Guidelines on Internship for BSc Students

FACULTY OF SCIENCE
THE UNIVERSITY OF HONG KONG

(Revised: August 2022)
August 2014
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1. Background

Capstone experience is an integral part of the major/programme which focuses on integration and application of knowledge and skills gained in the early years of study.

Internship is considered as a form of capstone experience recognized to fulfill the capstone requirements for the following majors/programme offered in the Faculty of Science:

- BASc(AppliedAI)
- BSc(ActuarSc)
- BSc
- BSc&LLB
- BSc&MRes
  - Major in Astronomy (for 2017 cohort or before)
  - Major in Biochemistry
  - Major in Biological Sciences
  - Major in Chemistry
  - Major in Chemistry (Intensive)
  - Major in Decision Analytics
  - Major in Environmental Science
  - Major in Food & Nutritional Science
  - Major in Mathematics
  - Major in Mathematics (Intensive)
  - Major in Mathematics/Physics (for 2017 cohort or before)
  - Major in Molecular Biology & Biotechnology
  - Major in Physics
  - Major in Physics (Intensive)
  - Major in Risk Management
  - Major in Statistics

2. Learning Objectives of Internship

Through the internship, students are expected:
- to gain working experience in a real-world workplace environment;
- to have diverse learning experience;
- to integrate theory and practice, and to understand limitations of their current knowledge;
- to work in a team and to collaborate with people with diverse background;
- to broaden their social and cultural experience, and to develop their social and cultural values; and
- to prepare for their life-long career.
3. General Arrangements

(Actuarial Science students please refer to the “Guidelines on Internship and Course STAT4767 for Actuarial Science Students” which is specific to the situation of actuarial science internship.)

A. Internship Courses

Students who wish to engage in internship must enroll in an internship course in order to have their work recognized to fulfill the capstone requirements of some of these majors/programme in the BSc curriculum. The following internship courses are currently offered in the BSc curriculum with course description shown in Appendix A:

<table>
<thead>
<tr>
<th>Major/Minor/Programme</th>
<th>Internship Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Artificial Intelligence</td>
<td>APAI4766 Applied AI internship</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>BIOC4966 Biochemistry internship</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>BIOL4964 Biological sciences internship</td>
</tr>
<tr>
<td>Biological Sciences (Intensive)</td>
<td>(see Remark 1)</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHEM4966 Chemistry internship</td>
</tr>
<tr>
<td>Chemistry (Intensive)</td>
<td></td>
</tr>
<tr>
<td>Earth System Science</td>
<td>EASC4966 Earth sciences internship</td>
</tr>
<tr>
<td>Geology</td>
<td>(See Remark 2)</td>
</tr>
<tr>
<td>Geology (Intensive)</td>
<td></td>
</tr>
<tr>
<td>Ecology &amp; Biodiversity</td>
<td>BIOL4861 Ecology &amp; biodiversity internship</td>
</tr>
<tr>
<td>Ecology &amp; Biodiversity (Intensive)</td>
<td>(See Remark 3)</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>ENV4966 Environmental science internship</td>
</tr>
<tr>
<td>Food &amp; Nutritional Science</td>
<td>BIOL4962 Food &amp; nutritional science internship</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MATH4966 Mathematics internship</td>
</tr>
<tr>
<td>Mathematics (Intensive)</td>
<td></td>
</tr>
<tr>
<td>Mathematics/Physics</td>
<td>MATH4966 Mathematics internship</td>
</tr>
<tr>
<td>Physics</td>
<td>PHYS4966 Physics internship</td>
</tr>
<tr>
<td>Molecular Biology &amp; Biotechnology</td>
<td>BIOL4963 Molecular biology &amp; biotechnology internship</td>
</tr>
<tr>
<td>Molecular Biology &amp; Biotechnology (Intensive)</td>
<td>(See Remark 4)</td>
</tr>
<tr>
<td>Astronomy</td>
<td>PHYS4966 Physics internship</td>
</tr>
<tr>
<td>Physics</td>
<td></td>
</tr>
<tr>
<td>Physics (Intensive)</td>
<td></td>
</tr>
<tr>
<td>Decision Analytics</td>
<td>STAT4766 Statistics internship</td>
</tr>
<tr>
<td>Risk Management</td>
<td></td>
</tr>
<tr>
<td>Statistics</td>
<td></td>
</tr>
<tr>
<td>Actuarial Science</td>
<td>STAT4767 Actuarial science internship</td>
</tr>
<tr>
<td>Science Entrepreneurship (Minor)</td>
<td>ENTR4966 Entrepreneurship internship</td>
</tr>
<tr>
<td></td>
<td>(See Remark 5)</td>
</tr>
</tbody>
</table>
Remarks:
1. BIOL4964 is only for Biological Sciences major; it is not considered as a capstone course for Biological Sciences (Intensive) major.
2. EASC4966 is not considered as a capstone course for Earth System Science, Geology and Geology (Intensive) majors.
3. BIOL4861 is not considered as a capstone course for both Ecology & Biodiversity and Ecology & Biodiversity (Intensive) majors.
4. BIOL4963 is only for Molecular Biology & Biotechnology major; it is not considered as a capstone course for Molecular Biology & Biotechnology (Intensive) major.
5. ENTR4966 is not considered as a capstone course for Science Entrepreneurship minor.

