Guidelines on Internship and Course APAI4766 for Applied Artificial Intelligence Students

(4-year curriculum)

FACULTY OF SCIENCE

THE UNIVERSITY OF HONG KONG

Content

1. Background

Capstone experience is an integral part of the Bachelor of Arts and Sciences in Applied Artificial Intelligence (BASc(AppliedAI)) 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 BASc(AppliedAI) programme offered in the Faculty of Science (The Faculty).

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
- to prepare for their life-long career

3. General Arrangements

A. Internship Course

Students who wish to engage in internship must enroll in an internship course, APAI4766 Applied AI internship, offered by the Department of Statistics and Actuarial Science (the Department) in order to have their work recognized to fulfill the capstone requirements of the major in Applied Artificial Intelligence as prescribed in the BASc(AppliedAI) curriculum. Alternatively, students may choose to skip the internship course if students wish to fulfill the capstone requirements in other ways.

If students take the second major in Science and the capstone experience in the BASc (AppliedAI) programme requires the integration or application of knowledge from both the programme and the second major, students may apply for the exemption from taking a capstone course in the second (Science) major. Students have to complete the form "Application for exemption from taking a capstone course in the second (Science) major" available on the Faculty of Science's website and seek the written endorsement from the Programme coordinator of BASc (Applied Artificial Intelligence) programme and the Major coordinator of the second major.

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 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 of that agency (the External Supervisor) and the Department (the Internal Supervisor).

C. Number of Credits

6 credits, graded on 'Pass with Distinction, Pass, Fail basis'. The result of the course APAI4766 would not be counted in the calculation of the CGPA.

D. Nature of Work

As APAI4766 is a discipline specific internship course, the work carried out by the student in the internship must be relevant to the Major in Applied Artificial Intelligence. 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 length of internship as specified in the course description of the internship course APAI4766 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 Department. Students who would like to take full-time internship during term time (semester 1 or 2) 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.   Student may have to attend a briefing session(s) about the job details and work ethics arranged by the Department or the external agency before the internship.

ii.   Student should submit a registration form of internship course (Appendix B) to the Internship Course Coordinator BEFORE the commencement of internship for approval following the schedule set by the Department.

iii. A 25-minute oral presentation (20 min presentation plus 5 min Q&A) about the job nature, knowledge and skills related to the Major in Applied Artificial Intelligence, self-reflection and

other contents (if appropriate) should be conducted, followed by a written report of not less than 1,500 words submitted to the Department after the internship has been completed.

iv.   In either internal or external internship, the immediate supervisor should complete an evaluation form for assessing the performance of the student.

G. Eligibility of Students

As the internship course APAI4766 is a level 4 course and is considered as a form of capstone experience to fulfill the capstone requirements, students should have **passed at least 4 advanced courses including COMP3340 Applied Deep Learning, MATH3904 Introduction to Optimization and STAT3612 Statistical Machine Learning in BASc(AppliedAI) curriculum before the commencement of the internship**. The **earliest** time that students are allowed to take the internship course is their **Year 3 study** (internship in summer of Year 2 study is not eligible for internship course enrollment). Normally applicants will be selected by the Department or the external agency based on their academic performance, extra-curricular activities record, interview performance and other personal qualities. Only successful candidates can enroll in APAI4766.

H. Sources of Internship Positions from External Agency

i.   From the Faculty/Department
  - The Faculty/Department may have already established the connection with some external agencies. Students should check the announcement from the Faculty/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**.

Tips for students

1. As the places offered by the Department are limited and competitive, students are strongly recommended to actively approach potential agencies for internship opportunities. Both internship opportunities within the Department and external agencies are encouraged.

2. The schedule for applying applied artificial intelligence internship is tight. Students should make preparation for application and interview ahead of time.

