

# STEM Internship Scheme – Winter 2020/2021

## Internship Information

Department:	ISE
Project Title	Text mining and data analysis for sustainable manufacturing
Internship Title:	Intern (full-time)
Internship Period:	from 7 Dec 2020 to 15 Jan 2021
Internship Location:	On Campus
Job Descriptions:	<ol style="list-style-type: none"><li>1. To collect data from literature in different databased such as Scopus, web of science, publishers for sustainable manufacturing</li><li>2. To conduct sentiment analysis and coding for literature about sustainable manufacturing, aiming to scan the attitudes of authors of the texts for analysis</li><li>3. To conduct thematic analysis for the texts of sustainable manufacturing and output codes to describe the content</li></ol>
Eligible Programme:	BSc (Hons) in Enterprise Engineering with Management BSc (Hons) in Logistics Engineering with Management BEng (Hons) in Industrial and Systems Engineering
Eligible Student:	<ol style="list-style-type: none"><li>1. <b>LOCAL undergraduates</b> enrolling on one of above full-time programmes funded by the University Grants Committee (UGC);</li><li>2. Year 3 or Year 4 of studies (final-year students are eligible as long as the internship commences <b>BEFORE</b> the expiry of student status based on the dates shown on their student ID card and/or Academic Registry record); and</li><li>3. <b>Legally employable</b> in Hong Kong</li></ol>
Details of the Scheme:	<ol style="list-style-type: none"><li>1. Students <b>CANNOT</b> use this internship to fulfil their WIE requirements.</li><li>2. Students to apply for this position directly to ISE and need <b>NOT</b> to submit the online application to CPS.</li><li>3. Students are required to submit the following post-internship documents to ISE <b>within 2 weeks</b> upon the internship end date.<ul style="list-style-type: none"><li>• Assessment/Evaluation Form (Annex D);</li><li>• Timesheet (Form S3);</li><li>• Copy of Salary Statement / Salary Payment Record;</li><li>• Learning Journal and photos (see guidelines); and</li><li>• Bank Account Information (if applicable)</li></ul></li><li>4. Students interns should <b>complete the entire internship</b> as specified in the employment contract. Allowance will <b>NOT</b> be reimbursed to students who fail to achieve 80% attendance rate or cannot complete the internship as planned.</li><li>5. Only students who have successfully enrolled on the Scheme, completed the internship and submitted post-internship documents (stated in point 3 above) are eligible to receive the allowance.</li><li>6. Please refer to the attached “<b>Guidelines for Students</b>” for detailed requirements and information.</li></ol>
Honorarium per month (HKD):	\$10,500
Application Deadline:	25 November 2020

**For interested students, please submit your C.V. to Prof. Sandy To by email ([sandy.to@polyu.edu.hk](mailto:sandy.to@polyu.edu.hk)) on/before the deadline.**

**STEM Internship Scheme – Winter 2020/2021**  
**Careers and Placement Section, Student Affairs Office**  
**The Hong Kong Polytechnic University**

**Guidelines for Students**

**Background**

The Innovation and Technology Commission (ITC), HKSAR Government has set up under the Innovation and Technology Fund (ITF) the **STEM Internship Scheme** to encourage STEM<sup>1</sup> students to gain innovation and technology (I&T)-related work experience during their studies and to foster their interest in pursuing a career in I&T after graduation, so as to enlarge the local I&T talent pool.

The Careers and Placement Section (CPS), Student Affairs Office of The Hong Kong Polytechnic University will administer and implement the Scheme through collaboration with Faculties/Schools/Departments (hereinafter: Departments) and potential employers. CPS will also process students' application and ensure the funding provided will be efficiently released to students who successfully enrolled on and completed the Scheme.

The Scheme was launched in summer 2020 as a pilot scheme. Based on feedback from ITC, employers, Departments and students, the Guidelines will be modified and finalised next year where necessary.

**Eligibility of Students**

The Scheme is open to undergraduates who are –

1. **local students** in accordance with the classification by the Education Bureau, HKSAR Government for the purpose of admission to post-secondary programmes<sup>2</sup>;
2. enrolling on one of the **full-time STEM programmes**<sup>3</sup> funded by the University Grants Committee (UGC);
3. from **any year of studies** (final-year students are eligible as long as the internship commences BEFORE the expiry of student status based on the dates shown on their student ID card and/or Academic Registry record);
4. **legally employable** in Hong Kong;

Eligible students have to apply online for the Scheme with required documents. Student applications have to go through CPS for approval, which will be granted based on student eligibility, internship nature, and funding availability at students' time of submission.

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<sup>1</sup> STEM refers to the academic disciplines of Science, Technology, Engineering and Mathematics.