B. Types of Internships

i. Internal (within the University)
   The student works on a project or various tasks as instructed by a staff member from the Faculty/School/Department and is supervised by this staff member (the Teacher Supervisor).

ii. External (outside the university)
    The student works in an external agency related to the major of study and is supervised by both staff members of that agency (the External Supervisor) and the Faculty/School/Department of the student (the Internal Supervisor).

C. Number of Credits

6 credits, graded on ‘Pass with Distinction, Pass, Fail basis’ (for all departmental internship courses). The courses would not be counted in the calculation of the CGPA.

D. Nature of Work

For the discipline specific internship courses, as all internships are enrolled under an internship course of a specific major discipline, the work carried out by the student in the internship must be relevant to the major. Internship Course Coordinators and Internal Supervisors have the responsibility to ensure that the work carried out will meet the learning objectives of the internship course.

E. Duration and Time of Internship

The number of hours as specified in the course descriptions of discipline specific internship courses is at least 160 hours (lunch hour excluded) in at least 20 working days. (Appendix A). A working day is defined as a day that the student is working, regardless of the hours of
work. It includes office hours, related work preparation, field trip or other forms approved by the supervisor(s). It can be allocated in term-time, semester break or summer vacation, and the mode of internship can be full-time or part-time, according to the requirement and the nature of work as specified by the external agency or the Faculty/School/Department. If students would like to take full-time internship during term time (semester 1 or 2), they should apply for leave of absence, and the enrollment of the course will be shown in the next semester following the leave period.

F. Requirement and Assessment

i. Students may have to attend a briefing session(s) about the job details and work ethics arranged by the Faculty/School/Department or the external agency before the internship.

ii. Students should submit an application form of internship course (Appendix B) to the Course Coordinator of the internship course BEFORE the commencement of internship for approval following the schedule set by the School/Department.

iii. A 15-minute oral presentation about the job nature, knowledge and skills related to the major discipline, self-reflection and other contents (if appropriate) should be conducted, followed by a written report of not less than 1,000 words submitted to the Faculty/School/Department after the internship has been completed.

iv. In both internal and external internship, the immediate supervisor should complete an evaluation form for assessing the student’s performance.

G. Eligibility of Students

As the internship course is a level 4 course, and is considered as a form of capstone experience to fulfill the capstone requirements (except BIOL4861 and EASC4966), students should have **passed at least 4 advanced courses (24 credits with codes starting with 3 or above) in their Science major curriculum before the commencement of the internship.** The earliest that students are allowed to take the internship course is their **Year 3 study** (internship in the summer of Year 2 study is not eligible for internship course enrollment). Normally applicants will be selected by the Faculty/School/Department or the external agency based on their academic performance, extra-curricular activities record and interview performance. Only successful candidates can be engaged in the internship.

H. Sources of Internship Positions from External Agency

i. From the Faculty/School/Department
The Faculty/School/Department may have already established the connection with some external agencies. Students should check the announcement from the
Faculty/School/Department and observe the procedure and deadline of application.

ii. **Direct approach by the student**
Students may contact external agencies on their own and provide details for the approval of internship Course Coordinator before they start the internship. Prior approval by the internship Course Coordinator **MUST** be obtained before commencement of the internship, and **no post-application is allowed**.

<table>
<thead>
<tr>
<th>Tips for students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. As the places offered by the School/Department are limited and competitive, students are strongly recommended to actively approach potential agencies for internship opportunities. Both internship opportunities within the School/Department and external are encouraged.</td>
</tr>
<tr>
<td>2. The schedule for summer internship is tight. Students should make preparation for application and interview from March.</td>
</tr>
</tbody>
</table>

I. **Expectation on Student in Practice**

Students should follow the regulations of the internship agency and instructions from the supervisors. If any irregularity exists, student should immediately report to the External Supervisor and/or Course Coordinator/ Internal Supervisor.

