**THE UNIVERSITY OF HONG KONG**

SCHOOL OF ENGLISH

**Proposal for LCOM3005 Internship in Language and Communication**

**(Capstone Experience)**

**2020-21**

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 coordinator of HKU (Dr. Brian King, email: bwking@hku.hk) informed of any updated arrangements or difficulties promptly during the internship period.

1. **Semester:** Semester 1/ 2 (delete as appropriate)
2. **Name of host organization:**
3. **Website of host organization (if any):**
4. **Name of internship position:**
5. **Start and end dates of internship:**
6. **Name and contact of internship supervisor at host organization:**
7. **A brief proposal** (of approximately 500 words) explaining the connections between your studies and the community at large that you expect to explore during their internship in the selected workplace (e.g. job duties). The proposal should be accompanied by a list of courses taken for the Language and Communication major and make specific reference to these courses and to the [programme learning outcomes](https://english.hku.hk/4yrlangcom.htm#pro) of the Language and Communication major.

Here is an example for illustration (please delete this example in your real proposal):

I have secured an internship at [name of the organization], which is an organization [work nature of this organization]. I met and discussed with my internship supervisor [his/ her name], and worked out some general duties that I would perform and accomplish during this internship.

The first duty is to assist in project management, such as \_\_\_\_\_, by communicating with colleagues and international clients in this global corporation. This will give me an opportunity to apply the knowledge I have gained from LCOM/ ENGL courses, including [LCOM/ ENGLxxxx and course titles], in order to achieve the programme learning outcomes of Language and Communication major. I will be able to apply contemporary contexts of communication in a multilingual and globalized setting, as well as to demonstrate an understanding of the complexities of contemporary social issues of language and communication in the context of globalization, with a view to sustainability in multilingual contexts.

The second duty is to [….]

1. **List of courses completed for your major (including those gained from credit transfer):**
2. Introductory courses:

|  |  |  |
| --- | --- | --- |
| **No.** | **Course code** | **Course title** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

1. Advanced courses:

|  |  |  |
| --- | --- | --- |
| **No.** | **Course code** | **Course title** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| … |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Credit transfer (if any):

|  |  |
| --- | --- |
| **Host institution:** |  |
| **Period of exchange:** |  |

|  |  |  |
| --- | --- | --- |
| **Course taken on exchange** | **Course level for credit transfer** | **HKU credits** |
|  | ENGL/ LCOM Introductory/ Advanced |  |

|  |  |
| --- | --- |
| 1. **Date of submission of this proposal:**
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**Note on the application period:**

Students who wish to enroll in the internship course must identify and secure a suitable workplace and submit **a completed form "**[**Confirmation of acceptance**](https://english.hku.hk/public_uploads/internship/LCOM3005_Information_for_host_organizations.pdf)**" and this learning proposal to the course coordinator** (via Ms. Mandy Leung (mandyleung@hku.hk) of the School Office) at least two weeks before the proposed internship period starts, and no later than the end of the add/drop period of the designated semester, whichever is earlier. Retroactive requests cannot be considered.