

WRIT 4006 Writing Internship Guidelines 2026-27

Aims and Objectives

The course aims to offer students the opportunity to apply knowledge they have gained in classrooms to a professional environment. The fundamental values of the course lie in the pedagogical benefit of “experiential learning,” combined with academic reflection and the idea of host companies supporting emerging graduates in the field.

Basic Requirement

Full-time job: At least one month; Part-time job: At least 100 hours.

When should I begin my internship?

Students should begin their internship no earlier than their third year of study at HKBU unless necessary due to exceptional circumstances and approved by the Internship Coordinator.

What kind of job should I apply for?

The Internship Coordinator will send out information regarding job opportunities to students in the second semester of their third school year. Students are welcome to look for other job opportunities; however, the Internship Coordinator’s approval is required before they started their job, if the students would like it to be counted as working experience for the course’s writing internship.

Forms and Report

(1) Internship Agreement Form

Students are required to submit an internship agreement form, signed by both the student and the employer, preferably before the internship starts and no later than two weeks after. If a student cannot submit the form on time, they must notify the Internship Coordinator by email within this period.

(2) Internship Appraisal Form

By the end of the internship, students should ask the employer to complete the appraisal form and send it directly to the Internship Coordinator by email: dorothytse@hkbu.edu.hk (Please note that the form is confidential and should not be shared with the student). The form is due within one month of the end of the internship.

(3) Student Self-Evaluation Report

Students should submit their Self-Evaluation Report by December 31 if they have completed their internship by August 31 of the same year. Reports for internships completed after August 31 should be submitted by the following April 15. (e.g. for internships finished on July 1, 2026, the report should be submitted by December 31, 2026; for an internship finished on September 5, 2026 or February 2, 2027 the report should be submitted by April 15, 2027).

Assessment Methods

1. Employer's Evaluation:30%

2. Student Self-Evaluation Report:

- A written report on your working experience (around 3000 Chinese characters or 2000 English words): **30%**
- Three examples of work conducted during the internship (e.g. newspaper articles, translation work, written proposals, videos, etc.) :**20%**

3. Class Participation: 20%

- Students must attend the Internship Briefing/Annual Career Talk. Alternatively, they may arrange a personal consultation or a substitute assignment with the Internship Coordinator.
- Students must complete the internship questionnaire on time to show their understanding of the course expectations.
- Students should proactively communicate with the Internship Coordinator about their internship progress and submit all required forms and reports on time.

Department of Humanities and Creative Writing
Hong Kong Baptist University
Internship Appraisal Form

Name of student intern:

Name of internship organization:

Name of internship supervisor/evaluator:

Note to employer:

Please kindly provide an assessment of the above student intern by marking the appropriate box in each evaluation category. Your appraisal of the intern's performance will be a major contribution to the overall evaluation of the student's internship experience. Thank you very much for your support and our programme looks forward to working with you again in the near future.

	Excellent	Good	Fair	Unsatisfactory	N.A.
1. Writing/language skills					
2. Analytical/research skills					
3. Creativity and innovativeness					
4. Cultural knowledge/ awareness					
5. Ability to work independently					
6. Ability to learn					
7. Reliability					
Overall working performance					
8. Enthusiasm/ initiative					
9. Interpersonal skills					
10. Politeness					
11. Attendance					
Overall working attitude					

General comments and suggestions for improvement (please use extra sheets if necessary):

Date of evaluation: _____

Supervisor's signature: _____

Please note that your appraisal is confidential and will not be shared with the student. Please email this form directly to dorothytse@hkbu.edu.hk within one month after the placement ends. Thank you!

**Department of Humanities and Creative Writing
Hong Kong Baptist University
Internship Agreement**

Declaration: This document establishes an agreement between the internship organization/supervisor, the student, and the Department of Humanities and Creative Writing regarding the logistics and the details of the student's internship position. The three parties should complete all sections of this contract, sign it and keep a copy.

Student

Name of student intern: (English) _____ (Chinese) _____	Student ID: _____
Mobile number: _____	Email address: _____

The student intern agrees to perform to the best of his/her ability and to the satisfaction of the internship supervisor all assigned tasks and adhere to rules, regulations, and requirements of the internship organization.

Student intern's signature: _____ Date: _____

Internship Organization

Name of internship organization: _____	
Address: _____	Phone number: _____
Name of supervisor: _____	
Contact number: _____	Email address: _____

Internship Duration: From _____ to _____ (_____ hours in total; PT / FT)

Payment: Yes / No If yes, pay rate: _____ Mode: Virtual / In person

Basic Duties of the student intern: _____

The internship supervisor agrees to:

- Make arrangements with the student intern concerning the working hours, basic duties and payment stated above.
- Provide necessary training and communicate with student intern about his/her performance.
- Complete and return the internship appraisal form to HKBU within one month after the student's completion of the internship.

Internship supervisor's signature: _____ Date: _____

Internship coordinator

Name: Tse Hiu Hung Dorothy (Assistant Professor)	
Contact number: 3411-2839	Email address: dorothytse@hkbu.edu.hk

The internship coordinator agrees to coordinate the internship and provide administrative support.

Internship coordinator's signature: _____ Date: _____

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Student Self-Evaluation Form

Name of student intern: _____

Name of internship organization: _____

Working Period (total working hours): _____

(A) Report (on a separate page)

Please write a report on your internship experience (approximately 3,000 Chinese characters or 2,000 English words) and include the following:

1. **Description of your internship and major tasks** – Provide an overview of the organization, your role, and the main responsibilities you handled during the internship.
2. **Skills and abilities developed** – Highlight the skills you gained or improved through the internship, using three concrete examples of your work (e.g., newspaper articles, translation assignments, written proposals, videos, etc.) to illustrate your development.
3. **Reflection on your strengths and weaknesses** – Analyze your personal strengths and areas for improvement in relation to the job.
4. **Critical reflection on the job/industry** – Discuss your insights into the nature of the work and the industry, supported by concrete examples from your observations.
5. **Future career plan** – Outline your career goals and how the internship experience has influenced your future plans.

(B) Evaluation of the Internship

Q1. Was this internship relevant to your training/knowledge in CPW?

Q2. What did you like and dislike about this internship position?

Q3. Would you recommend this internship to another student? Why/not?

Q4. Other