<sup>2</sup> According to the Education Bureau, holders of the following documents are classified as local students –

- Hong Kong Permanent Identity Card;
- Documents issued by the Hong Kong Immigration Department certifying the right of abode / right to land in Hong Kong;
- Document of Identity / One-way permit for entry to Hong Kong;
- Dependant visa / entry permit (for students who were below 18 years old when they were issued with such visa / entry permit by the Director of Immigration);
- Full-time employment visa / work permit (for part-time study);
- Visa / entry permit for Quality Migrant Admission Scheme;
- Visa / entry permit for Capital Investment Entrant Scheme;
- Visa / Entry permit for Admission Scheme for the Second Generation of Chinese Hong Kong Permanent Residents; or
- Visa label for unconditional stay.

<sup>3</sup> See Appendix 1 for the List of Eligible STEM Programmes Approved by ITC (pages 5 to 6).

## Internship Requirements

Students may participate in internship sourced by CPS, Departments or themselves, with the following requirements:

1. Local or offshore **full-time placements** with duration of **at least four consecutive weeks**;
2. **I&T-related work**, i.e. actual work which contains I&T elements, including but not limited to data analysis, digital marketing, engineering, information security, research, system development and technology-related intellectual property work;
3. The **winter internship** should commence **no earlier than 7 December 2020** and end **no later than 16 January 2021**, with a duration of at least four consecutive weeks;
4. The internship funded by the Scheme, as required by ITC, cannot be a compulsory requirement of the degree programme to which the student is admitted, i.e. students **CANNOT use this internship to fulfil their Work-Integrated Education (WIE) requirements**. For students who are undertaking an **internship period IN EXCESS of that required by WIE requirements**, please refer to Appendix 3 (pages 8 to 9); and
5. Internship positions directly subsidised by the Government DO NOT fall under this Scheme (e.g. internship programmes of the HKSAR Government).

## Allowance and Reimbursement

1. The allowance for winter internship for each student intern is **HK\$10,500 per month<sup>4</sup>** (i.e. 30 days), **capped at two months**. Student interns may receive the allowance under the Scheme for more than one internship place, PROVIDED THAT
  - a) the participating employers are different and the internship periods do NOT overlap; and
  - b) the maximum amount of allowance does NOT exceed three months in one academic year (i.e. current academic year is from 7 September 2020 to 29 August 2021).
2. Students receiving the allowance under the Scheme CANNOT use the internship to fulfil their WIE requirements. For students who are undertaking an internship period IN EXCESS of that required by WIE requirements, please refer to Appendix 3 (pages 8 to 9).
3. Students receiving the allowance under the Scheme CANNOT concurrently benefit from other internship subsidies provided by the HKSAR Government.
4. Only students who have successfully enrolled on the Scheme, completed the internship, and submitted post-internship documents are eligible to receive the allowance, which will be disbursed by CPS AFTER these three requirements are fulfilled.
5. Student interns should complete the entire internship as specified in the employment contract. Allowance will NOT be reimbursed to students who fail to achieve 80% attendance rate or cannot complete the internship as planned.
6. Successful applicants have to attend an online pre-internship training organised by CPS. Successful applicants will be informed of the training arrangement. Attendance of pre-internship training is a mandatory requirement of the release of allowance.

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<sup>4</sup> For the purpose of calculating allowance under the Scheme, one month has 30 days.

*Example:* Calculation of allowance for the internship period from 7 December 2020 to 16 January 2021:  
= HK\$10,500 ÷ 30 calendar days × 41 calendar days = HK\$14,350

## Application Procedures and Deadlines

### A. Application for STEM Internship

1. Students can apply for STEM internship through [PolyU Job Board](#) or Departments, or source on their own.
2. Students should refer to the internship requirements specified in the Guidelines when applying for internship in order to ensure successful application for the Scheme.

### B. Application for the Scheme

#### *Pre-internship Submission*

1. After confirming a STEM internship offer, students are required to submit **online application**<sup>5</sup> for the Scheme. Student applications have to go through CPS for approval, which will be granted based on student eligibility, internship nature, and funding availability at students' time of submission.

	<b>Student Application Deadline*</b>	<b>Result Announcement by CPS</b>
1 <sup>st</sup> Batch (Winter) <sup>6</sup>	8 November 2020	13 November 2020

Students can apply for the Scheme online, while the earlier batches of applications will receive priority consideration for approval.

