



THE UNIVERSITY OF HONG KONG
SCHOOL OF ENGLISH
香港大學英文學院

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Capstone option: Internship in Language and Communication (LCOM3005)

Information for host organizations

Thank you for considering to accept one of our students as an intern in your organization.

The School of English at the University of Hong Kong is offering students in the Language and Communication major the option to complete a capstone module in the form of a credit-bearing internship in a company or organization in Hong Kong.

Under the four-year undergraduate curriculum at HKU, all final-year students are required to complete a capstone module in their major(s), designed to allow them to draw together and integrate what they have learned in their studies and critically apply and consider it in view of their transition from a university environment into the community at large. The internship option of the Language and Communication major offers students a capstone learning experience by allowing them to take their classroom knowledge into the community. In accordance with Language and Communication's focus on real-world contexts in the multilingual, globalized world of today, the internship aims to encourage the use and appreciation of communicative competence while contributing to the honing of transferable skills for a wide range of careers, including education, editing and publishing, public administration, public relations, marketing, the media, tourism, and cultural affairs.

Students are required to identify and secure a suitable workplace and to submit the completed confirmation of acceptance from the host organization (on the enclosed form), together with an outline of their capstone project, to the course coordinator when enrolling for the internship course. The confirmation of acceptance must specify, in brief, the conditions of the internship, such as its duration, the hosting business, department or office, and the proposed duties or activities that the intern will be expected to perform.

The duration of the internship is to be determined by the host organization, taking interns' status as full-time students into consideration, but should involve at least 36 hours of service. Students are required to meet with the course coordinator at least once in connection with their internship. Upon completion, students will have to submit a written report reflecting on their studies in light of their workplace experience and a letter from the host organization confirming their attendance according to the agreed schedule. The internship course will be assessed on a pass/fail basis.

Should you be willing to accept the student's application to complete an internship in your organization, please complete the confirmation of acceptance on the form provided and return it to the student for submission to the course coordinator. Information on the curriculum structure and programme learning outcomes of the Language and Communication major is accessible via https://english.hku.hk/Undergraduate/Curriculum/Language_and_Communication. For further information or if you have any questions about the internship course, please feel free to contact the course coordinators, Dr. Brian King (bwking@hku.hk) for semester 1 and Dr. Amanda Cheung (amanche@hku.hk) for semester 2 or by phone at 3917 2756.

Important note: Due to the unforeseen circumstances brought by the ongoing pandemic, students are advised to discuss with the host institution not only a plan for face-to-face internship, but also a **contingency plan** in case circumstances will require **home office or a hybrid of face-to-face/ home office** during the internship period. Students are also expected to keep the internship coordinators of HKU (Dr. Brian King (bwking@hku.hk) for semester 1 and Dr. Amanda Cheung (amanche@hku.hk) for semester 2) informed of any updated arrangements or difficulties promptly during the internship period.

To: Course coordinator
Internship in Language and Communication (LCOM3005)
School of English
The University of Hong Kong

Confirmation of acceptance

Student name:

University number:

Semester:

This is to confirm that (name) has been accepted

as an intern at (host organization)

from to Duration: (number of weeks)

The intern will be assigned to the following department / branch / office:

and is expected to perform the following duties / activities:

.....
.....
.....

For the host organization:

Name (contact):

Position/Title:

Office tel. no.:

Email:

Company chop:

Date: