



The Language & Communication Internship Scheme – LCIS 2011/12

<http://hku.hk/english/langcom/lcis.htm>

Semester internships: Semester 2, 2011/12, January – April/May 2012

Organisation	Internship positions	Working days/hours	Minimum period	Stipend
<p>Hong Kong Reads www.hkreads.org.hk</p> <p>** Please see detailed proposal **</p>	<p>2, to train with experienced staff to expand working knowledge of non-profit environments and operations, to expand initiative and leadership skills assisting in charitable event coordination and launching, to build professional talent implementing PR and marketing events with media, schools and sponsors, to gain specialised skills preparing internal and external correspondence for non-profit operations, to acquire hands-on experience in updating and developing content on official website and channels, to learn to develop promotional materials and marketing products for organisation campaigning</p>	<p>Part-time: 56 or 112 hours total i.e. 2 or 4 sessions per week Sessions: Mon-Fri 9.30am-1.30pm, 2.30-6.30pm Sat 10am-1pm</p>	<p>7 weeks: Either or both phases: 1 Jan – 28 Feb 2012 Book Carnival & Closing Ceremony; and/or 1 Mar – 30 Apr 2012 New English Reading Campaign 2012 planning</p>	<p>HK\$2,000 (56 hrs) or HK\$4,000 (112 hrs)</p>
<p>iLearner of Nebula Group Limited http://www.i-learner.com.hk</p> <p>** Please see detailed proposal **</p>	<p>2, as project officers: to learn to create multi-level learning material packages for online platforms, to gain experience implementing a new reading platform, to contribute ideas to develop vocabulary programmes, e-learning products and material, to become skilled at differentiating materials, judging language levels and editing online resources, to acquire management abilities by initiating, designing and delivering new projects and programmes, to learn how to work as a team player by executing hands-on tasks in a multicultural environment</p>	<p>Part-time: Sessions: Mon-Fri 9.30am-1.30pm, 2.30-6.30pm Sat 10am-1pm</p>	<p>40 hours 16 Jan – 30 April 2012 * Summer internship also available</p>	<p>HK\$50/hr</p>

<p>Hong Kong University Press http://www.hkupress.org/</p>	<p>1 in editorial (language/education/linguistics publications), 1 in marketing</p>	<p>Part-time: Editorial: 2 days per week, 6-7 hrs per day; Marketing: 3-4 sessions per week, or 2 longer sessions Sessions: 9am-1pm, 2-5pm</p>	<p>Jan – April/May 2012 10 hrs per week * Potential extension for summer internship * Summer internship also available</p>	<p>HK\$46/hr</p>
<p>Man Asian Literary Prize http://www.manasianliteraryprize.org</p>	<p>1 or 2, dealing with some of the following: media relations, event planning, author/ guest hospitality, on-site assistance</p>	<p>Part-time: Approx 2 half days per week</p>	<p>16 Jan – 31 Mar 2012 * Potential extension for summer internship * Summer internship also available * Year-long internship available Jan-Dec 2012 or even to Mar 2013</p>	<p>None</p>

Notes on the application process:

- i. Unless specified otherwise (points ii and iii below), please apply for an internship with a host organisation by submitting (1) the LCIS application form and (2) your resume (CV) to the Coordinator of the Language and Communication programme, preferably as electronic documents, to lisalim@hku.hk. The application deadline unless specified otherwise is 28 November 2011, 5pm.
- ii. For Hong Kong University Press, in addition to (1) the LCIS application form and (2) your resume, please also submit (3) a cover letter.
- iii. For HK Reads and iLearner, although the proposals (see attachments) indicate application submission to their personnel, please send your applications to the L&C Coordinator as outlined in point (i), comprising (1) the LCIS application form, (2) your resume, and (3) a cover letter, and these will then be forwarded to the organisations accordingly.
- iv. If you are applying to more than one host organisation, please submit a separate LCIS application form for each, as these will be forwarded to the different organisations.
- v. Note that some of the host organisations will conduct interviews as part of the selection process.

Notes on the summer internships:

- i. As indicated in the table above, for Hong Kong University Press, iLearner, and Man Asian Literary Prize (MALP) (and also outlined in the iLearner proposal), summer internship positions are also available. Details of these will be provided next semester (around February/March 2012). What may be noted now is that students in the semester internships will have the possibility of extending their internship through the summer. Organisations often seek continuation, subject to satisfactory performance on the part of the student intern, since this means that the student interns will already be familiar with the workings of the organisation.
- ii. For MALP, a year-long internship (January 2012 to December 2012, or even to March 2013 for the 2012 Prize Ceremony) in arts administration, event management and media relations is also possible.