J. **Role & Responsibility of Supervisor**

i. **Teacher Supervisor of internal internship and External Supervisor of external internship**
The supervisors are expected to
- supervise, and offer timely opinion and comment for students;
- complete an evaluation form (Appendix C) about the student at the end of the internship; and
- give overall feedback, based on the evaluation form, to individual student after the internship so that the student may identify his/her strengths and weaknesses as an employee in the real world and seek further improvement.

ii. **Internal Supervisor of external internship**
If time and situations permit, the supervisor is expected to
- visit the student or interview him/her by phone to have an understanding of his/her performance and working environment with the permission from the external agency;
- give overall feedback, based on the evaluation form, to individual student after the internship so that the student may identify his/her strengths and weaknesses as an employee in the real world and seek further improvement.
K. Enrollment

As aforementioned, internship is considered as a form of capstone experience recognized to fulfill the capstone requirements for some majors or the programme offered in the Faculty of Science. Students who wish to engage in internship must formally enroll in an internship course in order to have their work recognized to fulfill the capstone requirements (except BIOL4861 and EASC4966). Due to the nature of the course, the Faculty will not open the internship course for students to enroll during the online course selection period. **Students who wish to enroll in the internship course should submit the application form of internship course to the Course Coordinator of the internship course for approval BEFORE the commencement of the internship AND no later than the deadline set for each semester.** Respective School/Department will then provide the enrollment information to the Faculty. Under normal circumstances, dropping of the internship course after submitting the application is not allowed.

For enrollment to ENTR4966 Entrepreneurship Internship, please contact Dr Rocky Law, Course Coordinator of the internship course directly for detailed arrangement.
L. Timeline of Internship

The following is a suggested schedule of events for internship for summer, first and second semester.

i. Internship in the summer semester:

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February/March</td>
<td>Announcement of internship positions starts</td>
</tr>
<tr>
<td>March/April</td>
<td>Application of internship</td>
</tr>
<tr>
<td></td>
<td>- Student may be required to submit CV and cover letter to the</td>
</tr>
<tr>
<td></td>
<td>relevant unit</td>
</tr>
<tr>
<td></td>
<td>Interview (optional)</td>
</tr>
<tr>
<td></td>
<td>- It is conducted either by the Faculty/School/Department or the</td>
</tr>
<tr>
<td></td>
<td>external agency</td>
</tr>
<tr>
<td>April/May</td>
<td>Announcement of list of successful applicants</td>
</tr>
<tr>
<td></td>
<td>A briefing session for preparation of internship</td>
</tr>
<tr>
<td></td>
<td>Submit the application form of internship course to the Course</td>
</tr>
<tr>
<td></td>
<td>Coordinator for approval BEFORE the commencement of the internship</td>
</tr>
<tr>
<td></td>
<td>and no later than mid-July</td>
</tr>
<tr>
<td>June to July</td>
<td>Internship starts</td>
</tr>
<tr>
<td></td>
<td>Submit the above form again if there is any update about the real</td>
</tr>
<tr>
<td></td>
<td>situation within the first two weeks of internship</td>
</tr>
<tr>
<td>Late July</td>
<td>School/Department to submit enrolment information to the Faculty</td>
</tr>
<tr>
<td>August to May</td>
<td>The Teacher Supervisor and External Supervisor complete the Evaluation</td>
</tr>
<tr>
<td>September</td>
<td>Form (optional for Internal Supervisor of external internship)</td>
</tr>
<tr>
<td></td>
<td>The Course Coordinator collects the questionnaire from the external</td>
</tr>
<tr>
<td></td>
<td>agency</td>
</tr>
<tr>
<td></td>
<td>An oral presentation and submission of a written report</td>
</tr>
<tr>
<td>Late September</td>
<td>School/Department to submit students’ grade to the Faculty</td>
</tr>
</tbody>
</table>
ii. Internship in the first semester:

