SCM Internship Briefing (2014-15)

Total 47 slides

What is Internship?

3 slides

Internship is…

- A position to learn about your career
- An opportunity to develop your career
- A real life situation to show how reliable you are as a person
- A proper place for you to use your many different abilities
- An opportunity to form friendship and network for future work

Internship is NOT…

- A break from your studies
- A place for smart students to get proper rubber-stamping
- A way for companies to exploit young people
- A place to sit and watch how other people work

Internship Q & A

12 slides

Q1. Where can student explore more information about internship programme in CityU?

- A1. Students can explore more information from the CityU Career and Leadership Centre, SDS (CLC) web site,
  - http://www6.cityu.edu.hk/caio/city-u/page.asp?id=89

  And Career and Leadership Centre, SDS (CLC) seminars and workshops.
  - http://www6.cityu.edu.hk/caio/city-u/calendar.asp
- Students can also check out **Campus Internship Scheme (CIS - Internship)** and **Campus Work Scheme (CWS – non-credit bearing internship)** offered by various CityU schools and department.
  - http://www6.cityu.edu.hk/caio/ciscws/index.asp

Q2. How about internship opportunities?

- A2. Students are encouraged to perform research and search for their favorite host and job.
- Beside, students are welcome to participate in Career and Leadership Centre, SDS' career and internship seminars to get internship opportunities.
- Sometime, there are companies and organizations offer internship opportunities for the school. After screening, the school will forward those offers to SCM students by email.
- Students can apply **Campus Internship Scheme (CIS - Internship)** offered by various CityU schools and department as internship.
  - http://www6.cityu.edu.hk/caio/ciscws/index.asp
- Student could also apply for **non-credit bearing internship** such as **"Work Experience Student"** in the industrial or **Campus Work Scheme (CWS)** under CityU.
  - http://www6.cityu.edu.hk/caio/ciscws/index.asp

Q3. What internship courses are offered by SCM?

- A3. There are two internship courses offered by SCM, namely:
  - **"SM4709 Internship and Practicum"** http://www.cityu.edu.hk/ug/201415/course/SM4709.htm
  - **"SM4711 Industry Internship".** http://www.cityu.edu.hk/ug/201415/course/SM4711.htm
- Student can also get **the SCM Internship Pack** and more details from the following location too:
  - SCM's Student-Bullentin http://www.scm.cityu.edu.hk/about-us/student-bullentin/
  - SCM Lab's CommonShare W: \SM4709_Internship_and_Practicum\
  - SCM Lab's CommonShare W: \SM4711_Industry_Internship\

Q4. Can student get credits from SCM internship programme?

- A4. Yes, student can get 3 credits if s/he can fulfil all of the following conditions:
  - I. Student must fulfill the prerequisite - attend a **Pre-internship Workshop offered by SCM or Career and Leadership Centre, SDS** (Student must provide prove of attendance). The schedule of **Career and Leadership Centre, SDS**'s Pre-internship Workshop could be found in here: *http://www6.cityu.edu.hk/caio/city-u/calendar.asp*
  - II. Student's internship application must fulfil the requirement of the syllabus of SM4709 or SM4711;
  - III. Students have to complete the internship application and approval process before s/he could be registered into the course. *(Note: Student can NOT register internship course through AIMS. The application and approval process must be processed though SCM internship coordinator.)*. The required application and approval documents including:
    - I. SCM Internship Application Form
    - II. One Page Resume
    - III. Internship Student Agreement
    - IV. Internship contract

    *(Templates are available inside the **SCM Internship Pack**)*
  - IV. Student must be perform well and get a pass grade at the end of the course.
- *If student's application is classified as **Work Experience Student** in the industry, or **Campus Work Scheme (CWS)** under CityU, it will be treated as **non-credit bearing internship** - no credit will be given.*

Q5. What is Pre-internship Workshop?

