



**The Language & Communication Internship Scheme – LCIS 2012/13**

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

**Summer internships: June – August 2013**

**@ 10 May 2013**

Organisation, URL, people	Internship positions	Working days/hours	Minimum period	Stipend
<p><b>iLearner of Nebula Group Limited</b> <a href="http://www.i-learner.com.hk">http://www.i-learner.com.hk</a></p> <p>Ms Kemmiss Pun, Director Ms Carrie Lam, Education Consultant</p> <p><i>** See attached iLearner internship proposal for further details on the company, on qualifications, and on guidance and supervision</i></p>	<p>1, as Assistant Editor: to assist in creating multi-level learning material packages for online platforms; to assist in implementing a reading platform accessed by over 150,000 online users; to contribute ideas to develop vocabulary programmes, e-learning products and materials; to assist in differentiating materials, judging language levels and editing online resources; to assist in initiating, designing and delivering new projects and programmes; to execute hands-on tasks by learning how to work as a team player in a multicultural environment</p> <p>1, as Assistant Education Officer: to develop educational materials and curriculum for summer camps and school activities; to support small group teaching and large group activities; to prepare school projects, student workshops, and summer camps; to edit, transcribe, proofread, and translate for online database; to train with experienced staff to expand working knowledge of business environments and operations.</p>	<p>Part-time: Sessions: Mon-Fri 9.30am-6pm Sat 10am-1pm</p>	<p>1 June – 31 August 2013 (minimum 1 month)  Minimum 40 hours</p>	<p>HK\$5,000 per month</p>

<p><b>Kerry Group Kuok Foundation's Little Trekkers</b> administered by Playtao of Social Ventures Hong Kong</p> <p><a href="http://www.playtao.com/">http://www.playtao.com/</a> <a href="http://www.sv-hk.org/">http://www.sv-hk.org/</a></p> <p>Ms Juby Leung, Project Director, SVhk Ms Sharon Chan, student intern, SVhk</p> <p><i>** Also see attached brochures **</i></p>	<p>5-8 interns: to assume role of teaching assistant to collaborate with native English teachers and contribute ideas for the English Learning Week (1 week, each week of 5 half-days, last week of July, possibly first week of August), for children (P1-3, 4-5) from underprivileged families in Yat Tung Estate, Tung Chung, in 3 schools there, primarily to enhance English learning, preferably in a creative and fun way; Also involves 4 half-days in Tung Chung for preparation, including an orientation day, a day for handing in the proposal for modification, and rehearsal.</p>	<p>Part-time: 1-3 weeks of 5 half-days</p>	<p>Last week of July 2013, and possibly first week of August 2013</p>	<p>\$50 per day</p>
<p><b>Hong Kong International Literary Festival (HKILF)</b></p> <p><a href="http://www.festival.org.hk">http://www.festival.org.hk</a></p> <p>Mr Paul Tam, Festival Manager</p>	<p>2 interns: involved in various tasks, e.g. oral/written communication for media and PR, research, translation, report writing, etc</p>	<p>Part- or full-time: 2-5 full days per week</p>	<p>July – end Aug/early Sep 2013, and preferably through Oct 2013 (in preparation for Festival 1-11 Nov 2013)</p> <p>Minimum 2 months</p>	<p>-</p>
<p><b>Hong Kong University Press</b></p> <p><a href="http://www.hkupress.org/">http://www.hkupress.org/</a></p> <p>Mr Michael Duckworth, Publisher Ms Clara Ho, Asst Managing Editor Ms Winnie Chau, Marketing Manager</p>	<p>1 in editorial (language/education/linguistics publications); 1 in marketing (including front office)</p> <p><i>Details to be confirmed</i></p> <p><i>See <a href="http://www.english.hku.hk/langcom/lcissharing.htm">http://www.english.hku.hk/langcom/lcissharing.htm</a> for interns' experiences with HKUP</i></p>	<p><i>Details to be confirmed</i></p>	<p><i>Details to be confirmed</i></p>	<p><i>Details to be confirmed</i></p>

Notes on the application process:

- i. **Application deadlines** are as follows. **iLearner: Monday 13 May 2013; HKILF and Little Trekkers English Learning Week: Friday 24 May 2013; HKUP: to be advised.**
- ii. 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](mailto:lisalim@hku.hk).
- iii. For iLearner, although the proposal (see attachment) indicates application submission to their personnel, please send your application to the L&C Coordinator as outlined in point (i), which will then be forwarded to them accordingly.
- iv. For Little Trekkers English Learning Week, a cover letter is not required.
- v. 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.
- vi. The host organisations will conduct interviews as part of the selection process.