

ITC Summer Internship Programme 2021/22

Learning Beyond the Classroom through Local & Off-shore Internships



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

Opening Minds • Shaping the Future
啟迪思維 • 成就未來



About the Programme



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

Opening Minds • Shaping the Future
啟迪思維 • 成就未來

Our Objective

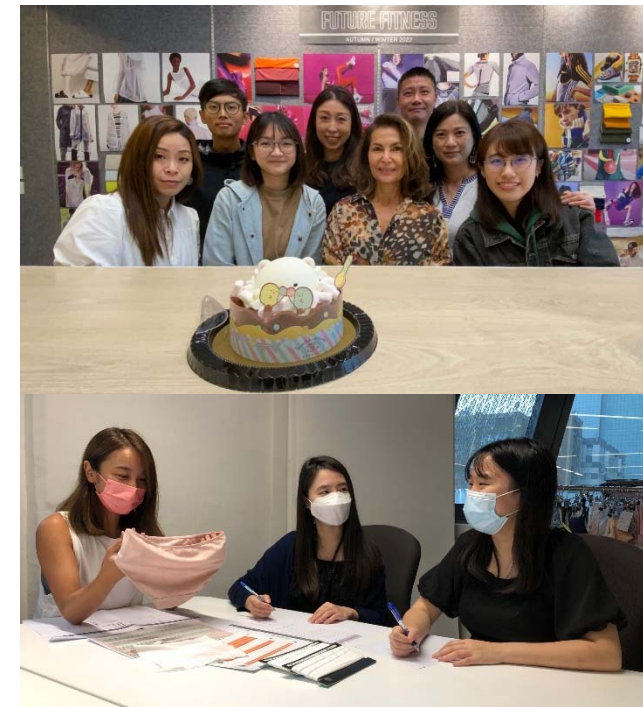
The Institute of Textiles and Clothing (ITC) of PolyU is committed to the development of “all-round” graduates with vision and a global outlook, a sense of social responsibility, and critical and creative thinking abilities. Local and off-shore internships are available for undergraduates, with the following objectives:

- ✓ To encourages students to contribute to the workplace and prepare for their eventual university-to-work transition
- ✓ To enrich the educational objectives of their study programme, grooming future leaders in the fashion and textile industry through collaboration between university and industry partners
- ✓ To provide real life work experience so that students will develop a range of generic skills and professional competence, and enrich their global learning experience through study trips and practical training

