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.

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<tr>
<th>Year</th>
<th>Semester</th>
<th>Actions to Take</th>
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<td>Step 1: Clarify your internship goals</td>
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**Step 2:** Research industry/company/possible openings and requirements; assess suitability
(Academic credit course: find out arrangements and application procedures from Faculty or Department)

**Step 3:** Learn resume writing and interviewing skills; attend relevant talks and workshops
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**Step 4:** 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

**Step 5:** Consider carefully all factors and requirements e.g. job nature, work visa, expenses, potential time clashes before accepting offers.

**Step 6:** Attend Internship, evaluate performance and build network

**Step 7:** Get reference letters; submit reports to Faculty/HKU Horizons/internship organization as required

**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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