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 Internship 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.
- give overall feedback, based on the evaluation form, to individual student after the internship so that the student may identify his 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 the student 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

The Faculty will only recognize students who have formally enrolled in the internship course APAI4766 to fulfill the capstone requirement of the Major in Applied Artificial Intelligence via internship. Due to the nature of the course, the Faculty will not provide the internship course for students to enroll during the on-line course selection period. **Students who wish to enroll in the internship course should submit the registration form of internship course to the Department for approval BEFORE the commencement of the internship AND no later than deadline set for each semester.** The Department will then provide the enrollment information to the Faculty. Under normal circumstances, dropping of the internship course after submitting the registration form is not allowed.

L. Timeline of Internship

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

i. Full-time Internship in the first semester (September – December):

Time	Event
June – July*	Announcement of internship positions starts
After submitting applications	External Interview - Employers will contact students directly for interviews unless instructed otherwise
	Offer Extended - Employers will contact students directly for any job offers unless instructed otherwise
After offers extended from employers	Application of Leave of Absence (to **the Faculty**) - Student may be required to submit offer letters, contracts or other relevant documents
	Internal Interview (when **notified by the Department**) - It is conducted by the Department and students will be notified to attend
Before the start date of internship (June – August)*	Registration of internship course APAI4766 - Student needs to submit registration form for APAI4766 (Appendix B or Faculty's website) - Student may be required to submit CV and cover letter to the Department - Student must ensure completion of 24 credits of advanced level courses (including COMP3340, MATH3904 and STAT3612) from the BASc(Applied AI) curriculum prior to the commencement of internship**
September – October*	Internship starts**
	Submit the above registration form again if there is any update about the real situation <u>within the first two weeks</u> of internship
Late November*	Department to submit enrollment information to the Faculty
October – December*	The Teacher Supervisor and External Supervisor complete the Evaluation Form (optional for Internal Supervisor of external internship)
	The Internship Course Coordinator collects the Evaluation Form from the external agency
Semester 2 (Early May)*	An oral presentation and submission of a written report
Semester 2 (Late May)*	Department to submit students' grade to the Faculty (Actual enrollment will be shown in Semester 2)

*   **All dates are for reference only, the actual dates will depend on market situation, employers' own timeline and other external factors.**

**   **It is acceptable to commence internship even if the grades of a portion of the 24 credits of advanced level courses**

have not been officially released, provided it can be shown that the student has already passed the corresponding course and other associated course requirements.

ii. **Full-time Internship in the second semester (January – May):**

Time	Event
October – November*	Announcement of internship positions starts
After submitting applications	External Interview - Employers will contact students directly for interviews unless instructed otherwise
	Offer Extended - Employers will contact students directly for any job offers unless instructed otherwise
After offers extended from employers	Application of Leave of Absence (to **the Faculty**) - Student may be required to submit offer letters, contracts or other relevant documents
	Internal Interview (when **notified by the Department**) - It is conducted by the Department and students will be notified to attend
Before the start date of internship (October – December)*	Registration of internship course APAI4766 - Student needs to submit registration form for APAI4766 (Appendix B or Faculty's website) - Student may be required to submit CV and cover letter to the Department - Student must ensure completion of 24 credits of advanced level courses (including COMP3340, MATH3904 and STAT3612) from the BASc(AppliedAI) curriculum prior to the commencement of internship**
January*	Internship starts**
	Submit the registration form again if there is any update about the real situation <u>within the first two weeks</u> of internship
Late April*	Department to submit enrollment information to the Faculty
March – May*	The Teacher Supervisor and External Supervisor complete the Evaluation Form (optional for Internal Supervisor of external internship)
	The Internship Course Coordinator collects the Evaluation Form from the external agency
Summer Semester (August)*^	An oral presentation and submission of a written report
Semester 1 of the next academic year (Early September)*	Department to submit students' grade to the Faculty (Actual enrollment will be shown in summer semester of the previous academic year)

*   **All dates are for reference only, the actual dates will depend on market situation, employers' own timeline and other external factors.**

