

WRIT 4006 Writing Internship Guidelines

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.

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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 should submit an internship agreement form signed by both the student and employer no later than two weeks after the start day of the internship. The student should notify the Internship Coordinator of the employment details within the said period by email if they cannot submit the agreement form on time.

(2) Internship Appraisal Form

By the end of the internship, students should ask the employer to complete the appraisal form and send it to the Internship Coordinator by email or by mail in a sealed envelope. The form is due within 1 month of the end of the internship.

Mailing address: Dr. Dorothy Tse, Internship Coordinator, RRS 619, Sir Run Run Shaw Building, Ho Sin Hang Campus, HKBU, 224 Waterloo Road, Kowloon Tong

(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, 2020, the report should be submitted by December 31, 2020; for an internship finished on September 5, 2020 or February 2, 2021 the report should be submitted by April 15, 2021).

* Students are required to attend the Internship Briefing or meet with the Internship Coordinator at least once in their third year of study to discuss their internship plan;

Students should take the initiative to communicate with the Internship Coordinator about their internship progress and submit all the required forms and reports on time.

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 (工作時期) : From _____ to _____ (_____ hours in total)

Payment: Yes / No If yes, pay rate: _____

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: _____

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 return this form in a sealed and signed envelope to the student before the placement ends, or email it to dorothytse@hkbu.edu.hk, or mail it to "Dr. Dorothy Tse, RRS 619, Sir Run Run Shaw Building, Ho Sin Hang Campus, HKBU, 224 Waterloo Road, Kowloon Tong" within one month after the placement ends. Thanks!

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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)

Write a report on your working experience (around 3000 Chinese characters or 2000 English words) and include: (1) a description of your internship and major tasks; (2) any difficulties that you encounter; (3) the skills and abilities that you have developed during your internship experience; (4) your weaknesses and strengths for the job; (5) improvements that you can make in the future.

(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