- A5. According to CityU's policy, ***student MUST provide prove of attendance of the Pre-internship Workshop conducted by SCM or Career and Leadership Centre, SD*** in order to proceed to the SCM internship application and approval process. Please stay tuned in **SCM** (announcement by email) or **Career and Leadership Centre, SDS** seminars and workshops in here:
  - http://www6.cityu.edu.hk/caio/city-u/calendar.asp
- Once student has successfully get an offer, s/he has to complete and submit a set of required application and approval document *(Please study **SCM Internship Pack**)* to their internship coordinator for approval. Once approved, student will be registered into the course.
  - (Note 1: The final course assignment – SM4709/SM4711 will be based on the job nature of the offer)
  - (Note 2: Student can NOT register internship course through AIM. The application and approval process must be processed though SCM internship coordinator.)

  The required application and approval documents including:
  - I. SCM Internship Application Form
  - II. One Page Resume
  - III. Internship Student Agreement
  - IV. Internship contract

  *(Templates are available inside the **SCM Internship Pack**)*

Q6. What is the required minimum and maximum duration of the internship?

- A6. The minimum duration for **"SM4709 Internship and Practicum" should not less than 4 weeks (1 month) or 150 work hours - full time/part-time.**
- For **"SM4711 Industry Internship", it should not less than 6 weeks (1.5 month) or 225 work hours - full time/part-time.**
- Cap might be applied to University subsidy when the internship duration is more than 1.5 month. Maximum 6 quotas with University subsidy for internship exceeding 1.5 months in a first come first serve basis when the application is approved by their internship coordinator and the school. (Please see "Q8. How about University subsidy?" as shown on the following page)
- For maximum duration, student is allowed to work more than 1.5 month. In general, all internship should be completed within the summer term.
- Student is possible to apply for internship out of summer term, within the cohort (including full year internship). However, this type of internship will need to proceed with special treatment and get special approval from the school in a case by case basis. If students wish to apply, they can approach any one of the Internship coordinators who will communicate among themselves before granting approval.

Q7. What is the difference between SM4709 and SM4711?

- A7. In additional to the difference in minimum required internship period, **SM4709 Internship and Practicum focuses on art/culture related jobs.**
- where **SM4711 Industry Internship facilitate the practical experience in general media and creative industry.**

Q8. How about University subsidy?

- A8. The following is the summary and condition of University subsidy

Location	Duration (Man Months)	Subsidy per Month (HK$)
Hong Kong	1 (SM4709) / 1.5 (SM4711)	1,500
Mainland, Taiwan, Asia (other than Japan, Korea & Singapore), Africa		3,500
Asia (Japan, Korea & Singapore), Middle East & South America		5,000
North America, Europe, Australia & New Zealand		6,500

Salary – Duration - Subsidy

- The following is the summary and condition of internship subsidy

Duration of Internship	Subsidy with Salary from Employer	Subsidy without Salary from Employer	Remarks
= 1.5 months or less	Subsidy per month x actual Internship duration	Subsidy per month x actual Internship duration	
> 1.5 months	Subsidy per month x 1.5 months **(duration cap)**	Subsidy per month x actual Internship duration* **(with limited quota)**	*New methodology introduced in 2012/13

**To align with the University Guidelines, the above calculation models will be continued in 2013/14 internship round with maximum 6 quotas with University subsidy for internship exceeding 1.5 months in a first come first serve basis when the application is approved by internship coordinator. If students wish to apply for 1 of those 6 quotas of extended work duration, they can approach any one of the Internship coordinators who will communicate among themselves before granting approval.*

Q9. How about applying subsidy on a non-credit bearing basis?

- A9. If the job nature is relevant to student's study, student work in non-credit bearing internship such as **Work Experience Student** in the industry, and **Campus Work Scheme (CWS)** under CityU, student is also eligible to apply subsidy. Besides getting approval from the internship coordinator, students are required to complete all required tasks as stated in the **SCM Internship Pack,** such as attending pre-internship workshop, company evaluation, submit workplace supervisor report, student's reflection report and presentation… etc.

Q10. How about payment?

- A10. There is no formal element of payment to the student in the internship programme.
- Any payment is at the discretion (酌處權) of the hosting company or organization.

Q11. Who are the internship coordinators in SCM and who should I get supervision from?

