

Dean's Outstanding Internship Award – Certificate of Merit  
院長優秀實習生獎表揚狀 (2024/25)

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**Transformative Journey of My Internship at the Education Bureau**

In the blink of an eye, my two-month internship at the Education Bureau (English Language Education) has come to an end. This rewarding experience has been a transformative journey that expanded my professional knowledge in the education field and profoundly shaped my personal growth. This journey has deepened my understanding of the inner workings of the government sector and ignited my passion for fostering meaningful learning experiences in the future. Through engaging in various projects, these experiences have broadened my horizons and equipped me with skills and insights. In this reflection, I will highlight my achievements, contributions, and the invaluable knowledge I acquired that will guide my future endeavours.

**1. Achievements and Contributions**

During the internship, I was grateful to have the opportunity to participate in designing the learning and teaching materials that related English to Values Education. This project was under the EDB's Saying of Wisdom (SOW) Motivation Talk Contest, which aims to promote positive values and attitudes through English Sayings of Wisdom to all the students in Hong Kong. I could design three worksheets based on the selected participants' video content, which enabled me to integrate the pedagogical strategies I acquired at the university into the workplace. For example, the worksheets are designed under pre-, while, and post-viewing sections, allowing the learners to follow the video flow and complete the tasks accordingly. This could consolidate students' understanding towards the videos and enable them to understand the context thoroughly through the learning materials. Other than that, I have set various question types like multiple-choice, open-ended questions, and goal-setting sections in the worksheets to foster a diverse and interactive learning mode. Therefore, the activity empowers learners to explore various English sayings in the context of values education and enhances their awareness.

Additionally, my involvement in this project enhanced collaboration as I worked with a team of dedicated professionals, strengthening my interpersonal and communication skills as our team could brainstorm ideas and refine the materials together. Overall, the opportunity to design the learning materials reinforced my passion for creating impactful educational experiences; as a future English teacher, I believe teaching goes

beyond merely imparting knowledge; it involves nurturing well-rounded individuals. By integrating values education into my future lessons, I aspire to instil the twelve positive values stated by the Education Bureau, thereby contributing to the holistic development of the students.

My other significant contribution during the internship involved participating in the initial design of learning and teaching materials for the “Belt and Road Initiative” (BRI) as part of the National Education. This project aims to let Hong Kong junior secondary school students further understand what benefits the BRI brings to the world while reinforcing their understanding towards our national development. My role was to research the BRI’s global development and its role in connecting Chinese people with other cultures. I proposed designing reading and writing activities through the itinerary text type to align with the learning needs of the key stage three students, and the topic was related to Laos and China. I found that China influenced Laos differently regarding infrastructure, culture, and transportation. Thus, I attempted to design an itinerary for a trip to Laos to serve as a reading exercise followed by a writing task for learners to develop their itinerary. Despite the project being at the beginning stage, this experience enhanced my research and creativity skills as I learnt to filter and process the information carefully before drafting the reading content. Besides, I am particularly thankful for the flexibility afforded me in approaching this task; the autonomy allowed me to explore different ideas and insights. The experience has deepened my understanding of creating learning materials that integrate National and English Education, which helps students connect both subjects on a deeper level.

## **2. Commitment to Excellence**

I have also demonstrated commitment and dedication to upholding strong work ethics through my involvement in organising the “We Write We Sing Music Competition Student Performance and Awards Ceremony”, which required meticulous preparation and a solid commitment to my responsibilities. For instance, I started the preparation work by creating the attendance lists of the guests, reaching out to teachers to remind them to get the ceremony tickets for their students, and designing name tags for the attendees. Thus, my organisational skills were improved as the tasks required close attention to detail, emphasising thoroughness in all planning aspects. Besides that, my communication skills significantly enhanced as I practised articulating information clearly through the telephone. This constant interaction boosted my confidence in conveying essential messages effectively.

Moreover, I facilitated the logistic support of categorising the certificates and prizes on the ceremony day, ensuring the guests could present the awards correctly. Besides, I also helped with the check-in process for attendees and guided them to their seats, maintaining a smooth and organised arrival. Throughout the event, I gained insight into how a well-organised event and the importance of collaboration and teamwork in achieving success. The team worked together to tackle challenges efficiently and addressed every detail. Therefore, this experience reinforced my belief in my ability to contribute meaningfully to future events.