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>June/July</strong></td>
<td>Announcement of internship positions starts</td>
</tr>
<tr>
<td><strong>August</strong></td>
<td>Application of internship</td>
</tr>
<tr>
<td></td>
<td>- Student may be required to submit CV and cover letter to the relevant unit</td>
</tr>
<tr>
<td></td>
<td>Interview (optional)</td>
</tr>
<tr>
<td></td>
<td>- It is conducted either by the Faculty/School/Department or the external agency</td>
</tr>
<tr>
<td><strong>September</strong></td>
<td>Announcement of list of successful applicants</td>
</tr>
<tr>
<td></td>
<td>A briefing session for preparation of internship</td>
</tr>
<tr>
<td></td>
<td>Submit the application form of internship course to the Course Coordinator for approval BEFORE the commencement of the internship and no later than mid-November</td>
</tr>
<tr>
<td><strong>September to December</strong></td>
<td>Internship starts</td>
</tr>
<tr>
<td></td>
<td>Submit the above form again if there is any update about the real situation within the first two weeks of internship</td>
</tr>
<tr>
<td><strong>Late November</strong></td>
<td>School/Department to submit enrolment information to the Faculty</td>
</tr>
<tr>
<td><strong>December to January</strong></td>
<td>The Teacher Supervisor and External Supervisor complete the Evaluation Form (optional for Internal Supervisor of external internship)</td>
</tr>
<tr>
<td></td>
<td>The Course Coordinator collects the questionnaire from the external agency</td>
</tr>
<tr>
<td></td>
<td>An oral presentation and submission of a written report</td>
</tr>
<tr>
<td><strong>Early January</strong></td>
<td>School/Department to submit students’ grade to the Faculty</td>
</tr>
</tbody>
</table>
iii. **Internship in the second semester:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October/November</td>
<td>Announcement of internship positions starts</td>
</tr>
<tr>
<td>December</td>
<td>Application of internship</td>
</tr>
<tr>
<td></td>
<td>- Student may be required to submit CV and cover letter to the relevant unit</td>
</tr>
<tr>
<td></td>
<td>Interview (optional)</td>
</tr>
<tr>
<td></td>
<td>- It is conducted either by the Faculty/School/Department or the external agency</td>
</tr>
<tr>
<td>January</td>
<td>Announcement of list of successful applicants</td>
</tr>
<tr>
<td></td>
<td>A briefing session for preparation of internship</td>
</tr>
<tr>
<td></td>
<td>Submit the application form of internship course to the Course Coordinator for approval BEFORE the commencement of the internship and no later than mid-April</td>
</tr>
<tr>
<td>January to April</td>
<td>Internship starts</td>
</tr>
<tr>
<td></td>
<td>Submit the above form again if there is any update about the real situation within the first two weeks of internship</td>
</tr>
<tr>
<td>Late April</td>
<td>School/Department to submit enrolment information to the Faculty</td>
</tr>
<tr>
<td>May to June</td>
<td>The Teacher Supervisor and External Supervisor complete the Evaluation Form (optional for Internal Supervisor of external internship)</td>
</tr>
<tr>
<td></td>
<td>The Course Coordinator collects the questionnaire from the external agency</td>
</tr>
<tr>
<td></td>
<td>An oral presentation and submission of a written report</td>
</tr>
<tr>
<td>Late May</td>
<td>School/Department to submit students’ grade to the Faculty</td>
</tr>
</tbody>
</table>
4. Special Issues

A. Salary

Salary given to students for their internship work may encourage students to take the internship more seriously. However, it is not compulsory. Course Coordinator should reach an agreement with the students and/or the external agency before the internship.

Specified student interns and work experience students who are exempted from the statutory minimum wage ordinance are required to complete form for confirmation of “student intern” or “work experience student” status under the Minimum Wage Ordinance for the employers. For details, please refer to the Labour Department website (https://www.labour.gov.hk/eng/public/content2_smw.htm).

B. Insurance

All full-time undergraduate students of the University are already covered by the University’s insurance scheme during the internship period.

C. Leave Application

i. Before internship
If the internship takes place as a full-time position during the first or second semester, students have to apply to the Faculty for leave of absence with the submission of a letter with the copy of contract in advance.

ii. During internship
If students have to take leave during the internship, they should follow the procedures as specified by the agency or supervisor.
Appendices

Appendix A  Course Description of Internship Course
Appendix B  Application Form of Internship Course
Appendix C  Evaluation on Intern Students
Appendix D  Examples of Internship Offered by Schools/Departments in Previous Years
Appendix E  List of Internship Course Coordinators (2022-23)
Appendix F  General Notes of Submission Deadlines of Application of Internship Course and Listing of Course Enrollment for Different Periods and Modes of Internship (2022-23)
Course Description of Internship Course

APAI4766 Applied AI internship  BIOC4966 Biochemistry internship
BIOL4861 Ecology & biodiversity internship  BIOL4962 Food & nutritional science internship
BIOL4963 Molecular biology & biotechnology internship  CHEM4966 Chemistry internship
BIOL4964 Biological sciences internship  ENTR4966 Entrepreneurship internship
ENVS4966 Environmental science internship  MATH4966 Mathematics internship
PHYS4966 Physics internship  STAT4766 Statistics internship

Aim/Contents

This course aims to offer students the opportunities to gain work experience in the industry related to their major of study. The workplace learning experience would be of great benefits to the students to apply their knowledge gained in the study to the real work environments. Students have to take on at least 160 hours of internship work either within the University or outside the University arranged by the Faculty/School/Department.