- A11. Here is the list of SCM internship coordinators (2014-2015) and their contacts *(In alphabetic order – last name):*
  - **Mr. CHAN Cheuk Wah, Charles (陳卓華)**
    - Email: SMCWCHAN@cityu.edu.hk; Tel: 3442 2586; Room: M6064; Job field: Sound, Digital Audio, General Media and Creative Industry
  - **Mr. LEUNG, Hiu Ming, Eddie (梁曉明)**
    - Email: EDDIE.LEUNG@cityu.edu.hk; Tel: 3442 5949; Room: M7072; Job field: Animation, Visual Effects & Post-production, General Media and Creative Industry
  - **Mr. TAM, Chi Wai, Adam (談智偉)**
    – Email: CHIWTAM@cityu.edu.hk; Tel: 3442 6663; Room: M6073; Job field: Film, General Media and Creative Industry
  - **Mr. THUNG, Kin Tung, Dick (湯健東)**
    – Email: KTDTHUNG@cityu.edu.hk; Tel: 3442 2433; Room: M6018; Job field: Animation, General Media and Creative Industry
  - **Mr. YIM, Chun Pang (嚴振鵬)**
    – Email: CPANGYIM@cityu.edu.hk; Tel: 3442 6022; Room: M7076; Job field: Games, General Media and Creative Industry

Students are welcome to consult and choose any SCM internship coordinator as their supervisor. Ideally, it is more preferable to consult a professional in your area of interest. However, like FYP supervision, if the quota of an internship coordinator is over, or assigning student to a coordinator with more appropriate expertise would beneficial to student, then student will be assigned to other choice.

*For general administration, SCM students are welcome to contact our general office administration staffs: **Miss YEUNG Mei Lan Bonnie**, Supervisory Executive Officer; Tel: 3442 7705; Email: BONNIE.YEUNG@cityu.edu.hk and **Miss CHAN Shu Wa Crystal**, Clerical Officer II; Tel: 3442 6012; Email: SHUWCHAN@cityu.edu.hk*

I am interested! How should we get start now?

11 slides

1. Explore more about internship and the SCM internship programme

- Student should explore more information from the CityU **Career and Leadership Centre, SDS (CLC)** web site, attend their seminars and workshops.
  - http://www6.cityu.edu.hk/caio/city-u/calendar.asp
- Study the syllabus of "**SM4709 Internship and Practicum**" and "**SM4711 Industry Internship**".
  - http://www.cityu.edu.hk/ug/201415/course/SM4709.htm
  - http://www.cityu.edu.hk/ug/201415/course/SM4711.htm
- Study the "**SCM_Internship_Q&A.pdf**". This is also available in the SCM Student Bulletin.
  - http://www.scm.cityu.edu.hk/about-us/student-bullentin/
- Study the "**SCM_Internship_Pack.zip**". This is also available in the SCM Student Bulletin.
  - http://www.scm.cityu.edu.hk/about-us/student-bullentin/

2. Attend SCM Internship Briefing and Career and Leadership Centre, SDS (CLC) Pre-internship Workshop

- Student must fulfill the prerequisite:
  1. Attend Pre-internship Briefing offered by **SCM** (Conducted at Orientation Week and within cohort). If student have miss it, no worry, just study the **SCM Internship Pack**, student will get all information from the pack. However, **student should not miss the Career and Leadership Centre, SDS' Pre-Internship Workshop, because student MUST provide prove of attendance of the Pre-internship Workshop conducted by Career and Leadership Centre, SDS in order to apply for any CityU internship programme**). *Please stay tuned in Career and Leadership Centre, SDS (CLC) seminars and workshops in here: http://www6.cityu.edu.hk/caio/city-u/calendar.asp*

3. Consult an internship coordinator

- Students are welcome to consult and choose any SCM internship coordinator as their supervisor.
- Ideally, it is more preferable to consult a professional in your area of interest. **And indicate your preferred internship coordinator as your internship supervisor in the Application Form.**
- However, just like FYP supervision, if the quota of an internship coordinator is over, or we found that assigning student to a coordinator with more appropriate expertise would beneficial to student, then student will be assigned to their other choice.