**   **It is acceptable to commence internship even if the grades of a portion of the 24 credits of advanced level courses have not been officially released, provided it can be shown that the student has already passed the corresponding course and other associated course requirements.**

^   **For those final year students with the pending result in APAI4766 for graduation, if they wish to graduate in time, their grades in APAI4766 should be submitted to the Faculty Office by mid-September so as to meet the**

timeline for submission of graduation data to Registry.

iii. **Full-time Internship in the summer semester (June – August):**

Time	Event
March – April*	Announcement of internship positions starts
After submitting applications	External Interview - Employers will contact students directly for interviews unless instructed otherwise
	Offer Extended - Employers will contact students directly for any job offers unless instructed otherwise
After offers extended from employers	Internal Interview (when **notified by the Department**) - It is conducted by the Department and students will be notified to attend
Before the start date of internship (March – May)*	Registration of internship course APAI4766 - Student needs to submit registration form for APAI4766 (Appendix B or Faculty's website) - Student may be required to submit CV and cover letter to the Department - Student must ensure completion of 24 credits of advanced level courses (including COMP3340, MATH3904 and STAT3612) from the BASc(AppliedAI) curriculum prior to the commencement of internship**
June - July*	Internship starts**
	Submit the registration form again if there is any update about the real situation <u>within the first two weeks</u> of internship
Late July*	Department to submit enrollment information to the Faculty
July – August*	The Teacher Supervisor and External Supervisor complete the Evaluation Form (optional for Internal Supervisor of external internship)
	The Internship Course Coordinator collects the Evaluation Form from the external agency
Summer Semester (August)*^	An oral presentation and submission of a written report
Semester 1 of the next academic year (Early September)*	Department to submit students' grade to the Faculty (Actual enrollment will be shown in summer semester of the previous academic year)

*   **All dates are for reference only, the actual dates will depend on market situation, employers' own timeline and other external factors.**

** **It is acceptable to commence internship even if the grades of a portion of the 24 credits of advanced level courses have not been officially released, provided it can be shown that the student has already passed the corresponding course and other associated course requirements.**

^   **For those final year students with the pending result in APAI4766 for graduation, if they wish to graduate in time, their grades in APAI4766 should be submitted to the Faculty Office by mid-September so as to meet the timeline for submission of graduation data to Registry.**

iv. **Full-time Internship in the first semester and second semester (July – December and January – June):**

Time	Event
April – May*	Announcement of internship positions starts
After submitting applications	External Interview - Employers will contact students directly for interviews unless instructed otherwise
	Offer Extended - Employers will contact students directly for any job offers unless instructed otherwise
After offers extended from employers	Application of Leave of Absence (to **the Faculty**) - Student may be required to submit offer letters, contracts or other relevant documents
	Internal Interview (when **notified by the Department**) - It is conducted by the Department and students will be notified to attend
Before the start date of internship (May – June)*	Registration of internship course APAI4766 - Student needs to submit registration form for APAI4766 (Appendix B or Faculty's website) - Student may be required to submit CV and cover letter to the Department - Student must ensure completion of 24 credits of advanced level courses (including COMP3340, MATH3904 and STAT3612) from the BASc(AppliedAI) curriculum prior to the commencement of internship**
June – July and December – January*	Internship starts**
	Submit the registration form again if there is any update about the real situation <u>within the first two weeks</u> of both internships
Late November*	Department to submit enrollment information to the Faculty
October – December and March – June*	The Teacher Supervisor and External Supervisor complete the Evaluation Form (optional for Internal Supervisor of external internship)
	The Internship Course Coordinator collects the Evaluation Form from the external agency
Semester 1 of the next academic year (Early December)*	An oral presentation and submission of a written report
Semester 1 of the next academic year (Late December)*	Department to submit students' grade to the Faculty (Actual enrollment will be shown in Semester 1 of the next academic year)

*   All dates are for reference only, the actual dates will depend on market situation, employers' own timeline and other external factors.

