



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
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About the Programme



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Programme Features

- Duration: minimum 7 weeks during summer semester
- Students can apply for a maximum of 3 positions
- Students are **optional** to take this programme as
 1. WIE and
 2. a credit-bearing elective subject (3 credits)
- Mini-project(s) will be offered by the employer during the programme, which enables students to connect classroom theory with workplace applications
- Students will be closely monitored by subject lecturers through email, tele-conversation, personal consultation, progress report and final report



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 on fashion
- Selected students should attend pre-departure briefing, training and workshops before the commencement of programme



Internship Opportunities



Home | Institute of Textiles and Clothing > Experience and Opportunities > Internship > Summer Internship >



Summer internship enriches students' learning experience through local or overseas practical training, which lay the ground for applying their practical experience to their final year projects or preparing for their future practice in the industry. Students will have more opportunities to pursue academic excellence and receive international exposure.

- Programme Brief (for students)
- Programme Brief (for employers)
- Internship Opportunities 2021
- Training Record Form



<https://www.polyu.edu.hk/itc/experience-and-opportunities/internship/summer-internship/>

New jobs may be available from time to time. Stay tuned.

Application Procedures

Fill in the online form
by **14 Feb 2022, at 18:00**
(HK time)

Your materials will be
sent to the employers
for their selection

Send your CV and
portfolio (optional) to
tcintern@polyu.edu.hk
by **14 Feb 2021 at 18:00**
(HK time)

If you are shortlisted,
you will be informed
by email for an online
or face-to-face
interview

Application DOs and DON'Ts

1. Study the company background and job description carefully
2. Prepare and proofread your CV and portfolio (if applicable) before sending
3. Study the company profile and prepare questions about the job (which interviewer will ask before the end of interview) before attending the interview
4. If you are given an offer, you should consider carefully (e.g. job duties, learning opportunities, suitability, salary/allowance, working location, working hours, etc) before accepting it. You **SHOULD NOT** withdraw your offer once you accept it
5. You **SHOULD NOT** accept multiple offers, unless you are 100% certain that there is no time conflict
6. If you will attend exchange programme or register other subjects in the 3rd semester, which may have time clash with this programme, you should consider **not** accepting the offer

Training Workshops

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

Date	Topics
3 Jan 2022 2:30 pm – 5pm	FAST Professional Training Workshops - Interview Skills
5 Jan 2022 2:30 pm – 5pm	FAST Professional Training Workshops – Disc Personality Assessments & Teamwork
7 Jan 2022 12 pm – 12:45pm	FAST Professional Training Workshops – Building & Branding your LinkedIn Profile
7 Jan 2022 2:30 pm – 5pm	FAST Professional Training Workshops - Presentation Skills
May/June 2022	Pre-departure Briefing
May 2022	Software Enhancement Workshops: Adobe Illustrator, Adobe Photoshop, MS Office Excel

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
- PolyU has a Group Travel insurance plan for additional coverage for students in offshore placements
- Students should report immediately to ITC and their employers if there is an accident

Scholarship by Faculty of Applied Science and Textiles (FAST)*

Sponsorship for Internship Enhancement Programme

- Sponsorship for local placement: Max. HK\$5,000
- Sponsorship for overseas placement: Max. HK\$10,000
- Applications will be endorsed by ITC and approved by FAST only if the employer DOES NOT offer salary/allowance, or the amount is believed to be insufficient to cover daily expenses during the programme
- Successful students are required to attend sufficient hours of training before the commencement of programme; and submit a number of materials (reports, photos, video) after the completion of the programme. Otherwise the approved scholarship will NOT be granted

**to be confirmed*

Scholarship by CAPS

Overseas Work-integrated Education Sponsorship (OWS)

- Basic sponsorship:

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

- WIE learning incentive (HK\$2300), subject to the internship performance, which is endorsed by ITC
- Hardship allowance is also available for students with proven financial difficulties
- Application deadlines: 1st round: 31 March 2022, 2nd round: 6 May 2022, final round: 17 June 2022



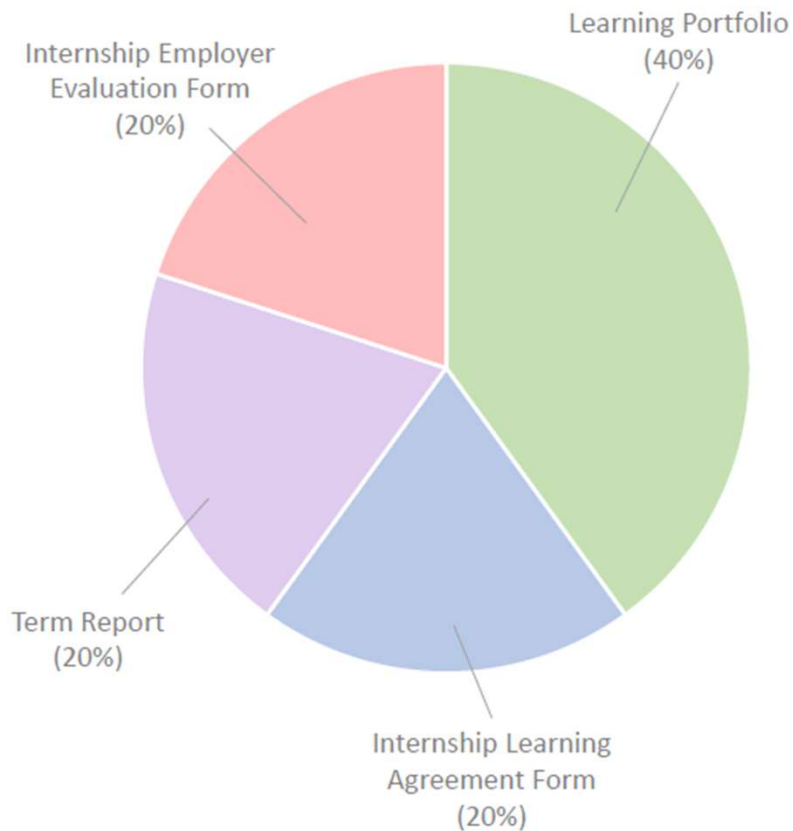
Continuous Assessment



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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 should take videos/photos at their workplace 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.

You are reminded to get approval from your supervisor before taking photos or videos in the workplace.



Progress Monitoring

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



A photograph of three students in a bright, modern library hallway. A woman in a white shirt stands by a window reading a book. A man in a grey t-shirt sits on a ledge reading a book. A woman in a plaid shirt sits on the floor next to him, looking at a tablet. The hallway has large windows and a clean, minimalist design.

Enquiries

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