2. Students are required to provide the following information and documents during online application:
  - a. Name and Student ID Number
  - b. Major of Study
  - c. Contact Information
  - d. Company Information
  - e. Job Description
  - f. Internship Title
  - g. Internship Period
  - h. Employer Contact
  - i. Signed Employment Contract<sup>7</sup>
  - j. Copy of Student ID Card
  - k. Completed Student Charter
3. Unsuccessful applicants may still participate in the internship as agreed with the employer, but will NOT be eligible to receive allowance under the Scheme.

*CPS reserves the rights to decide on the final application results.*

#### *Pre-internship Training*

Successful applicants have to attend an online pre-internship training organised by CPS (training arrangements will be provided beforehand). Attendance of this pre-internship training is a mandatory requirement for the release of allowance.

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<sup>5</sup> See Appendix 2 for the Student Application Checklist (page 7).

<sup>6</sup> CPS will consider the later batch(es) of applications subject to the funding availability.

<sup>7</sup> Student who cannot provide the employment contract by the Scheme application deadline are allowed to submit a copy of the email confirmation issued by employers as evidence. In which case, the employment contract must be submitted to CPS preferably before the commencement of internship.

## ***Post-internship Submission***

1. Required documents to be submitted by students after completion of internship
  - a. Assessment/Evaluation Form (*to be filled in by both employer and student intern*)
  - b. Timesheet
  - c. Salary Statement (if applicable)
  - d. Learning Journal and Photos
  - e. Bank Account Information (*to be submitted to the Finance Office of PolyU*)
2. Students are required to submit the mentioned documents to CPS within two weeks upon the internship end date.
3. Only students who have successfully enrolled on the Scheme, completed the internship, and submitted post-internship documents are eligible to receive the allowance, which will be disbursed by CPS AFTER. Students may expect to receive the allowance around three months after the post-internship submission, subject to approval from ITC.

## **Contact of CPS, Student Affairs Office**

For scheme details and application, please contact Miss Genette Cheung at [genette.cheung@polyu.edu.hk](mailto:genette.cheung@polyu.edu.hk) or 3400 3121.

*CPS reserves the rights to adjust the Scheme arrangements and allowance granted based on funding availability.*

**STEM Internship Scheme – Winter 2020/2021**  
**Careers and Placement Section, Student Affairs Office**  
**The Hong Kong Polytechnic University**

**List of Eligible STEM Programmes Approved by ITC**

<b>Department</b>	<b>#</b>	<b>Programmes</b>
AAE	1	BEng (Hons) Aviation Engineering
	2	BEng (Hons) Air Transport Engineering
ABCT	3	BSc (Hons) Applied Biology with Biotechnology
	4	BSc (Hons) Chemical Technology
	5	BSc (Hons) Food Safety & Technology
	6	BSc (Hons) Analytical Sciences for Testing & Certification
AMA	7	BSc (Hons) Investment Science
	8	BSc (Hons) Data Science & Analytics
	9	BSc (Hons) Investment Science & Finance Analytics
AP	10	BSc (Hons) Engineering Physics
BME	11	BSc (Hons) Biomedical Engineering
BRE	12	BSc (Hons) Scheme in Building & Real Estate
BSE	13	BEng (Hons) Building Services Engineering
CEE	14	BEng (Hons) Civil Engineering
	15	BEng (Hons) Environmental Engineering & Sustainable Development
	16	BSc (Hons) Environment & Sustainable Development
	17	BEng (Hons) Structural & Fire Safety Engineering
COMP	18	Broad Discipline of Computing
	19	BSc (Hons) Financial Technology
EE	20	BEng (Hons) Electrical Engineering
	21	BEng (Hons) Transportation Systems Engineering
EIE	22	BEng (Hons) Electronic & Information Engineering
	23	BSc (Hons) Internet & Multimedia Technologies
	24	BSc (Hons) Information Security
FAST	25	Broad Discipline of Applied Sciences
FCE	26	Broad Discipline of Construction & Environment
FENG	27	Broad Discipline of Engineering

Appendix 1 – List of Eligible STEM Programmes Approved by ITC

ISE	28	BEng (Hons) Industrial & Systems Engineering
	29	BEng (Hons) Product Engineering with Marketing
	30	BEng (Hons) Scheme in Product & Industrial Engineering
	31	BSc (Hons) Enterprise Engineering with Management
	32	BSc (Hons) Logistics Engineering with Management
	33	BSc (Hons) Scheme in Logistics & Enterprise Engineering
	34	BSc (Hons) Aviation Operations & Systems
ITC	35	BA (Hons) Scheme in Fashion & Textiles
LSGI	36	BSc (Hons) Geomatics
	37	BSc (Hons) Land Surveying & Geo-informatics
ME	38	BEng (Hons) Mechanical Engineering
	39	BEng (Hons) Product Analysis & Engineering Design
	40	BEng (Hons) Scheme in Mechanical Engineering