**   It is acceptable to commence internship even if the grades of a portion of the 24 credits of advanced level courses have not been officially released, provided it can be shown that the student has already passed the corresponding course and other associated course requirements.

v.   Part-time Internship in the first semester (September – December):

Time	Event
June – July*	Announcement of internship positions starts
After submitting applications	External Interview - Employers will contact students directly for interviews unless instructed otherwise
	Offer Extended - Employers will contact students directly for any job offers unless instructed otherwise
After offers extended from employers	For non-local students: Application of supporting letter for No Objection Letter 'NOL' (to **the Faculty**) - Student may be required to submit offer letters, contracts or other relevant documents
	Internal Interview (when **notified by the Department**) - It is conducted by the Department and students will be notified to attend
Before the start date of internship (June – August)*	Registration of internship course APAI4766 - Student needs to submit registration form for APAI4766 (Appendix B or Faculty's website) - Student may be required to submit CV and cover letter to the Department - Student must ensure completion of 24 credits of advanced level courses (including COMP3340, MATH3904 and STAT3612) from the BASc(AppliedAI) curriculum prior to the commencement of internship**
September – December*	Internship starts**
	Submit the registration form again if there is any update about the real situation <u>within the first two weeks</u> of internship
Late November*	Department to submit enrollment information to the Faculty
October – December*	The Teacher Supervisor and External Supervisor complete the Evaluation Form (optional for Internal Supervisor of external internship)
	The Internship Course Coordinator collects the Evaluation Form from the external agency
Semester 1 (Early December)*	An oral presentation and submission of a written report
Semester 1 (Late December)*	Department to submit students' grade to the Faculty (Actual enrollment will be shown in Semester 1)

*   All dates are for reference only, the actual dates will depend on market situation, employers' own timeline and other external factors.

**   It is acceptable to commence internship even if the grades of a portion of the 24 credits of advanced level courses have not been officially released, provided it can be shown that the student has already passed the corresponding course and other associated course requirements.

vi. Part-time Internship in the second semester (January – May):

Time	Event
October – November*	Announcement of internship positions starts
After submitting applications	External Interview - Employers will contact students directly for interviews unless instructed otherwise
	Offer Extended - Employers will contact students directly for any job offers unless instructed otherwise
After offers extended from employers	For non-local students: Application of supporting letter for No Objection Letter 'NOL' (to **the Faculty**) - Student may be required to submit offer letters, contracts or other relevant documents
	Internal Interview (when **notified by the Department**) - It is conducted by the Department and students will be notified to attend
Before the start date of internship (October – December)*	Registration of internship course APAI4766 - Student needs to submit registration form for APAI4766 (Appendix B or Faculty's website) - Student may be required to submit CV and cover letter to the Department - Student must ensure completion of 24 credits of advanced level courses (including COMP3340, MATH3904 and STAT3612) from the BASc(AppliedAI) curriculum prior to the commencement of internship**
January*	Internship starts**
	Submit the registration form again if there is any update about the real situation <u>within the first two weeks</u> of internship
Late April*	Department to submit enrollment information to the Faculty
March – May*	The Teacher Supervisor and External Supervisor complete the Evaluation Form (optional for Internal Supervisor of external internship)
	The Internship Course Coordinator collects the Evaluation Form from the external agency
Semester 2 (Early May)*	An oral presentation and submission of a written report
Semester 2 (Late May)*	Department to submit students' grade to the Faculty (Actual enrollment will be shown in Semester 2)

*   All dates are for reference only, the actual dates will depend on market situation, employers' own timeline and other external factors.