(1) Within the university: The student will be supervised by a staff member (Supervisor), working on a project or various tasks as instructed by the Supervisor.

(2) Outside the university: The student will work in an external agency related to the major of study. The student will be supervised under a staff member of the external agency (the External Supervisor) and a staff member of the Department/School of the student (the Internal Supervisor). The work to be performed by the student will normally be instructed by the External Supervisor, with prior agreement of the Internal Supervisor.

Teaching

No formal teaching, but it is expected that students are to work at least 160 hours (lunch hour excluded) in at least 20 working days.

Upon completion of the internship, each student is required to submit a written report and to give a presentation on their internship experience. Supervisors are required to assess the students based on their performance during the internship period (in the case of internships outside the university, the Internal Supervisor will assess the student based on the feedback by the External Supervisor). Satisfactory completion of this course can be counted towards the Capstone requirement. Details of internship will be recorded on the student’s transcript. This course will be assessed on ‘Pass with Distinction, Pass, Fail basis’.

Enrolment of this course is not conducted via the online course selection system and should be made through the relevant School/Department Office after approval has been obtained from the Course Coordinator.

For the course description of STAT4767 Actuarial science internship, please refer to the ‘Guidelines on Internship and Course STAT4767 for Actuarial Science Students’.
THE UNIVERSITY OF HONG KONG
FACULTY OF SCIENCE

Internship Course Application Form

Completed application form together with supporting documents should be submitted to the Course Coordinator of the internship course BEFORE the commencement of the internship. Post-internship application will not be considered.

1. To be completed by Student

* Personal Particulars
   (* Please delete as appropriate)
   Name of Student: ________________________________
   Last Name: ____________________________  First Name: ____________________________
   University No.: ____________________________  Year of study: ____________________________
   CGPA: ____________________________
   Programme: BSc / BSc(ActuarSc)  BASc(AppliedA)  Major: ____________________________
   * Second major / Minor: ____________________________
   Contact Tel No: (Home) ____________________________ (Mobile) ____________________________
   Email address: ____________________________

* Details of Internship
   (Please attach the contract of the internship)
   Company name / Institution: ____________________________
   Telephone number of External Supervisor: ____________________________
   Name of Internal Supervisor (if applicable): ____________________________
   Internship period: (day / month / year) From ________ to ________
   Mode of Internship: (please tick as appropriate)
   □ Full-time, and I have to apply for leave of absence in the * first / second semester of ________
   to the Faculty Office separately
   □ Full-time in summer only
   □ Part-time
   Job nature / Job description:
   (Please attach details)
   Goal of internship:

   ........................................................................................................................................
   ........................................................................................................................................
   ........................................................................................................................................
   ........................................................................................................................................
   ........................................................................................................................................

   I declare I would have completed at least 24 credits of advanced level courses in the major BEFORE the commencement of the internship, otherwise, I cannot enroll in the internship course eventually. I also understand I cannot drop this course after my submission of application under normal circumstances.

   Student’s signature: ____________________________  Date: ____________________________

2. To be completed by Course Coordinator

   The enrollment in internship course (course code and title) ____________________________ is * approved
   / not approved.
   (* Please delete as appropriate)
   Name of Course Coordinator: ____________________________  Department/school:
   Signature: ____________________________  Date: ____________________________

For enquiries, please contact Faculty of Science at:
   Tel. 3917 2681  Fax. 2558 4670  Email: scitug@hkusPACE.cc  Address: Faculty of Science, G/F, Cheng Yuet Ming Physics Building.

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Dear Employer/Supervisor,

Please complete an assessment for each of the internship student and return it by mail to (Name of Department/School), The University of Hong Kong, Hong Kong or by fax at (fax no.). Thank you.

