Internships offer practical experience to complement classroom learning and enhance development of graduate attributes and skills. Plan well ahead to ensure a smooth and successful integration with your studies.

**Academic Attainment:**
- First Major ____________
- Second Major ____________
- Minor _________________

**Nature:**
- Credit-Bearing Course/ Capstone __________
- Non-Credit Bearing __________

**Period:**
- Summer __________
- Semester Time __________
- Gap Semester or Year __________

**Mode:**
- Full time __________
- Part time __________

**Location:**
- Hong Kong __________
- Mainland __________
- Overseas __________

The “Seven Steps” are prepared to assist you in planning and executing your internship plan. Mark your actions on the semester time table.

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Actions to Take</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Step 1: Clarify your internship goals</td>
</tr>
</tbody>
</table>
|      | 2        | Step 2: Research industry/ company/ possible openings and requirements; assess suitability  
(Academic credit course: find out arrangements and application procedures from Faculty or Department) |
<p>|      | Summer   | Step 3: Learn resume writing and interviewing skills; attend relevant talks and workshops |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td><strong>Step 4:</strong> Search for openings from different channels (e.g. Faculty, Department, CEDARS, job sites, alumni network) and apply; check emails daily, be ready to answer phone screening calls and prepare for interview</td>
</tr>
<tr>
<td>5</td>
<td><strong>Step 5:</strong> Consider carefully all factors and requirements e.g. job nature, work visa, expenses, potential time clashes before accepting offers.</td>
</tr>
<tr>
<td>6</td>
<td><strong>Step 6:</strong> Attend Internship, evaluate performance and build network</td>
</tr>
<tr>
<td>7</td>
<td><strong>Step 7:</strong> Get reference letters; submit reports to Faculty/HKU Horizons/internship organization as required</td>
</tr>
</tbody>
</table>

**Important Reminders**

1. Students wishing to apply for “Gap semester/year” should check “Leave of Absence” application procedures early with the Faculty
2. Students engaging in part-time internships should ensure good time management and balance between studies and internship.

For non-credit bearing internship, see HKU Horizons ([https://tl.hku.hk/horizons/](https://tl.hku.hk/horizons/)) about the “Credit Award Scheme” for receiving non-curricular credits ([https://tl.hku.hk/out-of-class-credits/](https://tl.hku.hk/out-of-class-credits/)) and apply before the internship starts

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**Got Questions? Contact**

CEDARS - Careers & Placement Section [https://www.cedars.hku.hk/careers/home](https://www.cedars.hku.hk/careers/home)

Faculty or Department office

Academic Advising Office [aaoffice@hku.hk](mailto:aaoffice@hku.hk)

Prepared by Academic Advising Office
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