The Hong Kong Polytechnic University, Hong Kong

By E-mail: lsyau@polyu.edu.hk

Or By Fax: (+852) 2330 2994

Student Name:	Student No:
Programme/Stream: BSc (Hons) in Geomatics ()	Year:
Company/Department:	
Training Period: From _____ (DD-MM-YYYY) To _____ (DD-MM-YYYY)	
No. of working hours: _____ hours (in total)	

Part A: Students Performance

Rating Standards

- | | |
|-----------------------|--|
| 1 Very Poor | Work performance is inadequate and inferior to the standards of performance. |
| 2 Poor | Work performance does not consistently meet the standards of performance. |
| 3 Satisfaction | Work performance consistently meets the standards of performance. |
| 4 Good | Work performance is consistently above the standard of performance. |
| 5 Excellent | Work performance is consistently superior to standards required. |

Rating Factors <i>(Please refer to Appendix I for definitions)</i>	Score* (1-5)	Comments
LEVEL I		
Quality of Work		
Customer Focus		
Teamwork		
Technical & Professional Knowledge		
Self Motivation		
Proactive Communication		
Problem Solving		
Productivity		
LEVEL II		
Planning Organization		
Overall Performance		

* Please refer to Appendix I for suggested guidelines.

Part B: Type of Duties

- | | |
|--|--|
| <input type="checkbox"/> Topographic Survey | <input type="checkbox"/> Cadastral Survey |
| <input type="checkbox"/> Engineering Survey | <input type="checkbox"/> Hydrographic Survey |
| <input type="checkbox"/> Geodetic Survey | <input type="checkbox"/> Photogrammetry |
| <input type="checkbox"/> Remote Sensing | <input type="checkbox"/> Digital Mapping |
| <input type="checkbox"/> Land Information System | <input type="checkbox"/> Cartography |

Others (please specify) _____

Part C: Work Involvement

- | | |
|--|---|
| <input type="checkbox"/> Field Work | <input type="checkbox"/> Office Computation |
| <input type="checkbox"/> Computer Programming and Analysis | <input type="checkbox"/> System Operation |

Others (please specify) _____

Part D: Employer's / Supervisor's Comments *(additional comments may be attached)*

Employer/Supervisor _____	Position _____
Department _____	
Telephone _____	Email _____
Signature and Company Chop _____	Date _____

Appendix I – What makes it ?

The table below summaries the competency factors and associated behavioural traits that we consider as important, or , in the Work Integrated Education (WIE) programme.

For Supervisors: Please evaluates our students based on the following suggested guidelines and enters the rating standards on Page 1

Level I	Suggested Guidelines
Quality of Work	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Being aware of the safety of work for self and others <input checked="" type="checkbox"/> Being accurate or precise in the work conducted <input checked="" type="checkbox"/> Demonstrate thoroughness and neatness in work <input checked="" type="checkbox"/> Reliable when completing tasks <input checked="" type="checkbox"/> Being responsive to requests for service <input checked="" type="checkbox"/> Demonstrate follow-through <input checked="" type="checkbox"/> Demonstrate strong judgement and decision making skills
Customer Focus	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Listen clearly to customers and their needs <input checked="" type="checkbox"/> Does everything possible to meet their needs <input checked="" type="checkbox"/> In demanding situations shows they understand how the customer feels and establishes good rapport <input checked="" type="checkbox"/> Resists offering quick solutions until fully understood the customer <input checked="" type="checkbox"/> Takes personal responsibility for customer issues and ensures follow through <input checked="" type="checkbox"/> Identifies and pursues opportunities to improve customer service
Teamwork	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Pursues team goals and help others achieve their goals <input checked="" type="checkbox"/> Offers to help others without being asked <input checked="" type="checkbox"/> Promotes a positive and friendly team climate

Technical & Professional Knowledge	<input checked="" type="checkbox"/> Demonstrates technical knowledge and expertise in their field of work <input checked="" type="checkbox"/> Applies their expertise and knowledge in an effective way <input checked="" type="checkbox"/> Maintains awareness of developments in their professional field <input checked="" type="checkbox"/> Develops their own technical knowledge and skills
Self Motivation	<input checked="" type="checkbox"/> Makes thing work without being told <input checked="" type="checkbox"/> Tries new ideas on small scale to improve things without being asked <input checked="" type="checkbox"/> Gains people's commitment
Proactive Communications	<input checked="" type="checkbox"/> Promotes two way communication with an exchange of information, opinions and feelings <input checked="" type="checkbox"/> Actively listens to the inputs of others and summarises information to ensure they have understood
Problem Solving	<input checked="" type="checkbox"/> Creates a thorough understanding of the problem first <input checked="" type="checkbox"/> Gains commitment to the best option(s) <input checked="" type="checkbox"/> Analyses the problem and options available using an unbiased approach <input checked="" type="checkbox"/> Uses all the information available to determine what is the root cause of the problem
Productivity	<input checked="" type="checkbox"/> Maintain a high work rate over a considerable period of time <input checked="" type="checkbox"/> Works in an enthusiastic and committed way <input checked="" type="checkbox"/> Completes tasks on time
Level II	Definition and Indicators
Planning & Organization	<input checked="" type="checkbox"/> Can work from an overall picture to determine specific tasks and implement them <input checked="" type="checkbox"/> Ensures others understand what is wanted