4. Apply your communication and presentation skills to get an offer

- Students are required to perform research to search for their favorite host and job. Then contact their favorite company or organization with appropriate communication skills as learned from the University.
- Check out the **"3.1_Template-Intership_Cover_Letter.pdf"** as your reference to write application letter and resume to your favorite company or organization.
- **Portfolio Preparation, Mock up Interview** is part of the required learning outcomes and activities for "SM4709 Internship and Practicum". **Indeed, it is highly recommend all student to well prepare their portfolio for job application and interview no matter which course you choose.**

5. **Get an offer**, submit application, resume, agreement, contract, and get approval

- After getting an offer, student have to complete and submit the internship application form, resume, student agreement and internship contract with all other necessary document for approval by internship coordinator and the school.
  - **Soft deadline: 4th May, 2015 (Monday)**
  - **Hard deadline: 1st July, 2015 (Wednesday)**

  (Note: For internship out of summer term, further approval and negotiation of the deadline have to be settled by the internship coordinator and the school)
- Student will be registered into the course **after her/his application is approved.**

  (Note: Student can NOT register internship course through AIMS. The application and approval process must be processed though SCM internship coordinator.)

6. Select and Apply an internship course **after getting an offer**

- Select one SCM internship course - "SM4709 Internship and Practicum" or "SM4711 Industry Internship" in the Internship Application Form.
- Complete and submit the following document to your **internship coordinator (Your First Choice)**
  - Complete **"2.1_SCM_Internship_Application_Form.doc" with one page resume** (Softcopy MS Word File only)
    - *Reminder: Please do remember to write **one page resume** at the end of the application form. Just add one new page at the end of the application form, and put your one page resume there.*
  - Complete and sign **"2.2_SCM_Internship_Student_Agreement.doc"** (Important: both softcopy and hardcopy with hand signature is required!)
    - Please send the completed and signed softcopy MS Word file to your internship coordinator (Your First Choice). Together with the Application form on or before deadline.
    - And Please print out the Student agreement, on a A4 paper, hand sign it, and submit this hard copy document to the CMC Level 7, reception counter on or before deadline.
  - Complete and sign "**3.2_Internship_Contract.doc**" with your host and submit to internship coordinator. (Important: both softcopy and hardcopy with hand signature is required!)

7. Work Hard, Learn Hard, Enjoy Exploration and log it all.

- **Weekly Work Experience Log**
  Student is required to prepare and record a **Weekly Work Experience Log** from day one to the end of the internship. This log will need to be embedded into the **Internship Reflection Report** for submission to Internship Coordinator one week after the completion of the internship.
- **On-Site Visit** (During mid-term)
  Student has to arrange at least one on-site visit to let her/his internship coordinator to have a meeting with both student and workplace supervisor on site. **It is best to be scheduled in the middle of the internship.** Student has to **confirm the date and time with all parties one week before the visit.**
- **When On-Site Visit is not possible** (During mid-term), such as oversea internship, student is required to ask their supervisor *complete the "**Host_Interim_Evaluation.doc**" or "**CCIP host evaluation form**" (only for CCIP participants) and send it to internship coordinator **directly**. And student also needs to write a short one page **interim self-reflection report** to internship coordinator too.*

8. Post-Internship Process – Workplace Supervisor's Report

- Student is required to forward the Workplace Supervisor's Report template - **"4.1_Host_Evaluation.doc"** to your workplace supervisor to complete, sign and send the report DIRECTLY to the Internship Coordinator one week after the completion of the internship.

  (Note: In general, the deadline is set on or before the end of August 2015. For internship out of summer term, further approval and negotiation of the deadline have to be settled by the internship coordinator and the school).

9. Post-Internship Process – Post-Internship Admin and Subsidy Claim Form

- Student is required to complete the **"4.2_Post-Internship_Admin_and_Subsidy_Claim_Form.xls"** for the school to process the post-internship administration work and help you to reimburse your Subsidy one week after the completion of the internship.

  (Note: In general, the deadline is set on or before the end of August 2015. For internship out of summer term, further approval and negotiation of the deadline have to be settled by the internship coordinator and the school).

10. Post-Internship Process – Post-Internship Report and Presentation Materials Submission

- **SM4701 and SM4711 have different set of required learning activities, outcomes and assessment criteria. Please check the syllabus and consult your internship coordinator.**
- In general, the student work required for assessment includes an **oral presentation** and submission of an **Post-Internship Reflection Report** with **Work Experience Log** and **Samples of Work Undertaken** *(Note: Student need to get approval from your host to show samples of work during your post-internship presentation at school; If not approved, student might show it to your internship coordinator during company visit if possible).*
- All of the required submission such as report, log and presentation materials have to be completed and submitted to internship coordinator one week after the completion of the internship.

