



My Internship Plan

Student Name: _____

Faculty Academic Adviser: _____

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.

Year	Semester	Actions to Take	
1	1		<p>Step 1: Clarify your internship goals</p> <p>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> <p>Step 3: Learn resume writing and interviewing skills; attend relevant talks and workshops</p>
	2		
	Summer		

2	1		<p>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</p> <p>Step 5: Consider carefully all factors and requirements e.g. job nature, work visa, expenses, potential time clashes before accepting offers.</p> <p>Step 6: Attend Internship, evaluate performance and build network</p> <p>Step 7: Get reference letters; submit reports to Faculty/HKU Horizons/internship organization as required</p> <p style="text-align: center;">**Important Reminders**</p> <ol style="list-style-type: none"> 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.
	2		
	Summer		
3	1		<p>For non-credit bearing internship, see HKU Horizons (https://tl.hku.hk/horizons/) about the “Credit Award Scheme” for receiving non-curricular credits (https://tl.hku.hk/out-of-class-credits/) and apply before the internship starts</p>
	2		
	Summer		
4	1		
	2		

Got Questions? Contact

CEDARS - Careers & Placement Section <https://www.cedars.hku.hk/careers/home>

Faculty or Department office

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Prepared by Academic Advising Office

August 2019