**STEM Internship Scheme – Winter 2020/2021**  
**Careers and Placement Section, Student Affairs Office**  
**The Hong Kong Polytechnic University**

**Student Application Checklist**

**I. Pre-internship Submission**

*Online application after confirming a STEM internship offer and by the Scheme application deadline:*

Eligible student applicant	WIE student intern undertaking an internship period in excess of WIE requirements
<input type="checkbox"/> Online Application Form (Click <a href="#">HERE</a> )	<input type="checkbox"/> Online Application Form (Click <a href="#">HERE</a> )
<input type="checkbox"/> Copy of Employer Contract <sup>^</sup> <sup>^</sup> <i>Note: Student who cannot provide the employment contract by the Scheme application deadline is allowed to submit a copy of the email confirmation issued by employer as evidence. In which case, the employment contract must be submitted to CPS via email at <a href="mailto:genette.cheung@polyu.edu.hk">genette.cheung@polyu.edu.hk</a> preferably before the commencement of internship.</i>	
<input type="checkbox"/> Student Charter (Form S1) (Download <a href="#">HERE</a> )	<input type="checkbox"/> Student Charter (Form S1-1) (Download <a href="#">HERE</a> )
<input type="checkbox"/> Copy of Student ID Card	

*Note to student interns who do NOT receive the minimum wage for the internship under the Scheme:*

- For student interns who do NOT receive the minimum wage from employers for the internship under the Scheme, they should submit to employers (1) the Confirmation of Student Status for “Work Experience Student” under the Minimum Wage Ordinance, endorsed by Academic Department, and (2) the statutory declaration<sup>8</sup>

Students should read the “Statutory Minimum Wage: Notes for Student Employees and Employers” (Click [HERE](#)) issued by the Labour Department, HKSARG carefully, and ensure accurate information is provided in items (1) and (2) above.

**II. Post-internship Submission**

*Online submission within two weeks upon completion of internship (submission link to be provided):*

- Assessment/Evaluation Form, to be filled in by both employer (with company stamp) and student intern (Form S2D) (Download [HERE](#))
- Timesheet, with signature of work supervisor (Form S3) (Download [HERE](#))
- Copy of Salary Statement (if salary is offered by the employer)
- Learning Journal and Photos (Form S4) (See guidelines [HERE](#))
- Bank Account Information to the Finance Office of PolyU  
<http://www.polyu.edu.hk/fo/internet/student>

<sup>8</sup> To obtain a statutory declaration, students may call the nearest Home Affairs Centre ([https://www.had.gov.hk/en/public\\_services/public\\_enquiry\\_services/ctec.htm](https://www.had.gov.hk/en/public_services/public_enquiry_services/ctec.htm)) and make a pre-booking.



**STEM Internship Scheme – Winter 2020/2021**  
**Careers and Placement Section, Student Affairs Office**  
**The Hong Kong Polytechnic University**

**Note to Applicants Undertaking an Internship Period  
in Excess of the WIE Requirements**

According to the guidelines of Innovation and Technology Commission, the internship funded by the Scheme cannot be a compulsory requirement of the degree programme to which the student is admitted, i.e. students CANNOT use this internship to fulfil their WIE requirements. However, the **internship period IN EXCESS of that required for WIE requirements could be funded by the Scheme.**

This appendix intends to further explain and define the requirements to release allowance for applicants who fall under this category, and the allowance coverage.

Please note that student applicants under this category will not be prioritised in getting allowance reimbursement. The release of allowance will be subject to funding availability at the time of application submission.

**Eligibility of Students**

Please refer to page 1 of this set of Guidelines.

**Internship Requirements**

1. Local or offshore **full-time placements** with duration of **at least four consecutive weeks**;
2. **I&T-related work**, i.e. actual work which contains I&T elements, including but not limited to data analysis, digital marketing, engineering, information security, research, system development and technology-related intellectual property work;
3. The internship period funded by the Scheme, as required by ITC, should NOT overlap with the internship period used to fulfil WIE requirements. Only the **internship period IN EXCESS** of that required by WIE requirements for **at least four consecutive weeks** could be funded by the Scheme;
4. The **winter internship** funded by the Scheme should commence **no earlier than 7 December 2020** and end **no later than 16 January 2021**, with a duration of at least four consecutive weeks; and
5. Internship positions directly subsidised by the Government DO NOT fall under this Scheme (e.g. internship programmes of the HKSAR Government).

