

Guidelines on Internship and Course APAI4766 for Applied Artificial Intelligence Students (4-year curriculum)

(For students admitted in 2024-25 or before)



**FACULTY OF SCIENCE
THE UNIVERSITY OF HONG KONG**

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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).

This course is a communication-intensive course (CiC).

Please visit CiC website (<https://cics.hku.hk/for-students/benefits-for-students/>) for further information.

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 or part-time overseas/Mainland internship during term time (semester 1 or 2) should apply for leave of absence, and the enrollment of the course will be shown in another semester after 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. Students may also receive training and assessment in conflict resolution and workplace email.
- 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. The video production (duration: 2-5 minutes) featuring a roleplay case study video focusing on workplace/colleague conflicts and their solution. Students are required to produce an original video production that includes scripts, content, and videos based on the challenges faced during their internship experiences. The video will be assessed based on Production content and Narrative skills.
- v. 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 any two of the following courses: COMP3340 Applied Deep Learning, MATH3904 Introduction to Optimization, 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.

As final year students who will graduate in the coming June/July are not allowed to take any course (including internship) in the summer semester, final year students who are in short of a few credits for graduation after taking into account of their 2nd semester examination results, they may be specially allowed, on application, to take summer course(s) in order to fulfill the outstanding graduation requirements, subject to the resolution of the Board of Examiners.

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 any two of the following courses: COMP3340, MATH3904, 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 and video production
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 any two of the following courses: COMP3340, MATH3904, 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 1 of the next academic year (November)*^	An oral presentation and submission of a written report and video production
Semester 1 of the next academic year (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.

^ 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 any two of the following courses: COMP3340, MATH3904, 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 and video production
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 any two of the following courses: COMP3340, MATH3904, 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 and video production
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) (if necessary) - 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 any two of the following courses: COMP3340, MATH3904, 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 and video production
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.

[^] Students who would like to take part-time overseas/Mainland internship during term time (semester 1 or 2) should apply for leave of absence, and the enrollment of the course will be shown in another semester after the leave period.

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) (if necessary) - 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 any two of the following courses: COMP3340, MATH3904, 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 and video production
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.

[^] Students who would like to take part-time overseas/Mainland internship during term time (semester 1 or 2) should apply for leave of absence, and the enrollment of the course will be shown in another semester after the leave period.

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 any two of the following courses: COMP3340, MATH3904, 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 and video production
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 (local or overseas/Mainland) or as a part-time position (overseas/Mainland) during the first or second semester, students should 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.

Please note that applications for leave of absence due to internship submitted after the start of the internship will **not** be considered.

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)				Academic Year	2026	
Offering Department	SCDS (Department of Statistics and Actuarial Science)			Quota		
Course Co-ordinator	Dr E A L Li, SCDS (Department of Statistics and Actuarial Science) < ericli11@hku.hk >					
Teachers Involved	(Various teachers as the assessors of oral presentations and written reports,Statistics & Actuarial Science, Mathematics, Computer Science)					
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. The course will also include a conflict resolution role-play and email writing in the workplace.					
Course Learning Outcomes	On successful completion of this course, students should be able to:					
	CLO 1	gain first-hand work experience in an industry related to artificial intelligence during internship				
	CLO 2	describe basic artificial intelligence practices learned during the internship in a written report				
	CLO 3	explain how specific quantitative skills developed in basic artificial intelligence courses learned in University can be applied in practice in a written report				
	CLO 4	successfully resolve conflicts in the workplace through oral negotiation strategies				
	CLO 5	effectively communicate in the workplace through email				
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 any two of the following courses: COMP3340, MATH3904, 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. Only for students admitted in 2024-25 or before.					
Course Status with Related Major/Minor /Professional Core	2U000C00 Course not offered under any Major/Minor/Professional core 2024 Bachelor of Arts and Sciences in Applied Artificial Intelligence (Disciplinary Elective) 2023 Bachelor of Arts and Sciences in Applied Artificial Intelligence (Disciplinary Elective) 2022 Bachelor of Arts and Sciences in Applied Artificial Intelligence (Disciplinary Elective)					
Course to PLO Mapping	2024 Bachelor of Arts and Sciences in Applied Artificial Intelligence < PLO 2,3,4,5 > 2023 Bachelor of Arts and Sciences in Applied Artificial Intelligence < PLO 2,3,4,5 > 2022 Bachelor of Arts and Sciences in Applied Artificial Intelligence < PLO 2,3,4,5 >					
Offer in 2026 - 2027	Y	1st sem	2nd sem	Summer	Examination	No Exam
Offer in 2027 - 2028	Y					
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.				
Communication-intensive Course	Y					
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)			160.0	
Assessment Methods and Weighting	Methods	Details		Weighting in final course grade (%)	Assessment Methods to CLO Mapping	
	Oral presentation	oral presentation and workshop on effective communications		70.0	1,2,3,4,5	
	Written report	written report		30.0	1,2,3	
Required/recommended reading and online materials						
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.						

Registration Form

PRIOR to the start date of the internship. Late applications will NOT be accepted.

Email: _____ Mobile No.: _____

Signature: _____ Date: _____

Course Co-ordinator

Amended Aug 2024

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 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 full name: (Surname) _____ (First 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 in Previous Years

Department	Company Name	Duration
Statistics and Actuarial Science	AI Mnemonic Ltd	12 weeks
	BASF	24 weeks
	Census and Statistics Department HKSAR	10 weeks
	DrPOM Medical Care Limited	4 weeks
	eFusion Capital Limited	11 weeks
	FinMonster	48 weeks
	GoGo Tech Limited	11 weeks
	Harman Technology (Shenzhen) Co.,Ltd	14 weeks
	Hospital Authority	8 weeks
	Molekiu Limited	4 weeks
	Prosource Global Limited	7 weeks
	Rating and Valuation Department, HKSAR	6 weeks
	REVOTECH LIMITED	8 weeks
	Ricoh Hong Kong Limited	9 weeks
	Roborn Technology Limited	6 weeks
	SmartAge Intelligence Limited	4 weeks
	Standard Chartered Bank (Hong Kong) Limited	52 weeks
	Swire Resources Limited	9 weeks
	SWIVEL Software Limited	11 weeks
	Tamee (Hong Kong) Limited	4 weeks
	Tencent	11 weeks
	Xiamen C&D Group Co., Ltd	4 weeks
	Zhuhai Lingyange Chip Technology Co., Ltd	9 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 102, 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 any two of the following courses: COMP3340 Applied Deep Learning, MATH3904 Introduction to Optimization, 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, video production, 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 or part-time overseas/Mainland internship during the 1st or 2nd semester?

You should apply for leave of absence if you would like to take full-time internship or part-time overseas/Mainland internship during the 1st or 2nd semester. The enrolment of the course will be shown in another semester after your leave period. Section L - Timeline of internships shows the listing of course enrollment for different periods and modes of internship.