



The Language & Communication Internship Scheme – LCIS 2012/13

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

Semester internships: Semester 2, 2012/13, January – April/May 2013

Organisation, URL, people	Internship positions	Working days/hours	Minimum period	Stipend
<p>iLearner of Nebula Group Limited http://www.i-learner.com.hk</p> <p>Ms Kemmiss Pun, Director</p>	<p>1, as project officer: 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</p> <p>* Summer internship also available</p>	<p>HK\$50/hr</p>
<p>Hong Kong University Press http://www.hkupress.org/</p> <p>Mr Michael Duckworth, Publisher Ms Clara Ho, Asst Managing Editor Ms Winnie Chau, Marketing Manager</p>	<p>2 in editorial (language/education/linguistics publications); 2 in marketing (including front office)</p> <p><i>See http://www.english.hku.hk/langcom/lcissharing.htm for interns' experiences with HKUP</i></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 2013 10 hrs per week</p> <p>* Potential extension for summer internship/ Summer internships also available</p>	<p>HK\$46/hr</p>

<p>Kerry Group Kuok Foundation's Little Trekkers Learning Club administered by Playtao of Social Ventures Hong Kong</p> <p>http://www.playtao.com/ http://www.sv-hk.org/</p> <p>Ms Juby Leung, Project Director, SVhk</p> <p><i>** Also see attached brochures **</i></p>	<p>Several interns: to help and being role model in the Little Trekkers programme for children (P1-3, 4-5) from underprivileged families in Yat Tung Estate, Tung Chung, in 3 schools there, in:</p> <p>Regular programme: assisting with after-school classes (Mon-Fri 4-6pm) 1 or 2 times a week (same day/s same time each week) in English teaching and curriculum development</p>	<p>Part-time: 1-2 hours 1 or 2 times a week</p>	<p>Jan – June 2013 (or part thereof) Nov – Dec 2012 also possible</p> <p>* Summer programme in July – Aug 2013 will be advertised later</p>	<p>Transport to Tung Chung</p>
<p>Man Asian Literary Prize http://www.manasianliteraryprize.org/</p> <p>Ms Marina Ma, MALP Manager</p>	<p>1 or 2, dealing with some of the following: media relations, event planning, author/ guest hospitality, on-site assistance</p> <p><i>See http://www.english.hku.hk/langcom/lcisinternshiphighlights.htm for text and images of interns' tasks and experiences with MALP</i></p>	<p>Part-time: Approx 2 half days per week</p>	<p>Jan – 31 Mar 2013</p>	<p>None</p>

Notes on the application process:

- i. Unless specified otherwise (point iii below), please apply for an internship with a host organisation by submitting (1) the LCIS application form, (2) your resume (CV), and (3) a cover letter, to the Coordinator of the Language and Communication programme, preferably as electronic documents, to lisalim@hku.hk.
- ii. The application deadline for all host organisations (except for HKUP) is Thursday 15 November 2012, 5pm. The deadline for HKUP is (extended to) Tuesday 13 November 2012, 12 noon
- iii. For Little Trekkers Learning Club, a cover letter is not required.
- 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. The host organisations will conduct interviews as part of the selection process.

Notes on the summer internships:

- i. For iLearner, Hong Kong University Press, and Little Trekkers Learning Club, summer internship positions are also available. Details of these will be provided next semester (around February/March 2013). 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.