### **Allowance and Reimbursement**

1. The allowance for winter internship for each student intern is **HK\$10,500 per month**<sup>9</sup> (i.e. 30 days), **capped at two months**. Student intern may receive the allowance under the Scheme for more than one internship place, PROVIDED THAT
  - a) the participating employers are different and the internship periods do NOT overlap; and
  - b) the maximum amount of allowance does NOT exceed three months in one academic year (i.e. current academic year is from 7 September 2020 to 29 August 2021).
2. Students receiving the allowance under the Scheme CANNOT concurrently benefit from other internship subsidies provided by the HKSAR Government.
3. Only students who have successfully enrolled on the Scheme, completed the internship, and submitted post-internship documents are eligible to receive the allowance, which will be disbursed by CPS AFTER these three requirements are fulfilled.
4. Student Interns should complete the entire internship as specified in the employment contract. Allowance will NOT be reimbursed to students who fail to achieve 80% attendance rate or cannot complete the internship as planned.

### **Application Procedures and Deadline**

1. Online application procedures and the required post-internship documents are the same as those stated in this set of Guidelines. Please refer to pages 3 to 4 and Appendix 2 (page 7) for details.
2. Only students who have successfully enrolled on the Scheme, completed the internship, and submitted post-internship documents are eligible to receive the allowance, which will be disbursed by CPS AFTER these three requirements are fulfilled. Students may expect to receive the allowance around three months after the post-internship submission, subject to approval from ITC.

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<sup>9</sup> For the purpose of calculating allowance under the Scheme, one month has 30 days.

**創科實習計劃**  
**STEM Internship Scheme**  
**評核／評估表格範本**  
**Template for Assessment/Evaluation Form**

**說明**

1. 創新科技署在 2020 年推出「創科實習計劃」(「計劃」)，為在大學教育資助委員會(教資會)資助的大學修讀 STEM<sup>1</sup> 課程的本地本科生及研究生安排短期實習。
2. 申請計劃資助的實習學生(「申請人」)及向申請人提供實習職位的僱主(「參與僱主」)須填寫本評核／評估表格(「表格」)。「申請人」或其「參與僱主」須於實習完成後 30 天內向「申請人」就讀的大學提交已填妥的表格，以供處理。
3. 「申請人」應填寫本「表格」的 A 部和 C 部，「參與僱主」則應填寫 B 部。
4. 「申請人」擔任由「參與僱主」所提供的每個實習職位，應以獨立「表格」分開填寫相關資料。
5. 「申請人」及「參與僱主」或須就所提交的資料作出解釋及／或提供補充資料，以便有關申請獲進一步處理。
6. 有關本「表格」所收集的個人資料的查詢及修改相關資料的要求，請與「申請人」就讀的大學聯絡。
7. 本「表格」所收集的資料將用於處理有關申請，以及與推行和檢討計劃等有關的目的。有關資料會為上述目的而向創新科技署及其他政府部門或相關第三方披露。「申請人」及「參與僱主」提交本「表格」，即代表其明確同意披露有關資料。

**查詢**

8. 有關計劃的查詢，請與實習學生就讀的大學聯絡。

**NOTES**

1. The Innovation and Technology Commission (ITC) launched the STEM Internship Scheme (“the Scheme”) in 2020 to subsidise local undergraduates and postgraduates taking STEM<sup>1</sup> programmes in universities funded by the University Grants Committee to enrol in short-term internships.
2. Student interns (“Applicants”) applying for subsidy under the Scheme and employers offering internship positions to the Applicants (“Participating Employers”) are required to complete this Assessment/Evaluation Form (“the Form”). The Applicant or his/her Participating Employer has to submit the duly completed form to the Applicant’s university for processing within 30 days after the completion of the internship.
3. Applicant should complete Sections A and C of this Form. Participating Employer should complete Section B.
4. Each internship placement with a Participating Employer undertaken by the Applicant should be covered by a separate Form.
5. Applicants and Participating Employers may be required to verify the information submitted and/or to provide additional information for processing the application further.
6. Enquiries concerning the personal data collected in this Form and requests for the correction of such data may be directed to the universities of the Applicants.
7. The information collected in this Form will be used for processing the application and related purposes including the implementation and reviewing of the Scheme. It will be disclosed to ITC and other Government departments or relevant third parties for the above said purposes. The submission of this Form denotes that the Applicant and the Participating Employer have given explicit consent to such disclosure.

**Enquiries**

8. For enquiries concerning the Scheme, please contact the universities of the student interns.

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<sup>1</sup> STEM 指科學、科技、工程和數學學科。  
STEM refers to the academic disciplines of Science, Technology, Engineering and Mathematics.