The other example that illustrated my commitment to excellence was my involvement in preparing for the 2023- 2024 Saying of Wisdom (SOW) 4.0 project, which involved various tasks. First, I had to match the artwork pieces with the corresponding rankings. Also, I made the certificate name lists for both the upper and lower primary sections and sent emails to teachers for confirmation. After that, I contacted schools by phone about the announcement of the results and invited them to attend the ceremony. In the final stage, I was responsible for sending emails to the teachers to inform them of the arrangement of the SOW ceremony, which will be held in October. Throughout the whole period, I had a chance to understand different job duties and facilitate the process, which broadened my understanding of work skills that I can apply in future career settings. The entire preparation process significantly enhanced my time-management skills as I needed to prioritise the tasks effectively to ensure timely completion. For instance, I developed a daily schedule outlining each task and its expected completion time, allowing me to track the working process and adjust accordingly. Also, this method helped me identify the complexity of the task and allocate the time efficiently to ensure that I could seek advice from my supervisors when needed. Adhering to this structured and organised approach improved my working efficiency, equipping me with valuable skills for future endeavours.

### **3. Building Professional Knowledge**

My internship experience has contributed significantly to my professional knowledge development by working in the English Language Education (ELE) Section alongside all the curriculum development officers and experienced educators with extensive experience in the field. Their mentorship and sharing gave me insights into what the section provides to the Hong Kong English curriculum. For instance, their duties include collaborating with various stakeholders, such as schools in Hong Kong, the Hong Kong Examinations and Assessment Authority (HKEAA), and Quality Assurance Sections. I have learnt that collaborations are essential for improving Hong Kong English, where the ELE section actively listens to stakeholders and conducts meetings to gather insights and feedback. For example, my team regularly organises interviews with schools to review their English curriculum year plan and assess the curriculum goals, implying that EDB constantly aids schools in improving curriculum development. Thus, working closely with such knowledgeable professionals has broadened my horizons regarding how the ELE section works and tasks and inspires me to be an inspirational co-constructor of knowledge as suggested by COTAP. For example, I understood how to incorporate the elements of Values Education by adopting online EDB learning and teaching resources like videos, in-class activity worksheets or encouraging students to participate in different competitions to provide them with an all-around learning experience conducive to their whole-person development.

Other than that, I developed the crucial workplace skills for my future career. I enhanced my creativity skills by designing the Creative Writing Activity for Upper Primary Students 2023/34 Analogy cover and the SOW 2024/25 Year Plan cover. These projects required me to think out of the box and develop innovative designs; thus, the process allowed me to experiment with multiple visual elements and layouts. Besides,

the suggestions I gained from my colleagues were practical in refining the designs, as I needed to ensure the designs were both appealing and aligned with the educational objectives. Therefore, the attempt to design built my confidence and contributed meaningfully to my work skills. Besides, the section offered me opportunities to conduct data analysis for the Primary and Secondary Curriculum Implementation Survey. I learned how to compile and analyse the data, create graphs and present the findings in Excel. Therefore, I learnt to visualise the data to convey meaningful results effectively. These skills are crucial for many professional settings, and this experience reinforced the importance of my analytical abilities and technical proficiency with the software.

Besides that, I have also developed strong research skills as I was responsible for finding suitable books for the Junior Secondary level related to Chinese culture. This duty required me to delve into various websites and online libraries, where I learnt to evaluate the content and suitability critically by assessing whether the resources could inspire the learners. Additionally, another research task involved double-checking the authenticity of the quotes for SOW 5.0 that were related to reading. This included exploring a range of literature and websites, underscoring the importance of accuracy and credibility in the publication materials. Thus, my ability to gather and synthesise information has significantly improved, and these working skills will be precious in my future career endeavours.

#### **4. Personal and Professional Growth**

My internship at EDB has been a pivotal experience in my personal and professional growth journey. I encountered challenges that encouraged me to broaden my horizons. For instance, getting along with the experienced curriculum development officers gave me a unique perspective on how the section works, which deepened my understanding of curriculum design and implementation. I was inspired by their sharing of their experiences, particularly the challenges and ways to solve them when they were teachers. Thus, these insights provided me with valuable suggestions on how to navigate the complexities that I may encounter as a future teacher. Besides, I am particularly grateful for my colleagues' confidence in my abilities, which gave me a variety of tasks and projects to handle. I have become a proactive team member who sought out opportunities to contribute and take the initiative, as I consistently reached out to my supervisors to see if there was anything I could assist with. This approach encouraged me to take on responsibilities confidently and enthusiastically as I considered myself a part of the team. Therefore, the engagement enhanced my working skills as I embraced every opportunity to learn and grow within the team. The autonomy I was granted allowed me to propose ideas and cultivated a sense of ownership over my work. Thus, I learnt to consider and balance creativity with practicality, ensuring that my contributions were innovative and aligned with the objectives of the purpose. For instance, I have also learned to listen to others' opinions and seek their advice. During the design stage of the learning materials, I went through several rounds of amendments to achieve the final products, which prompted me to reflect on the comments made by my colleagues. Therefore, I became more adept at identifying the areas for improvement and developing new ideas to enhance the overall quality of the work as

the process taught me that openness to feedback empowered me to improve. Thus, this spirit has inspired me to carry it into my future career, where I aim to foster a better classroom environment for my students.



Sharing my journey and experiences through my e-portfolio presentation