Name of Company/Organization: ________________________

Name of Student: ________________________

Internship Period: ________________________ (Total no. of working hours:_______)

**Employer’s/Supervisor’s Assessment**

1. Please describe briefly the nature of the work undertaken by the student during the internship:

_____________________________________________________________________

_____________________________________________________________________

2. Please assess the performance of the intern student by checking the most appropriate box for each item listed.

- Knowledge of discipline  □ Very good  □ Good  □ Fair  □ Poor
- Work effectiveness    □ Very good  □ Good  □ Fair  □ Poor
- Attitude              □ Very good  □ Good  □ Fair  □ Poor
- Communication skills □ Very good  □ Good  □ Fair  □ Poor
- Reliability           □ Very good  □ Good  □ Fair  □ Poor
- Motivation            □ Very good  □ Good  □ Fair  □ Poor
- Team worker           □ Very good  □ Good  □ Fair  □ Poor
- Willingness to learn  □ Very good  □ Good  □ Fair  □ Poor
3. Please circle the grade you would give the student for his/her overall performance during the internship.

   A+   A   A-   B+   B   B-   C+   C   C-   D+   D   F

4. Suggestions for the student:

Name of Assessor: ______________________   Signature: ______________________
Position in Company/Organization: ________________________________
Contact Number: ______________________   Email: ______________________
Date: ______________________
Appendix D

**Examples of Internship Offered by Schools/Departments in Previous Years**

<table>
<thead>
<tr>
<th>School/Department</th>
<th>Company Name</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biomedical Sciences</td>
<td>School of Biomedical Sciences, HKU</td>
<td>14 weeks</td>
</tr>
<tr>
<td>Biomedical Sciences</td>
<td>Population Council, New York</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>School of Biological Sciences, HKU</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Chemistry</td>
<td>ALS Technichem (HK) Pty Limited</td>
<td>11 weeks</td>
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<tr>
<td>Chemistry</td>
<td>Biotechnology Research Institute, Chinese Academy of Agricultural Sciences</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Earth Sciences</td>
<td>Hong Kong Productivity Council</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Earth Sciences</td>
<td>SGS Hong Kong Limited</td>
<td>6-14 weeks</td>
</tr>
<tr>
<td>Mathematics</td>
<td>EGS (Asia) Limited</td>
<td>6-7 weeks</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Gammon Construction Limited</td>
<td>9 weeks</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Halcrow China Limited</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Jacobs China Limited</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Maunsell Geotechnical Services Limited</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Mathematics</td>
<td>OZ Minerals Limited (Former: Oxiana China Limited)</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Scott Wilson Group plc</td>
<td>7-9 weeks</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Xinjiang Gold Mountain Mining Company Limited</td>
<td>9-10 weeks</td>
</tr>
<tr>
<td>Physics</td>
<td>Ho Koon Nature Education cum Astronomical Centre</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Physics</td>
<td>Hong Kong Science Museum</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Physics</td>
<td>Hong Kong Space Museum</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Statistics &amp; Actuarial Science</td>
<td>Bank of Communications (Shanghai Branch)</td>
<td>6-8 weeks</td>
</tr>
<tr>
<td>Statistics &amp; Actuarial Science</td>
<td>Bloomberg L P</td>
<td>10 weeks</td>
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<tr>
<td>Statistics &amp; Actuarial Science</td>
<td>Census &amp; Statistics Department, HKSARG</td>
<td>9 weeks</td>
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<tr>
<td>Statistics &amp; Actuarial Science</td>
<td>Hang Seng Bank Limited</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Statistics &amp; Actuarial Science</td>
<td>Hospital Authority</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Statistics &amp; Actuarial Science</td>
<td>Samsung Electronics Hong Kong Company Limited</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Statistics &amp; Actuarial Science</td>
<td>The Bank of East Asia, Limited</td>
<td>13-14 weeks</td>
</tr>
<tr>
<td>Statistics &amp; Actuarial Science</td>
<td>Willis Re Hong Kong Limited</td>
<td>12 weeks</td>
</tr>
</tbody>
</table>
### List of Internship Course Coordinators (2022-23)