**創科實習計劃**  
**STEM Internship Scheme**  
**評核／評估表格**  
**Assessment/Evaluation Form**

**A 部：背景資料** (由實習學生填寫)

**SECTION A: Background Information** (To be completed by student intern)

1. 實習學生 Student Intern

(a) 個人資料 Personal information §

姓名 (須與香港 身份證相同): Name as on HKID :	(中文) (Chi)	(英文) (Eng)
香港身份證號碼: HKID Card No. :	( )	性別: <input type="checkbox"/> 男 <input type="checkbox"/> 女 Gender: M F
聯絡電話: Contact telephone number :		
電郵地址: Email address :		

(b) 就讀課程資料 Academic information §

大學: University :	<input type="checkbox"/> 城大 CityU <input type="checkbox"/> 浸大 HKBU <input type="checkbox"/> 中大 CUHK <input type="checkbox"/> 教大 EdUHK <input type="checkbox"/> 理大 PolyU <input type="checkbox"/> 科大 HKUST <input type="checkbox"/> 港大 HKU
學系／學院: Faculty/ School :	
學位名稱: Degree award title :	
就讀年級: Year of study :	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5+ <input type="checkbox"/> 研究生 Postgraduate

2. 實習職位 Internship position §

公司／機構名稱: Company/ Organisation name :					
職銜: Position title :					
實習期 (日／月／年): Internship period (dd/mm/yyyy) :	由 from	/	/	至 to	/ /
廣告上刊登的 主要職責: Main duties as advertised :					
酬金: Honorarium :	\$	元	(每月) per month	酬金總額: Total honorarium :	\$ 元
地點: Location :	<input type="checkbox"/> 香港 Hong Kong	<input type="checkbox"/> 內地 Mainland	<input type="checkbox"/> 澳門 Macao	<input type="checkbox"/> 台灣 Taiwan	
	<input type="checkbox"/> 亞洲 Asia	<input type="checkbox"/> 非洲 Africa	<input type="checkbox"/> 歐洲 Europe		
	<input type="checkbox"/> 北美洲 N. America	<input type="checkbox"/> 南美洲 S. America	<input type="checkbox"/> 大洋洲 Oceania		

§ 請剔選適當空格。 Please tick as appropriate.

B 部：「參與僱主」評核 (由「參與僱主」填寫)

**SECTION B: Participating Employer's Assessment** (To be completed by the Participating Employer)

1. 對實習學生的評核 Assessment of the intern <sup>§</sup>

出席率： Attendance :	<input type="checkbox"/> < 80% <input type="checkbox"/> 80 – 90% <input type="checkbox"/> > 90%						
表現： Performance :	<input type="checkbox"/> 表現優於預期 Exceed expectation		<input type="checkbox"/> 表現符合要求 Meet the requirements				
	<input type="checkbox"/> 表現未達要求，原因： Fall short of the requirement; reason :						
A 部所訂明的職責如有任何變更，請註明： Please specify if there are any changes in duty from that specified in Section A :							
	非常同意 Strongly agree	A	B	C	D	E	非常不同意 Strongly disagree
實習學生充分掌握 STEM 知識。 The intern masters STEM knowledge well.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
STEM 培訓對本職位極為重要。 STEM training is essential for this job.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
本公司／機構日後會繼續參與本計劃。 The company/ organisation will continue to participate in this Scheme in future.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2. 本實習職位所涉及的創新及科技（創科）元素

Innovation and technology (I&T) elements of this internship place


3. 「參與僱主」的背景資料 Background information on the Participating Employer <sup>§</sup>

公司規模： Company size :	<input type="checkbox"/> < 10 <input type="checkbox"/> 10 – 49 <input type="checkbox"/> 50 – 99 <input type="checkbox"/> ≥ 100	人 people
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業務類別 (請剔選適當空格；如選擇多於一個範疇，請於一個主要業務範疇旁邊加上星號「*」)： Business sector (please tick as appropriate and insert an asterisk "*" against ONE key business area in case more than one area is indicated) :		
<input type="checkbox"/>	銀行／金融市場／基金管理／保險	Banking/ Financial Market/ Fund Management/ Insurance
<input type="checkbox"/>	生物科技	Biotechnology
<input type="checkbox"/>	中醫藥	Chinese Medicine
<input type="checkbox"/>	電氣及電子	Electrical and Electronics
<input type="checkbox"/>	環境	Environmental
<input type="checkbox"/>	飲食	Food and Beverage
<input type="checkbox"/>	進出口貿易	Import and Export Trade
<input type="checkbox"/>	資訊科技	Information Technology
<input type="checkbox"/>	材料技術	Materials
<input type="checkbox"/>	精密工程	Precision Engineering
<input type="checkbox"/>	印刷及出版	Printing and Publishing

