



Bachelor of Science

## Executive Management

Care. Ethics.

Social Responsibility.

**EDA3133**

**Internship Arrangement**



# Internship Schedule

Event	Date
Mock Selection of Internship Agencies Deadline	Dec 2024
Application Deadline	Mid-January 2025 (After release of Semester 1 GPA)
Interview Arranged by the Internship Agencies	February 2025
Announcement of the Internship Placements	Early April 2025
Pre-internship Workshop	Early 2025 Semester 2 (TBC)
First Encounter with the Mentee	Late April 2024
8-week Internship	26 May to 18 July 2025
Submission Deadline of the Interim Reflective Journal	20 June 2025
Post-internship Workshop	21 July 2025
Submission of the Individual Report to the Turnitin Link on the Moodle platform	4 August 2025
Internship celebration	29 August 2025



# Mock selection of internship agencies

## Mid-December

- Visit Moodle for the link to the mock selection
- State the three preferred internship agencies on Qualtrics form
- The mock selection does not mean the agencies you will be matched. It is for your impression of more popular choices only



# Submission of CV and self-introduction video

**By 5 January 2025**

- Visit Moodle for the Qualtrics form
- You have to submit 1. a full set of CV, and 2. 1.5-2 min self-introduction video



# Application Deadline

**By Mid-January 2025 (after the release of GPA)**

- Visit Moodle for the application form on Qualtrics
- You have to complete the application form with your final choice of internship agencies



### **For self-introduction...**

1. Your name and background, like education
2. Your experience in administrative or managerial work which may help you in taking up the position
3. Reasons that you want to choose this field and/ or organisation as your internship placement

### **Points to note:**

1. Be friendly and smile, be confident and speak fluently
2. Show your personality and character
3. Respond to the expectations from the internship agencies
4. Prepare suitable clothes for the recording



## Selection Criteria

**1. Interview will be prioritised based on the student's GPA**

**\*\*Please refer to the student handbook for the counting method.  
([https://eduhk.hk/re/student\\_handbook/](https://eduhk.hk/re/student_handbook/))**

**2. Other factors(e.g. interview performance, self-recorded video ) will also take into consideration**



## Internship Agency list

### Local schools

1. Alliance Primary School, Sheung Shui
2. Christian Alliance Toi Shan H C Chan Primary School
3. Confucian Tai Shing Primary School
4. Po Leung Kuk Lee Shing Pik College
5. Po Leung Kuk Tin Ka Ping Millennium Primary School
6. Salesians of Don Bosco Ng Siu Mui Secondary School
7. The Church of Christ in China Kung Lee College
8. The HKCCCU Logos Academy (Educational Psychology Team)
9. Tsz Wan Shan Saint Bonaventure Catholic Primary School
10. Tseung Kwan O Methodist Primary School
11. W F Joseph Lee Primary School
12. Yaumati Kaifong Association School

### Local NGOs

1. Capala Career Path Laboratory
2. Centre of National History Education (Hong Kong)
3. Consumer Council
4. H. F. Yip & Co
5. Hok Yau Club
6. Hong Kong St. John Ambulance
7. Impact Communications Company
8. Inter Cultural Education (ICE)
9. Junior Achievement Hong Kong
10. Save the Children
11. The Society for the Prevention of Cruelty to Animals (SPCA)
12. UNESCO HK Association Global Peace Centre
13. World Green Organisation
14. World Vision

### Non-local

1. Shenzhenbei Station Innovation and Entrepreneurship Service Centre for Guangdong, Hong Kong and Macao Youth
2. UNESCO /CISV China

*May provide free accommodation*





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## Local schools

#	School	Address
1	Alliance Primary School, Sheung Shui	2 Wo Muk Road, Luen Wo Hui, Fanling, N.T.
2	Christian Alliance Toi Shan H C Chan Primary School	Chung On Estate, Ma On Shan, Shatin, N.T.
3	Confucian Tai Shing Primary School	10 Tai Shing Street, Wong Tai Sin, Kowloon
4	Po Leung Kuk Lee Shing Pik College	12-20, On Yin ST, Tsuen King Circuit, Chai Wan Kok West, Tsuen Wan, N.T.
5	Po Leung Kuk Tin Ka Ping Millennium Primary School	4641, Tai Po Road – Tai Po Kau, Tai Po, NT
6	Salesians of Don Bosco Ng Siu Mui Secondary School	30, Kwai Hop Street, Kwai Chung, N.T.
7	The Church of Christ in China Kung Lee College	17 Tai Hang Drive, Causeway Bay, HK.
8	The HKCCCU Logos Academy (Educational Psychology Team)	Campus I: No. 5, Ling Kwong Street, Tseung Kwan O, Hong Kong Campus II: No. 1, Kan Hok Lane, Tseung Kwan O, Hong Kong
9	Tsz Wan Shan Saint Bonaventure Catholic Primary School	Ning Wah St, Tsz Ching Estate, Tsz Wan Shan, Kowloon
10	Tseung Kwan O Methodist Primary School	15 Tong Chun Street, Tseung Kwan O, N.T.
11	W F Joseph Lee Primary School	9 Tin Fai Road, Tin Shui Wai, Yuen Long
12	Yaumati Kaifong Association School	80 Public Square St, Yau Ma Tei