  (Note: In general, the deadline is set on or before the end of August 2015. For internship out of summer term, further approval and negotiation of the deadline have to be settled by the internship coordinator and the school).
- The presentation will be conducted around week 1 to 2 of semester A in September. (To be confirmed with internship coordinator).
  (Note: For internship out of summer term, further approval and negotiation of the deadline have to be settled by the internship coordinator and the school).

11. Post-Internship Process – Student Evaluation and Feedback on Internship Experience

- This is a Student Development Services (Career and Leadership Centre) required "Student Evaluation and Feedback on Internship Experience" questionnaire.

Application Tips

5 slides

Application Tips #1

- Research the company and position applied
- **Cover letter** and **resume** – 3 page (Max)
- Target your application to the job
  (Customize your CV / resume for different application)
- Multiple versions of your work sample
  (work for web designer is different from game designer)
  (Customize your portfolio for different application)

Application Tips #2

- Demo reel should be **no more than 2 minutes**
- Portfolio – show versatility / strength / **10 GOOD pieces maximum**
- Make sure you **show approved work**
- State clearly your role in Group work (Don't lie)
- Polish your work and ask your friend to critique
- Shot break down (If you make animation of film)

Application Tips #3

- Submission – DO NOT submit originals
- Describe what you have done on the reel, the tools used (e.g. software) and time taken
- Showreel
  - Use easy accessible media (e.g. USB Flash Drive, Websites, Social networking service - e.g. Vimeo private channel, DVD)
  - Use Common File Format (e.g. JPEG, QuickTime w/H.264, WAV… etc.)
- Label everything
- Include position applied for and contact details
- Send new work to update your profile

Application Tips #4 - Interview

- Be on time, polite and be genuine
- Be humble and show eager to learn
- Do listen carefully, ask politely to clarify unclear point
- Dress clean and smart (Aware of dressing code - depends on the job nature)
- Do rehearsal and ask your friend to critique

Get an offer with a well prepared Portfolio

10 slides

What is a Portfolio?

- A portfolio is a personalized collection of materials.
- There are two main types of portfolios, **personal** & **professional**:

1. Personal Portfolio

- **A specific life event**, e.g., one's birth, graduation, wedding, etc.
- **Highlights memories** that are more personal in nature.

2. Professional Portfolio

- A reflection of you as a professional person
- A record of your professional development
- How you perform/excel on the job or in the classroom
- What you have accomplished
- Your future trends in professional development

Purposes of Professional Portfolio?

- Market yourself in job interviews
- Document the quality and quantity of your professional development
- Apply for grants, scholarships, or bonuses
- Negotiate promotions and raises

Typical Items in Portfolios

- Resume or Curriculum Vitae (CV) *(求職用的)履歷，簡歷*
- Evidence of professional affiliations
  (e.g. Student Members of SIGGRAPH)
- Professional Certifications or Licenses
- Letters of reference
  (If you have good performance record)
- Evidence of specific skills
  (e.g., writing, drawing, coding, animation, leadership...)
- Work samples
  (e.g. Show Reel, projects, creative works, archives...)

Specific Items in Portfolios

- Specific items can be added to the list above to provide an accurate representation of your knowledge and abilities. In media art areas:
  - Actual work samples or photos of them
  - Video/audio show reel of work
  - List of works

  (Important: Don't give away your original material)

Tips on Compiling an Interview Portfolio

- Use copies NOT ORIGINAL (keep a master copy of all items)
- Prepare presentation materials on scrapbook, notebook computer, tablet, mobile phone. (Don't make it on-line; You might not be able to access your on-line material during interview!! This is truth even you want to show off web or on-line media, please make it an off-line media)
- Prepare give-away **DVD-ROM** or even **USB Flash Drive** copies
- Prepare on-line CV (e.g. LinkedIn Account) (for reference but not for face to face interview, except for showing on-line media work)
- Prepare printed hard copies with digital media as backup
- Put items in loose-leaf binder in one single pack with your name and contact on the cover
- Use tablet, notebook computer, mobile phone, sheet protectors and projector (Please ask your potential host before the interview)
- For hardcopy media, use index tabs or title pages to divide each section Keep it to a manageable size
- For hardcopy media, omit page numbers to make it easier to add and move items around
- Use consistent design and headings and placement of work samples
- Make sure it looks professional and error free