業務類別 (請剔選適當空格; 如選擇多於一個範疇, 請於一個主要業務範疇旁邊加上星號「*」): Business sector (please tick as appropriate and insert an asterisk "*" against ONE <u>key</u> business area in case more than one area is indicated):		
<input type="checkbox"/>	專業服務	Professional Services
<input type="checkbox"/>	地產/物業管理	Real Estate/ Property Management
<input type="checkbox"/>	電訊	Telecommunications
<input type="checkbox"/>	紡織/製衣/鞋履	Textiles/ Clothing/ Footwear
<input type="checkbox"/>	旅遊	Tourism
<input type="checkbox"/>	運輸	Transportation
<input type="checkbox"/>	批發及零售	Wholesale and Retail
<input type="checkbox"/>	其他 (請註明)	Others (please specify):
	_____	_____
<input type="checkbox"/>	一般 (跨行業)	General (Cross Sectors)

4. 對於計劃的意見和建議 View and suggestions about the Scheme


我/我們確認 A 部所述的資料正確無誤。

I/We confirm that the information in **Section A** is correct.

我/我們已盡我/我們所知提供 B 部所述的資料。

The information in **Section B** is provided to the best of my/our knowledge.

獲授權人士簽署 並蓋上公司/機構印章: Authorised signature with company/ organisation stamp:	[獲授權人士簽署] [authorised signature]	[公司/機構印章] [company/ organisation stamp]
姓名/職銜: Name/ Post title:		
聯絡電話: Contact telephone number:		
電郵地址: Email address:		
日期 (日/月/年) Date (dd/mm/yyyy):		

**C 部：學生評估** (由實習學生填寫)

**SECTION C: Student Assessment** (To be completed by student intern)

	非常同意 Strongly agree	A	B	C	D	E	非常不同意 Strongly disagree
1. 我樂於與「參與僱主」工作。 I enjoy working with the Participating Employer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. 實習工作的職責符合我的預期。 The duty of the internship meet my expectation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. 我認為實習工作的職責與創科相關。 I consider the duty of the internship I&T-related.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. STEM 教育有助我做好準備，以履行相關職責。 STEM education has prepared me in delivering the duty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. 我完成實習後對創科行業有更深入的认识。 I have a better understanding in I&T industries after the internship.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. 我將來會考慮投身創科事業。 I will consider pursuing a career in I&T	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

7. 對於計劃的其他意見和建議 Other view and suggestions about the Scheme


- 我在 20\_\_\_/\_\_\_學年之前從未擔任「計劃」下的實習職位（不包括本職位）。  
I have NOT taken internship placements before (excluding this placement) under the Scheme in the 20\_\_\_/\_\_\_ academic year.
- 我在 20\_\_\_/\_\_\_學年之前曾擔任「計劃」下的實習職位（不包括本職位）。僱主名稱及實習期如下：  
I have taken internship placements before (excluding this placement) under the Scheme in the 20\_\_\_/\_\_\_ academic year. Name(s) of employer(s) and internship period(s) are as follows :

\_\_\_\_\_

我確認 A 部所述的資料正確無誤。  
I confirm that the information in Section A is correct.

我確認已盡我所知提供 C 部所述的資料。  
I confirm that the information in Section C is provided to the best of my knowledge.

實習學生簽署： Signature of intern :	
如實習學生開始實習時未滿 18 歲 - For intern aged under 18 when the internship commences -	
家長或監護人簽署： Signature of parent or guardian : (家長或監護人姓名) (Name of parent or guardian)	( _____ )
日期 (日/月/年) : Date (dd/mm/yyyy) :	

- 表格完 End of Form -

**STEM Internship Scheme – Winter 2020/2021  
Careers and Placement Section, Student Affairs Office  
The Hong Kong Polytechnic University  
Time Sheet**

Student ID: \_\_\_\_\_ Placement Department: \_\_\_\_\_

Student Name: \_\_\_\_\_ Name of Internship Supervisor: \_\_\_\_\_

Department/ Major of Student: \_\_\_\_\_ Title of Internship Supervisor: \_\_\_\_\_

*Student intern should fill in the time sheet and obtain the signature from supervisor each week*

	Dates (DD/MM – DD/MM)	Working Hours							Total Hours	Signature of Supervisor
		Mon	Tue	Wed	Thu	Fri	Sat	Sun		
Week 1										
Week 2										
Week 3										
Week 4										
Week 5										
Week 6										
Week 7										
Week 8										
<b>Total number of working hours</b>										

*Please fill in the dates per week and the number of working hours in the appropriate boxes. If student intern take leave on the day, please state the reason(s) for his/her leave, e.g. sick leave, casual leave, company leave, public holiday, etc. Please add rows as necessary.*



**STEM Internship Scheme – Winter 2020/2021**  
**Careers and Placement Section, Student Affairs Office**  
**The Hong Kong Polytechnic University**

**Learning Journal Writing Guidelines**

Writing a journal during your internship can be a very useful way to keep a record of your professional growth and development. It will be useful for updating your CV, completing performance reviews, and attending interviews for future positions. It is easy to forget exactly what projects you worked on and what experiences you gained after the internship is over. This journal will allow you to process your thoughts and articulate your new skills and abilities.