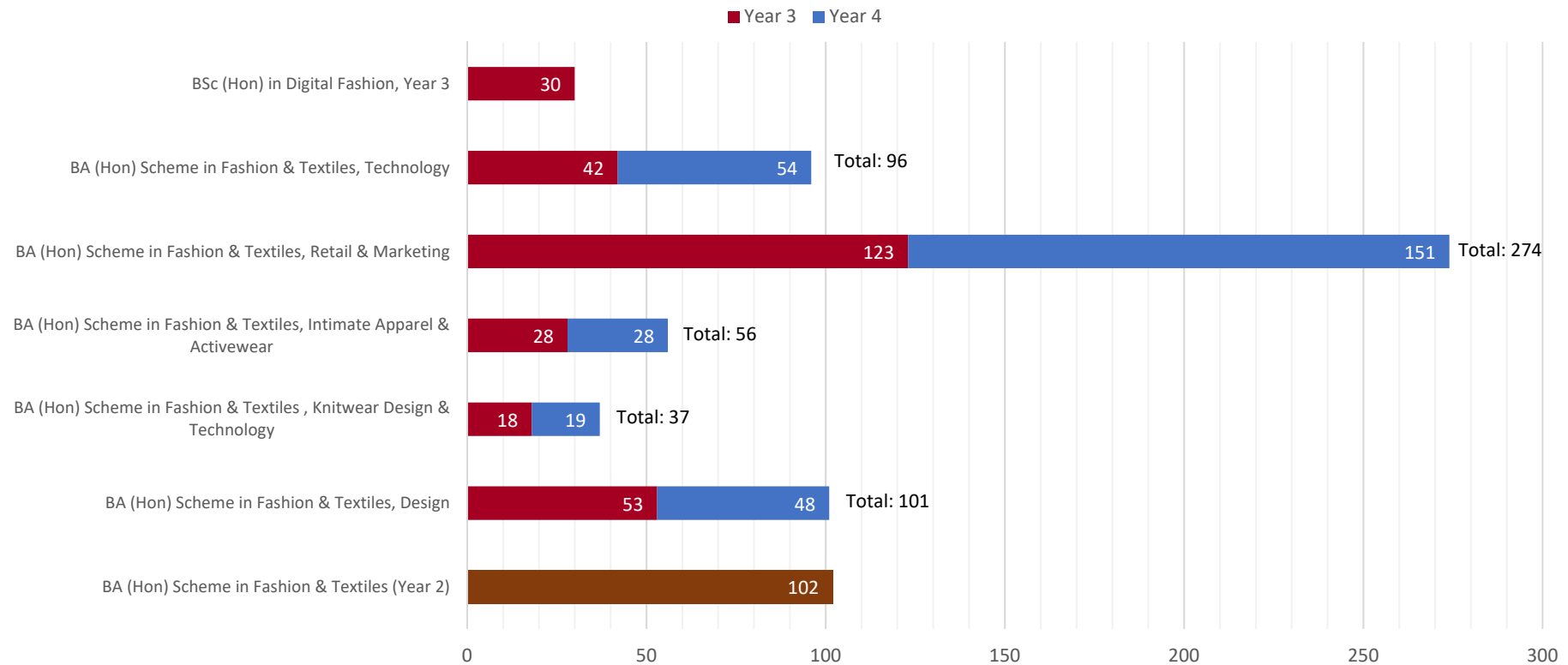


Eligibility

- All Year 3 students studying BA (Hon) Scheme in Fashion & Textiles and BSc (Hon) in Digital Fashion
- Year 2 and Year 4 students will also be considered
- Basic requirements
 - ✓ Outstanding academic performance (min. GPA 3.2)
 - ✓ Language proficiency
 - ✓ Strong communication and presentation skills
 - ✓ Positive attitude
 - ✓ Strong passion for fashion
- Selected students should attend pre-departure briefing, training and workshops before the commencement of programme



Distribution of Students (2021/2022)



Programme Features

- Duration: minimum 7 weeks
- Location: Hong Kong, China*, Asia*, Europe* or America*
- Students can apply for a maximum of 3 positions
- Interviews will be conducted in March and April 2022
- Companies are expected to provide a mini-project, which enables the student intern to connect classroom theory with workplace applications during the programme
- Students are **optional** to take this programme as a credit-bearing elective subject (3 credits)
- Student interns are closely monitored by subject lecturers through email, tele-conversation, personal consultation, progress report and final report



** To be confirmed*

Mini-Project

A mini-project/assignment is an **effective tool** for learning assessment.
Suggested scope and contents are:

- ✓ Market, industry, company research
- ✓ Data collection and analysis
- ✓ Solutions to address the real-life fashion business environment issues
- ✓ Integration of theoretical and practical issues to diagnose work-related problems
- ✓ Any projects which can generate practical insights of the fashion and textile industry



Training

PolyU offers pre-internship and pre-departure workshop/briefing to assist students in preparing for successful completion of the programme. Topics includes:

Pre-internship Training

Setting goals

Work Etiquette

Software Enhancement Workshops: Adobe Illustrator, Adobe Photoshop, MS Office Excel

Presentation Skills & Time Management

Preparation for Learning Portfolio



Insurance

- Regarding coverage of accidents during work, PolyU provides Group Personal Accident Insurance coverage for basic protection to students participating in local, mainland China or overseas internship
- To offer students better protection when working in Hong Kong, you may consider taking out the Employment Compensation (EC) for the interns which offers a greater compensation in case of claims
- PolyU has a Group Travel insurance plan for additional coverage for students in offshore placements
- Student interns should report immediately to ITC and their employers if there is an accident



PolyU Sponsorships

PolyU offers two types of sponsorships to student interns:

1. Overseas work-integrated education sponsorship, covering both passage and subsistence allowance:

Zone	Max. Passage	Max. Subsistence Allowance
Guangdong Province	HK\$600	\$100/day
China, other than Guangdong Province	HK\$3,200	\$100/day
Asian Countries	HK\$3,500	\$100/day
Europe & America	HK\$10,000	\$180/day
Others	HK\$7,000	\$180/day

2. Sponsorship for all student interns to support their daily expenses such as passage, accommodations, meal, etc during the programme. A maximum of HK\$5,000 and HK\$10,000 is granted to local placement and overseas placement respectively