<table>
<thead>
<tr>
<th>Course</th>
<th>Major/ Minor</th>
<th>Course Coordinator</th>
<th>Departmental Office, Telephone &amp; Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>APAI4766 Applied AI internship</td>
<td>• Applied Artificial Intelligence</td>
<td>Dr Adela S M LAU</td>
<td>Office: Rm 303, Run Run Shaw Bldg  Tel: 3917 2466  Email: <a href="mailto:ug_enquiry@saas.hku.hk">ug_enquiry@saas.hku.hk</a></td>
</tr>
<tr>
<td>BIOC4966 Biochemistry internship</td>
<td>• Biochemistry</td>
<td>Dr B H B YUEN</td>
<td>Office: Rm L4-54, Laboratory Block, Faculty of Medicine Bldg, 21 Sassoon Road  Tel: 3917 9500  Email: <a href="mailto:yuenbbh@hku.hk">yuenbbh@hku.hk</a></td>
</tr>
<tr>
<td>BIOL4861 Ecology &amp; biodiversity internship</td>
<td>• Ecology &amp; Biodiversity  • Ecology &amp; Biodiversity (Intensive)</td>
<td>Dr Thiyagarajan VENGATESEN</td>
<td>Office: Rm 2S03, Kadoorie Biological Sciences Bldg  Tel: 2299 0601  Email: <a href="mailto:rajan@hku.hk">rajan@hku.hk</a></td>
</tr>
<tr>
<td>BIOL4962 Food &amp; nutritional science internship</td>
<td>• Food &amp; Nutritional Science</td>
<td>Dr Jetty C Y LEE</td>
<td>Office: Rm 6S09, Kadoorie Biological Sciences Bldg  Tel: 2299 0318  Email: <a href="mailto:jettylee@hku.hk">jettylee@hku.hk</a></td>
</tr>
<tr>
<td>BIOL4963 Molecular biology &amp; biotechnology internship</td>
<td>• Molecular Biology &amp; Biotechnology  • Molecular Biology &amp; Biotechnology (Intensive)</td>
<td>Dr Jetty C Y LEE</td>
<td>Office: Rm 6S09, Kadoorie Biological Sciences Bldg  Tel: 2299 0318  Email: <a href="mailto:jettylee@hku.hk">jettylee@hku.hk</a></td>
</tr>
<tr>
<td>BIOL4964 Biological sciences internship</td>
<td>• Biological Sciences</td>
<td>Dr Gary Ying Wai CHAN</td>
<td>Office: Rm 4N11, Kadoorie Biological Sciences Bldg  Tel: 2299 0849  Email: <a href="mailto:gywchan@hku.hk">gywchan@hku.hk</a></td>
</tr>
<tr>
<td>CHEM4966 Chemistry internship</td>
<td>• Chemistry  • Chemistry (Intensive)</td>
<td>Dr Kenneth K H Ng</td>
<td>Office: Rm 418C, Chong Yuet Ming Physics Bldg  Tel: 2241 5747  Email: <a href="mailto:kmmek@hku.hk">kmmek@hku.hk</a></td>
</tr>
<tr>
<td>EASC4966 Earth sciences internship</td>
<td>• Earth System Science  • Geology  • Geology (Intensive)</td>
<td>Dr Man Ching CHEUNG</td>
<td>Office: JL 1/F, James Lee Science Bldg  Tel: 2241 5472  Email: <a href="mailto:kmme@hku.hk">kmme@hku.hk</a></td>
</tr>
<tr>
<td>ENTR4966 Entrepreneurship internship</td>
<td>• Science Entrepreneurship (Minor)</td>
<td>Dr Rocky C S LAW</td>
<td>Office: Room 110, Hui Oi Chow Science Building  Tel: 3917 1285  Email: <a href="mailto:rockylaw@hku.hk">rockylaw@hku.hk</a></td>
</tr>
<tr>
<td>ENVS4966 Environmental science internship</td>
<td>• Environmental Science</td>
<td>Dr Nicole S KHAN</td>
<td>Office: Room 326, Hui Oi Chow Science Building  Tel: 3917 4170  Email: <a href="mailto:nskhan@hku.hk">nskhan@hku.hk</a></td>
</tr>
<tr>
<td>MATH4966 Mathematics internship</td>
<td>• Mathematics  • Mathematics (Intensive)  • Mathematics/Physics</td>
<td>Dr T K WONG</td>
<td>Office: Rm 317, Run Run Shaw Bldg  Tel: 2857 8579  Email: <a href="mailto:takkwong@maths.hku.hk">takkwong@maths.hku.hk</a></td>
</tr>
<tr>
<td>PHYS4966 Physics internship</td>
<td>• Astronomy  • Mathematics/Physics  • Physics  • Physics (Intensive)</td>
<td>Dr Francis Chi Chung LING</td>
<td>Office: Rm 417, Chong Yuet Ming Physics Bldg  Tel: 2241 5248  Email: <a href="mailto:cclin@hku.hk">cclin@hku.hk</a></td>
</tr>
<tr>
<td>STAT4766 Statistics internship</td>
<td>• Decision Analytics  • Risk Management  • Statistics</td>
<td>Dr Chi Wai KWAN</td>
<td>Office: Rm 236, Run Run Shaw Bldg  Tel: 3917 8317  Email: <a href="mailto:cwkwan@hku.hk">cwkwan@hku.hk</a></td>
</tr>
<tr>
<td>STAT4767 Actuarial science internship</td>
<td>• Actuarial Science</td>
<td>Dr Kam Pui WAT</td>
<td>Office: Rm 303, Run Run Shaw Bldg  Tel: 3917 2466  Email: <a href="mailto:ug_enquiry@saas.hku.hk">ug_enquiry@saas.hku.hk</a></td>
</tr>
</tbody>
</table>

