



# My Internship Plan

*Internships offer practical experience to complement classroom learning and enhance development of graduate attributes and skills. Plan well ahead to ensure a smooth and successful integration with your studies.*

<b>Academic Programme</b>	First Major / Professional Core	Second Major	Minor
<b>Nature</b>	<input type="checkbox"/> Credit-Bearing Course / Capstone	<input type="checkbox"/> Non-Credit Bearing	
<b>Period</b>	<input type="checkbox"/> Summer	<input type="checkbox"/> Semester Time	<input type="checkbox"/> Gap Semester or Year
<b>Mode</b>	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	
<b>Location</b>	<input type="checkbox"/> Hong Kong	<input type="checkbox"/> Mainland	<input type="checkbox"/> Overseas: _____

## ***Got Questions? Contact***

CEDARS - Careers & Placement Section <https://www.cedars.hku.hk/careers/home>

Faculty or Department Offices

Academic Advising and Scholarships Office [ug.advising@hku.hk](mailto:ug.advising@hku.hk)

The “Seven Steps” are prepared to assist you in planning and executing your internship plan. Mark your actions on the semester time table.

Year	Semester	Actions to Take
1	1	
	2	
	Summer	
2	1	
	2	
	Summer	
3	1	
	2	
	Summer	
4	1	
	2	

**Step 1:** Clarify your internship goals

**Step 2:** Research industry/company/possible openings and requirements; assess suitability  
(Academic credit course: find out arrangements and application procedures from Faculty or Department)

**Step 3:** Learn resume writing and interviewing skills; attend relevant talks and workshops

**Step 4:** Search for openings from different channels (e.g. Faculty, Department, CEDARS, job sites, alumni network) and apply; check emails daily, be ready to answer phone screening calls and prepare for interview

**Step 5:** Consider carefully all factors and requirements e.g. job nature, work visa, expenses, potential time clashes before accepting offers

**Step 6:** Attend internship, evaluate performance and build network

**Step 7:** Get reference letters; submit reports to Faculty/HKU Horizons/internship organization as required

**\*\*Important Reminders\*\***

1. Students wishing to apply for “Gap semester/year” should check “Leave of Absence” application procedures early with the Faculty
2. Students engaging in part-time internships should ensure good time management and balance between studies and internship

For non-credit bearing internship, see HKU Horizons (<https://tl.hku.hk/horizons/>) about the “Credit Award Scheme” for receiving non-curricular credits (<https://tl.hku.hk/out-of-class-credits/>) and apply before the internship starts