Timeline

Internship partners to send JD to ITC	By 31.12.2021
ITC invites students to apply for the Programme	7.1.2022
Programme application deadline	14.2.2022
ITC sends student CVs to internship partners	By 25.2.2022
Internship partners conduct online/f2f interviews with candidates	1.3.2022 – 30.4.2022
Internship partners confirm offer with candidates Internship partners provide list of student interns to ITC	By 30.4.2022
(PolyU Examination Period)	(22.4.2022 – 10.5.2022)
Pre-departure training	23.5.2022 – 2.6.2022
Earliest date of report duty	6.6.2022



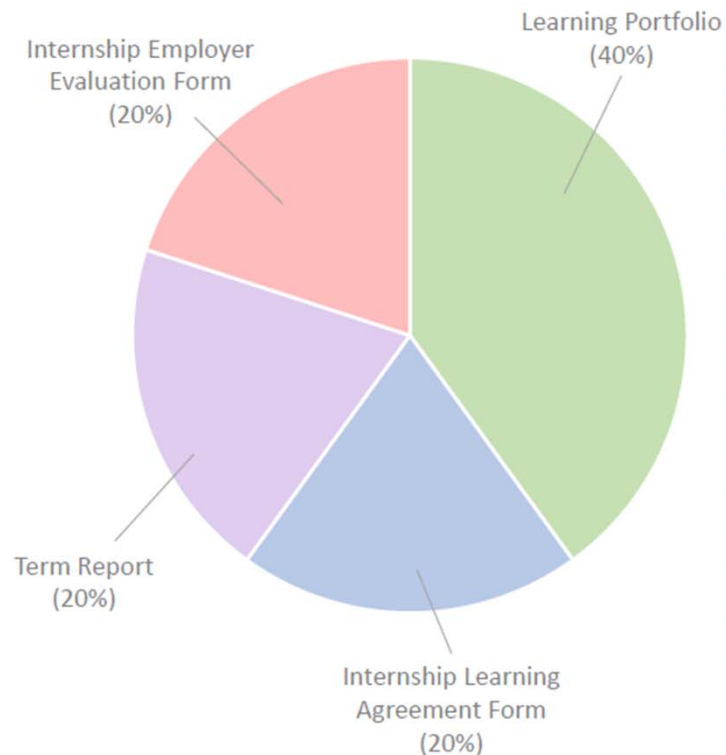
Continuous Assessment



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

Opening Minds • Shaping the Future
啟迪思維 • 成就未來

Continuous Assessment



- **Internship Learning Agreement Form (20%)**
[submission: by the end of May]

- **Term Report (20%)**
[submission: 4 weeks after internship starts]

- **Learning Portfolio (40%)**
[submission: 2 weeks after the completion of internship]

- **Internship Employer Evaluation Form (20%)**
[submission: 2 weeks after the completion of internship]

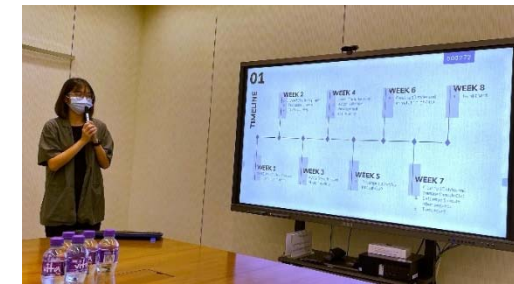
***You will be informed the exact submission date later via email.

Students may take videos/photos for the preparation of report and portfolio

Learning Portfolio & Presentation

For the preparation of report, portfolio and presentation, students may take photos or videos at the workplace. **If photo/video taking is FORBIDDEN in the workplace, please inform the student intern on the first day of work.**

We will also remind students to get your consensus in advance.



Progress Monitoring

- Students may be required to attend a personal consultation with their subject lecturer. In consideration of the students' commitments, this will be conducted on a face-to-face basis or via email and telephone
- The subject lecturer might also contact the employer (attachment supervisor) to understand and monitor the students' performance





Enquiries

Marketing Manager: **Anne Hon**
anne.hon@polyu.edu.hk / 2766 6463

Subject Lecturer (business discipline): **Dr Carrie Wong**
carrie.wong@polyu.edu.hk / 2766 4025

Subject Lecturer (design and technology discipline): **Nico Liu**
nico.liu@polyu.edu.hk / 2766 6434



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

Opening Minds • Shaping the Future
啟迪思維 • 成就未來