**   It is acceptable to commence internship even if the grades of a portion of the 24 credits of advanced level courses have not been officially released, provided it can be shown that the student has already passed the corresponding course and other associated course requirements.

vii. Part-time Internship in the summer semester (June – August):

Time	Event
March – April*	Announcement of internship positions starts
After submitting applications	External Interview - Employers will contact students directly for interviews unless instructed otherwise
	Offer Extended - Employers will contact students directly for any job offers unless instructed otherwise
After offers extended from employers	Internal Interview (when **notified by the Department**) - It is conducted by the Department and students will be notified to attend
Before the start date of internship (March – May)*	Registration of internship course APAI4766 - Student needs to submit registration form for APAI4766 (Appendix B or Faculty's website) - Student may be required to submit CV and cover letter to the Department - Student must ensure completion of 24 credits of advanced level courses (including COMP3340, MATH3904 and STAT3612) from the BASc(AppliedAI) curriculum prior to the commencement of internship**
June - July*	Internship starts**
	Submit the registration form again if there is any update about the real situation <u>within the first two weeks</u> of internship
Late July*	Department to submit enrollment information to the Faculty
July – August*	The Teacher Supervisor and External Supervisor complete the Evaluation Form (optional for Internal Supervisor of external internship)
	The Internship Course Coordinator collects the Evaluation Form from the external agency
Summer Semester (August)*^	An oral presentation and submission of a written report
Semester 1 of the next academic year (Early September)*	Department to submit students' grade to the Faculty (Actual enrollment will be shown in summer semester of the previous academic year)

*   **All dates are for reference only, the actual dates will depend on market situation, employers' own timeline and other external factors.**

**   **It is acceptable to commence internship even if the grades of a portion of the 24 credits of advanced level courses have not been officially released, provided it can be shown that the student has already passed the corresponding course and other associated course requirements.**

^   **For those final year students with the pending result in APAI4766 for graduation, if they wish to graduate in time, their grades in APAI4766 should be submitted to the Faculty Office by mid-September so as to meet the timeline for submission of graduation data to Registry.**

4. Special Issues

A. Legal Issue
Students should double check their legal status to work in Hong Kong and in compliance with HKSAR Immigration Department's regulations.

B. Salary
Salary given to students for their internship work may encourage students to take the internship more seriously. However, it is not compulsory. Students should reach an agreement with the employers and understand all the terms of the contract prior to the commencement of 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).

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

D. 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 by completing the online form 'SF416 - Leave of Absence' via the Science Online Application Submission System (OASS) with the submission of a 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 employer or supervisor for completing various course requirements of APAI4766.

Appendices

Appendix A   Course Description on Internship Course APAI4766

Appendix B   Registration Form of Internship Course APAI4766

Appendix C   Employer's Evaluation Form for Internship

Appendix D   Examples of Internship Offered by the Department in Previous Years

Appendix E   Information of Internship Course Coordinator

Please refer to the Faculty's Online Syllabus for most updated details, e.g. course coordinator, offering year, etc

APAI4766 Applied AI internship (6 credits)			
Offering Department	Statistics & Actuarial Science	Quota	--
Course Objectives	This course is offered to BASc(AppliedAI) students who take on a minimum of 160 hours of project-driven internship work related to his/her major disciplines. It provides students with first-hand experience in the applications of academic knowledge in a real-life work environment.		
Course Contents & Topics	Upon completion of the internship, each student is required to submit a written report and to give a presentation on his/her internship experience. The report should emphasize important working/educational experiences encountered by the student during his/her internship. In many situations, this would mean a report of the project(s) that the student has been involved in during his/her internship.		
Course Learning Outcomes	On successful completion of this course, students should be able to:		

Course Learning Outcomes		
CLO 1	gain first-hand work experience in an industry related to artificial intelligence	
CLO 2	apply knowledge in applied artificial intelligence to solve practical problems in the workplace	
CLO 3	understand contexts for specific quantitative skills developed in basic artificial intelligence courses	
CLO 4	communicate specialist knowledge in artificial intelligence to non-experts in a work environment	