## Local NGOs

#	Organisation	Address
1	Centre of National History Education (Hong Kong)	Room 1901-1902, Tung Che Commercial Centre 246 Des Voeux Road West, Sai Ying Pun, Hong Kong
2	Consumer Council	22/F, 191 Java Road, North Point, Hong Kong
3	H. F. Yip & Co	Office 1402, 14th Floor, Dominion Centre, 43 - 59 Queen's Road East, Wanchai, Hong Kong
4	Hok Yau Club	13/F, Cheung Lee Commercial Building, 141 Cheung Sha Wan Road, Sham Shui Po, Kowloon
5	Hong Kong St. John Ambulance	4/F, St John Tower, 2 MacDonnell Road, Hong Kong
6	Impact Communications Company	Room D, 15/F, On Fook Industrial Building, No. 41-45 Kwai Fung Crescent, Kwai Chung, N.T.
7	Inter Cultural Education (ICE)	1208, Hong Kong General Chamber of Social Enterprises, Houtex Industrial Building, 16 Hung To Road, Kwun Tong, Kowloon
8	Junior Achievement Hong Kong	Unit 102, 1/F, Beautiful Group Tower, 74 – 77 Connaught Road Central, Central, Hong Kong
9	Save the Children	8/F Pacific Plaza, 410-418 Des Voeux Road West, Sai Wan, Hong Kong
10	The Society for the Prevention of Cruelty to Animals (SPCA)	Headquarter: 5 Wan Shing Street, Wan Chai, Hong Kong Tsing Yi Centre: No. 38 Cheung Fai Road, Tsing Yi



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#	Organisation	Address
11	UNESCO HK Association Global Peace Centre	Rm 1206, C C Wu Building, 302-308 Hennessey Road, Wanchai, Hong Kong
12	World Green Organisation	Green House, 4th Floor, 483 D-E, Castle Peak Road, Lai Chi Kok, Hong Kong
13	World Vision	2/F Mayfair Centre, 4 Anchor Street, Tai Kok Tsui, Kowloon
14	Capala Career Path Laboratory	PARAGON CREATORSPLACE, 4/F, Yau Lee Centre, 45 Hoi Yuen Rd, Kwun Tong



## Non-local organisations

#	Organisation	Address
1	Shenzhenbei Station Innovation and Entrepreneurship Service Centre for Guangdong, Hong Kong and Macao Youth	深圳北站匯德大廈12-13层/深圳市寶安區西鄉銀田工業路
2	UNESCO /CISV China	Guangzhou, China (exact location to be confirmed)



## Pre-internship workshop

Speaker	Date	Time	Topic
Mr Eugene Fong	TBC	TBC	Positive Youth Development: Opportunity and Challenge
Ms Crystal Lai	TBC	TBC	Sustainability and Shared Value Practices in Nan Fung: Integrating ESG into Business Operation
Ms Helen Woods	TBC	TBC	Youth in Hong Kong to Way Out: Opportunity and Challenge in GBA area

\*The timeline is subject to change according to the situation.



## Internship Celebrations (TBC)

Networking Date	Time	Content
29 August 2025 (Friday)	TBC	<ul style="list-style-type: none"><li>• Thank you speech (by Programme leader) to internship agencies for their support</li><li>• Student representatives share their reflection of internship</li><li>• Department Head present awards and certificates to students and organizations</li><li>• Networking events</li></ul>
*The timeline is subject to change according to the situation		



## Tips for writing resume

- 1 - 1.5 Page
- List experiences in reverse chronological order
- Provide all the relevant information to demonstrate your excellence (the experience and transformative skills matter more than "what you did")
- Prove your excellence with data, skills, outcomes, etc
- Provide different versions of resumes according to different agencies (Incorporate industry-specific keywords from the job description)
- Check for spelling and grammar mistakes



# Tips for preparing for the interview

## Interview

- Clothing requirements for interviews
- Test the network and camera before the interview
- Punctual
- Practice oral English
- Eye contact
- Do search the agency but do not simply just search it

## Politeness and Work Ethics

- Clothing Code for the Workplace and School
- Pay attention to professional ethics





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**Find us for CV, interview and organization selection!**

**Ms. PENG, Shiyan**  
**Teaching Assistant**

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Office D2-1/F-44  
Phone 2948 6879  
Fax  
Email [pengs@eduhk.hk](mailto:pengs@eduhk.hk)

**Ms. TSANG, Yuet Yi**  
**Mavis**

**Teaching Assistant**

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Office D2-1/F-44  
Phone 2948 8089  
Fax  
Email [myytsang@eduhk.hk](mailto:myytsang@eduhk.hk)

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**Your concern**



[https://eduhk.au1.qualtrics.com/jfe/form/SV\\_2mL1pww2BlvUNVk](https://eduhk.au1.qualtrics.com/jfe/form/SV_2mL1pww2BlvUNVk)



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Thank you