**THE EDUCATION UNIVERSITY OF HONG KONG**

**FACULTY OF HUMANITIES**

**Dean’s Outstanding Internship Award**

**Application Form**

Please read the **Guidance Notes for the Dean’s Outstanding Internship Award (Annex)** carefully before completing this Application Form. All sections in the form need to be completed. The completed Application Form and the relevant documents should be submitted to the **Faculty Office: Faculty of Humanities** (Location: B2-G/F-04) or emailed to [fhm-internship-award@eduhk.hk](mailto:fhm-internship-award@eduhk.hk) **by 31 August 2024 (for final year students in 2023/24) or 30 September 2024 (for non-final year students in 2023/24)**. Incomplete/late applications will NOT be considered.

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| **Section I: Personal Particulars** |

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| 1. | Name in English (as shown in HKID card): |  |
| 2. | Name in Chinese (if applicable): |  |
| 3. | Student ID: |  |
| 4. | Mobile Phone No.: |  |
| 5. | Email Address: |  |
| 6. | Programme Title: | BA (Hons) in Language Studies  BA (Hons) in Teaching Chinese as a Second Language  BA (Hons) in English Studies and Digital Communication  BA (Hons) in Creative Arts and Culture  BA (Hons) in Creative Arts and Culture and BEd (Hons) (Music) (Double Degree)  BA (Hons) in Creative Arts and Culture and BEd (Hons) (Visual Arts) (Double Degree)  BA (Hons) in Language Studies and BEd (Hons) (English Language) (Double Degree)  BEd (Hons) (English Language)  BEd (Hons) (Chinese Language)  BEd (Hons) (Chinese History)  BEd (Hons) (History) |
| 7. | Year of Study in 2024/25: | Year 1  Year 2  Year 3  Year 4  Year 5 |

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| **Section II: Academic Performance** |

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| 1. | Year GPA during the Internship Year (2023/24): |  | |
| **Section III: Internship Information** | | |

Basic Information

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| 1. | Internship Organisation: |  | | | | |
| 2. | Internship Position/Title: |  | | | | |
| 3. | Internship Period: | From: |  | | To: |  |
| 4. | Total No. of Internship Hours: |  | | | | |
| 5. | Internship Location: | Hong Kong | |  | | |
| Mainland | | Please specify the region: | | |
| Overseas | | Please specify the region: | | |

Information of the **Internship Mentor** from the Internship Organisation (if applicable)

(The applicant must **obtain consent** from the Internship Mentor for providing the Mentor’s personal information.)

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| 1. | Name (surname first):  *e.g. Mr CHAN Tai Man* |  |
| 2. | Organisation Name: |  |
| 3. | Position: |  |
| 4. | Telephone No.: |  |
| 5. | Email Address: |  |

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| **Section IV: Submission of Documents** |

In this Section, you are required to attach the following required documents (with your name and student ID) to this Application Form as an **Appendix**, and provide a shared link for the electronic copy of your submission.

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| **Shared Link:** |  |

1. **Reflection on the Internship Experience**
2. **Reflection Article**

Please submit a 3-4 page reflection article with a title in English or Chinese, highlighting the significant aspects of your internship experience, including the knowledge and skills acquired, notable work or projects completed, and how the experience contributed to personal and professional growth in preparation for your future career development.

The article should be prepared based on the following selection criteria:

1. Student excellence and outstanding job performance during your internship;
2. Strong work ethics, dedication, commitment, and diligence in carrying out your responsibilities during the internship;
3. The extent to which the internship experience has contributed to your development of professional knowledge and workplace skills, such as interpersonal and communication skills; and
4. Evidence of how your internship experience has facilitated your personal and professional growth.

Length

A 3-4 page reflection article (in A4 size) in a Word file with the following standard format.

Standard Format

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| Font: | Times New Roman |
| Font Size: | 12 point |
| Margin: | 2.5 cm all round |
| Spacing: | Single-line spacing |

1. **Artefacts (Optional)**

In addition to the reflection article, you are strongly encouraged to provide artefacts showing your internship experience. They can be photos, images, videos, exemplary work or projects undertaken during the internship.

Notes

1. The artefacts of successful applicants may be published on the University/Faculty website for sharing with other students, staff members, and outside viewers. Please ensure that the artefacts are in a format ready for posting. Proper acknowledgment of sources should be included in the artefacts.
2. Please ensure the content complies with the relevant University’s/Faculty’s regulations and policies concerning copyright and intellectual property. For details, please visit:

<https://www.lib.eduhk.hk/teaching-learning-support/copyright-course-pack-production/copyright-in-education>

1. Please ensure that consent from all involved parties for the right to distribution or dissemination has been sought.
2. **Supporting Documents**
3. **A Letter of Recommendation** from the Internship Mentor or Immediate Supervisor of the internship organisation;
4. An **Assessment Form** completed by the internship organisation for the applicant’s performance during the internship, if available.
5. **Recommendation** from the Internship Supervisor of the EdUHK, if applicable.

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| **Section V: Declaration** |

1. I have read and understand the Guidance Notes for the Dean’s Outstanding Internship Award (**Annex**).
2. I declare that the information provided in this application form is true, accurate and complete to the best of my knowledge. I understand that if I willfully give any false information or withhold any material information, I shall render myself disqualified for the Award.
3. The submission as attached to this application is my own intellectual creation. I understand that the use of ChatGPT or other generative artificial intelligence composition software is strictly prohibited, and such unauthorised use may result in disqualification.
4. The award decisions are made mainly based on factors including but not limited to the quality of my submission, references, interview performance (if any), and the quality and completeness of submitted documents. I understand that satisfying the minimum eligibility requirements does not guarantee an Award.
5. I consent that if I am successful in the application, the Faculty of Humanities can use, in whole or in part, my submission, including the reflection article and artefacts such as photographs, images, videos, exemplary work and projects in any form of media, and grant the permission to edit and incorporate them on the Faculty’s owned and/or operated media (e.g., websites and social media platforms), for the purposes of the promotion of the Award and sharing of good practices.
6. I understand that the Faculty of Humanities reserves the right to the decisions of this Award.

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| **Signature of Student** |  | **Date** |

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| **Section VI: Recommendation (to be completed by the Internship Mentor or Immediate Supervisor of the Internship Organisation)** |

Please attach **a letter of recommendation (mandatory)** (in English or Chinese).

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| I **recommend** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student / intern name) for the Dean’s Outstanding Internship Award.  A letter of recommendation is attached.   |  |  | | --- | --- | | **Signature** |  | | **Full Name** |  | | **Organisation Name** |  | | **Position** |  | | **Relationship with the Student Applicant** | Internship Mentor (from internship organisation) | | Immediate Supervisor (from internship organisation) | | **Date** |  | |

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| **Section VII: Recommendation (to be completed by the Internship Supervisor from the EdUHK, if applicable)** |

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| I **recommend** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student / intern name) for the Dean’s Outstanding Internship Award.  Comments:   |  | | --- | |  | |  | |  |   (Please add additional sheets if needed.)   |  |  | | --- | --- | | **Signature** |  | | **Full Name** |  | | **Department** |  | | **Position** |  | | **Date** |  | |  |  | |

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