Pre-requisites (and Co-requisites and Impermissible combinations)	Pass in at least 24 credits of advanced level disciplinary core/elective courses in BASc(AppliedAI) programme including COMP3340, MATH3904 and STAT3612. This internship course is only for BASc(AppliedAI) students. The earliest that a student is allowed to take this capstone course is their year 3 study.
Offer in*	Y 1st sem 2nd sem Summer Examination No Exam
Course Grade	Distinction/Pass/Fail

Grade Descriptors	Distinction	Demonstrates excellent ability in applying knowledge to solve problems in the workplace. Demonstrates excellent performance in handling and carrying out the work required in the job or assigned by supervisor(s). Establishes highly effective collaboration and communication with supervisor(s), colleagues, and clients in the job. Successfully fulfills the requirements set out in the Course Description regarding working hours, with excellent performance in written and oral report, and excellent evaluation by supervisor(s), etc.
	Pass	Able to apply knowledge to solve problems in the workplace. Successfully handles and carries out the work required in the job or assigned by supervisor(s). Establishes effective collaboration and communication with supervisor(s), colleagues, and clients in the job. Successfully fulfills the requirements set out in the Course Description regarding working hours, written and oral report, and evaluation by supervisor(s), etc. Students demonstrating excellent performance in the above would be awarded a grade of "Distinction".
	Fail	Very limited or no ability to solve problems in the workplace. Fails to handle or carry out the work required in the job or assigned by supervisor(s). Fails to establish effective collaboration or communication with supervisor(s), other colleagues, or clients in the job. Fails to satisfy the requirements set out in the Course Description regarding working hours, written and oral report, or evaluation by supervisor(s), etc.

Course Type	Internship

Course Teaching & Learning Activities	Activities	Details	No. of Hours
	Internship work	it is expected that students are to work at least 160 hours (or equivalent to 4 weeks full-time)	160

Assessment Methods and Weighting	Methods	Details	Weighting in final course grade (%)	Assessment Methods to CLO Mapping
	Oral presentation	oral presentation and in-class discussion	40	CLO 1,2,3,4
	Written report	written report	60	CLO 1,2,3,4

Required/recommended reading and online materials	NIL
Course Website	http://moodle.hku.hk
Additional Course Information	Upon completion of the internship, each student is required to submit a written report and to give an oral presentation on their internship experience. Supervisors will 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/Fail" basis. Students who are interested to enroll in this course should contact the Department to obtain the approval. Enrolment of this course is not conducted via the online course selection system and should be made through the relevant Department/School office after approval has been obtained from the course coordinator. |

THE UNIVERSITY OF HONG KONG
DEPARTMENT OF STATISTICS AND ACTUARIAL SCIENCE

APAI4766 Applied AI Internship
Registration Form

Please return this form to the Department via email at ngkl@hku.hk or by fax at 2858-9041
PRIOR to the start date of the internship. Late applications will NOT be accepted.

I.   PERSONAL PARTICULARS *(* Please delete as appropriate)*

Name: _____ (_____)   University No.: _____
            In English   *In Chinese*

Programme: _____Bachelor of Arts and Sciences_____   Year: _____
                     in Applied Artificial Intelligence

Email: _____   Mobile No.: _____

II.   INTERNSHIP INFORMATION *(^ Please check as appropriate)*

Company name: _____

Address: _____

Job position: _____   Internship period: _____ - _____

Mode^:   ☐   Full-time   ☐   Part-time   Total no. of working days: _____   Total no. of working hours: _____

Job description: *(Please attach additional sheets if necessary)*

_____
_____
_____
_____

Your goals in this internship: *(Please attach additional sheets if necessary)*

_____
_____
_____
_____

III.   CHECKLIST BEFORE SUBMISSION (please check each box accordingly)

☐   Passed at least 24 credits of advanced level courses in the BASc(AppliedAI) syllabus
☐   Normally the internship should start no earlier than your year 3 study
☐   Internship with at least 160 hours for work (lunch hour excluded) in at least 20 working days
☐   Contract / appointment letter / other forms of employment evidence attached
      I checked that I have already fulfilled the enrolment requirements, including but not limited
☐   to the course pre-requisites. I understand that the contrary will render the application
      unsuccessful or have the enrolment withdrawn.