**FORMAT**

Your learning journal should include two sections:

- I. Introduction
- II. Documentation of Learning
  - A. Reflective Integrative Journal
  - B. Supplementary Documentation

**CONTENTS**

**I. Introduction**

A short essay (not less than **500** words) which includes your internship goals, a summary of background of your internship company (e.g. vision, mission, core business, specific feature of its product/service, customers and competitors), innovation and technology (I&T) elements of the internship, and your duties and responsibilities in the company.

**II. Documentation of Learning**

***Part A. Reflective Integrative Journal***

Choose at least **THREE** themes from the list below, and write **at least 80 words on each theme** to elaborate and reflect on your STEM internship experience.

- Personal Growth
- Accomplishment
- Impact on Future Career / Academic Planning
- Work Culture
- People You Admire
- Value to Employers

Chose at least ONE guided question under each chosen theme. You can also elaborate on other areas based on your internship experience.

- **Personal Growth**

Guided Questions

1. *How did this experience impact on my personal growth?*
2. *What did I discover about myself (e.g. strengths, weaknesses, interests, dislikes)?*
3. *How did I apply my current skills to the I&T-related work during the internship?*

- **Accomplishment**

Guided Questions

1. *What was my greatest accomplishment throughout the internship?*
2. *Which of my projects during the internship am I most proud of?*
3. *What setbacks did I experience? How did I learn from those setbacks?*

- **Impact on Future Career / Academic Planning**

Guided Questions

1. *What are the impacts of the internship on my future academic and career choice?*
2. *How did my academic knowledge contribute to my work as an intern? How does my internship experience change my learning process?*
3. *Would I consider pursuing a career in I&T after graduation? Why or why not?*

- **Work Culture**

Guided Questions

1. *What are the formal and informal power and social structures of the company? What kinds of behaviours are rewarded and criticised? What do I like most/least about this culture?*
2. *What are the unwritten codes of dress and conduct? What do I like most/least about this culture?*
3. *What did I learn about the good practice in human communications and relationships in workplace that will serve me in the future?*

- **People You Admire**

Guided Questions

1. *What did I learn from people I admire at the internship company?*
2. *Were there people whose work ethics I would imitate?*

- **Value to Employers**

Guided Questions

1. *What I&T projects or tasks was I assigned during the internship?*
2. *To what extent did they help the employer?*
3. *Did I make suggestions for improving the results or process of that particular project?*

***Part B. Supplementary Documentation***

You are required to enclose at least **10 photos** with a caption for each. Please **upload the photos via OneDrive ([User guide](#)) or other accessible shared drive** and **include the shared link** in the last part of your journal.

Please be reminded NOT to set specific access restrictions on the photos in the shared link.

**Points to Note for Photo-taking**

- ***Photo Contents:*** Photos submitted should be presentable and feature highlights of your internship. You may take photos in front of the company logo, at your working environment and with your colleagues. For virtual internship, you may take screenshots of webinars, online meetings, and/or computer work, as long as there is no confidentiality concern.
- ***Photo Quality:*** Preferably at least 1MB in size for each photo
- ***Confidentiality:*** As there may be some confidential documents/products/office settings that the company would NOT want to expose to the public, you should seek permission from your work supervisors before taking photos in the workplace. Please also notify them that the photos taken may be used in PolyU publications/websites/social media for promotional purposes.

## Sample Photos with Appropriate Captions

### In front of Company Logo



*I am proud to be part of the team at LF Logistics!*

### Work Environment and Colleagues



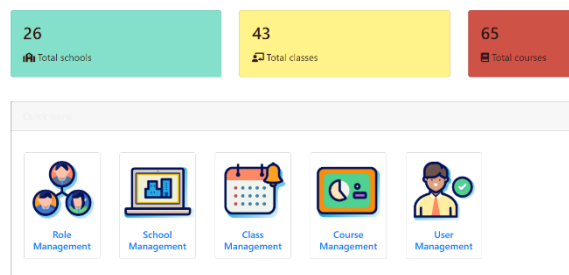
*Exploring the safety analyser with the Engineering Team.*

### Company Events



*Me and other interns at a farewell party, with souvenirs from our supervisors.*

### Computer Work



*A new experience for me to enhance my web development and design skills.*