Presentation Format

- A. Cover (Title Page)
- B. Table of Contents
  - The table of contents can be organized in:
  - Chronological - demonstrate increasing improvement and accomplishment in a particular field.
  - Functional - demonstrate ability in specified areas.
  - Combination of both
- C. Work/Evidence Samples
  - For each sample, provide a brief description

Interview Portfolios should

- Look professional (avoid unnecessary decoration)
- Reflect your actual skills
- Focused (Job dependent; Customize for different application)
- Easy to update
- Easy for the employer to quickly review
- Able to stand alone without explanation
- Support information presented in the resume

(Source: Ademan, B., & Choi, J. (1997). "Job portfolio: It's the door opener." Adult Learning, March/April, pp. 26-31.)

Appendix

4 slides

Appendix A: Internship Pack

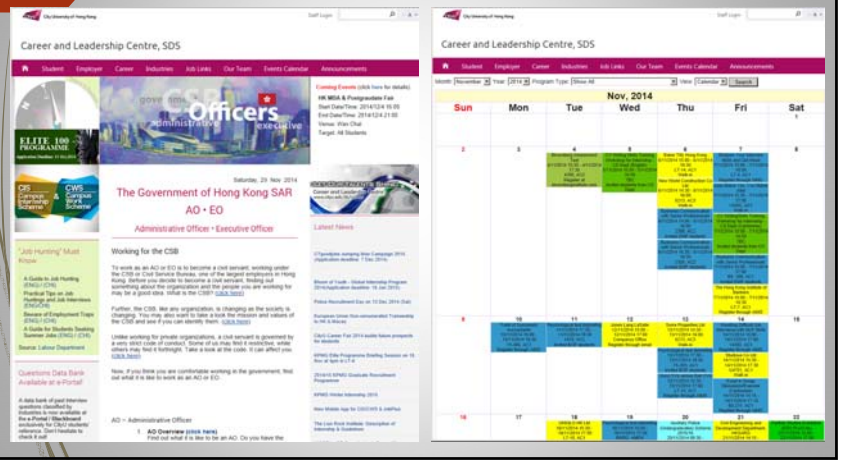
- All required application forms and references are available in the SCM Student Bulletin.
  - Please download and study the "**SCM_Internship_Q&A.pdf**". http://www.scm.cityu.edu.hk/about-us/student-bullentin/
  - Please download and study the "**SCM_Internship_Pack.zip**". http://www.scm.cityu.edu.hk/about-us/student-bullentin/

    It is also available for downloading from
    - W:\CommonShare\SM4709_Internship_and_Practicum\
    - W:\CommonShare\SM4711_Industry_Internship\

Appendix B: Statutory Minimum Wage

- **Form A - Confirmation of "student intern" status under the Minimum Wage Ordinance (Cap. 608)**
  For local internship in Hong Kong, if the payment from the host company or organization is **LOWER** than the figure as stated in the Minimum Wage Ordinance. Student is required to fill in the "Form A - Confirmation of "student intern" status under the Minimum Wage Ordinance (Cap. 608)" and submit it with the Internship Contract together to the internship coordinator for further approval and course registration on or before the soft deadline.
- **Form B - Confirmation of student status for "work experience student" under the Minimum Wage Ordinance (Cap. 608)**
  If student is apply for Work Experience Student and work in Hong Kong, and the payment from the host company or organization is **LOWER** than the figure as stated in the Minimum Wage Ordinance. Student is required to fill in the "Form B - Confirmation of student status for "work experience student" under the Minimum Wage Ordinance (Cap. 608)" and submit it to the internship coordinator for further advisory and process on or before the start of the work.

CityU Career and Leadership Centre, SDS (CLC) web site http://www6.cityu.edu.hk/caio/



Thanks + Q & A

Please study most updated SCM Internship Q&A inside the "SCM_Internship_Pack.zip"

This is also available in the SCM Student Bulletin.
http://www.scm.cityu.edu.hk/about-us/student-bullentin/