Signature: _____   Date: _____

FOR OFFICIAL USE

Approved / Rejected by _____   Date: _____
                            Course Co-ordinator

THE UNIVERSITY OF HONG KONG
DEPARTMENT OF STATISTICS AND ACTUARIAL SCIENCE

Employer's Evaluation Form for Student Intern

Dear Employer/Supervisor,

Your feedback to our students is important not only to the students but also to our study programme.

Please complete this evaluation form for each student by the end of the internship (mark "Final Evaluation" below).

An optional interim review could be conducted if you have concerns with the student's performance during the internship (mark "Interim Evaluation" below).

Please return the completed form underline directly by email at saas_ugemp@hku.hk; or by fax at 2858 9041.

Thank you very much for taking part in this evaluation.

Department of Statistics and Actuarial Science, The University of Hong Kong

☐ **Interim Evaluation**　　　☐ **Final Evaluation**

Company name: _____

Student name: _____

Job position: _____　Internship period: _____ - _____

Mode:　☐ Full-time　☐ Part-time　Total no. of working days: _____　Total no. of working hours: _____

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

_____

_____

2.　Please assess the performance of the student for each of the following items:

Work effectiveness	☐ Excellent ☐ Good ☐ Satisfactory ☐ Fair ☐ Poor
Analytical reasoning	☐ Excellent ☐ Good ☐ Satisfactory ☐ Fair ☐ Poor
Language communication	☐ Excellent ☐ Good ☐ Satisfactory ☐ Fair ☐ Poor
Cooperation with others	☐ Excellent ☐ Good ☐ Satisfactory ☐ Fair ☐ Poor
Work attitude	☐ Excellent ☐ Good ☐ Satisfactory ☐ Fair ☐ Poor
Initiative	☐ Excellent ☐ Good ☐ Satisfactory ☐ Fair ☐ Poor

3.　Please grade the overall performance of the student during the internship:

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

4.　(For Interim Evaluation only) What do you expect the student intern to improve in the remaining internship period?

_____

_____

_____

5.　(For Final Evaluation only) Please give some comments and suggestions for the student intern:

_____

_____

_____

Supervisor: _____　　**Telephone:** _____

Position: _____　　**Email:** _____

Signature: _____　　**Date:** _____

Examples of Internship Offered by the Department in Previous Years

Department	Company Name	Duration
Statistics and Actuarial Science	AI Mnemonic Ltd	12 weeks
	BASF	24 weeks
	FinMonster	48 weeks
	Hospital Authority	8 weeks

Information of Internship Course Coordinator

Course	Programme	Course Coordinator	Departmental Office, Telephone & Email Address
APAI4766 Applied AI internship	Bachelor of Arts and Sciences in Applied Artificial Intelligence	Dr E A L Li	Office: Rm 117, Run Run Shaw Bldg Tel: 3917 8142 Email: ericli11@hku.hk

Frequently Asked Questions

1. **Are there any pre-requisite requirements for the internship course APAI4766 and when can I take the internship course?**

   You should have passed at least 4 advanced courses including COMP3340 Applied Deep Learning, MATH3904 Introduction to Optimization and STAT3612 Statistical Machine Learning in your BASc(AppliedAI) 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/Department 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 department to recognize my outside job experience as internship if later on I found that the job duties are very relevant to Applied Artificial Intelligence?**

   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: written report, oral 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 semester 1 or 2?**

   You should apply for leave of absence if you would like to take full-time internship during semester 1 or 2. The enrollment of the course will be shown in the next semester following your leave period.