Updated: August 30, 2022
General Notes of Submission Deadlines of Application of Internship Course and Listing of Course Enrollment for Different Periods and Modes of Internship (2022-23)

The following note summarizes the submission deadlines of application for internship course and listing of course enrollment for different periods and modes of internship:

<table>
<thead>
<tr>
<th>Internship period in 2022-23</th>
<th>Mode of internship</th>
<th>Deadline for student’s submission of application to School/Department</th>
<th>Leave of absence has to be applied for</th>
<th>Actual enrollment will be shown in</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st semester</td>
<td>Part-time</td>
<td>Before the start date of the internship AND no later than November 16, 2022</td>
<td>Not applicable</td>
<td>1st semester</td>
</tr>
<tr>
<td></td>
<td>Full-time</td>
<td></td>
<td></td>
<td>2nd semester</td>
</tr>
<tr>
<td>2nd semester</td>
<td>Part-time</td>
<td>Before the start date of the internship AND no later than April 14, 2023</td>
<td>Not applicable</td>
<td>2nd semester</td>
</tr>
<tr>
<td></td>
<td>Full-time</td>
<td></td>
<td></td>
<td>Summer semester</td>
</tr>
<tr>
<td>Summer semester</td>
<td>Part-time or full-time</td>
<td>Before the start date of the internship AND no later than July 14, 2023</td>
<td>Not applicable</td>
<td>Summer semester</td>
</tr>
<tr>
<td>1st semester and 2nd semester</td>
<td>Part-time</td>
<td>Before the start date of the internship AND no later than November 16, 2022</td>
<td>Not applicable</td>
<td>2nd semester</td>
</tr>
<tr>
<td></td>
<td>Full-time</td>
<td></td>
<td></td>
<td>1st and 2nd semester</td>
</tr>
<tr>
<td>2nd semester and summer semester</td>
<td>Part-time</td>
<td>Before the start date of the internship AND no later than April 14, 2023</td>
<td>Not applicable</td>
<td>Summer semester</td>
</tr>
<tr>
<td></td>
<td>Full-time</td>
<td></td>
<td></td>
<td>2nd semester</td>
</tr>
<tr>
<td>Summer semester and 1st semester of 2023-24</td>
<td>Part-time</td>
<td>Before the start date of the internship AND no later than July 14, 2023</td>
<td>Not applicable</td>
<td>1st semester</td>
</tr>
<tr>
<td></td>
<td>Full-time</td>
<td></td>
<td></td>
<td>2nd semester</td>
</tr>
</tbody>
</table>
6. Frequently Asked Questions

1. Are there any pre-requisites for an internship course and when can I take the internship course?
   You should have passed at least 4 advanced courses (24 credits with codes starting with 3 or above) in your Science major curriculum before the commencement of the internship.
   The earliest that a student is allowed to take this capstone course is their Year 3 study. You can take the course in the 1st, 2nd or summer semester.

2. How can I find out the internship opportunities?
   Students should be aware of the announcement from the Faculty/Schools/Departments and observe the procedure and deadline of application.

3. Can I find the internship by myself for the internship course?
   Yes, students may contact external agencies and provide details for the approval of internship Course Coordinator before they start the internship. However, prior approval by the internship Course Coordinator must be obtained before the commencement of the internship.

4. Can I ask my School/Department to recognize my summer job experience as internship if later on I found that the job duties are very relevant to my major study?
   No, post-application is NOT allowed for the internship course. Please also refer to Q3.

5. How long would be the internship period?
   Students have to work at least 160 hours (lunch hour excluded) in at least 20 working days.

6. How can I pass the internship course?
   Assessment will include 3 elements: your report, presentation and evaluation from your workplace supervisor. Please refer to Part 3(F) of the Guidelines.

7. Will I get paid for my internship?
   You may or may not get paid for your internship and if you get paid, the amount will vary between companies.

8. Is there any insurance coverage for my internship?
   All full-time undergraduate students of the University are covered by the University’s insurance scheme during the internship period. Some companies would arrange the signing of employment contract for internship so that students can also be covered by their employees’ compensation insurances.

9. What should I notice if I want to take full-time internship during the 1st or 2nd semester?
   You should apply for leave of absence if you would like to take full-time internship during the 1st or 2nd semester. The enrolment of the course will be shown in the next semester following your leave period.