



**Updated 9 Sep 2022**

Since the 2<sup>nd</sup> term of 2021-22, OSA-Career Advising Services has implemented a **prerequisite for all internship programmes (local, non-local & virtual)** administered/sponsored by OSA-Career Advising Services. Undergraduate students from all study programmes who are applying for the internship programmes or subsidies to participate in an internship programme, will have to meet this prerequisite of attending online / F2F training and self-learning courses. This prerequisite is called the **Pre-Internship Training Programme**.

### **The Pre-Internship Training Programme (PTP):**

The Pre-Internship Training Programme (PTP) includes both online/F2F and self-learning courses for students who is going to undertake internships administered and sponsored by OSA during term-time or summer break. PTP prepares you to acquire the skills in building a LinkedIn profile which are deemed essential nowadays in job hunting and professional networking. It also assists you in refining your CV and training basic skills in job interviews, business etiquette and business writing. Students applying for OSA internship programmes and subsidies are required to meet this pre-requisite.

The PTP includes 2 parts: the following 4 workshops and a digital LinkedIn Learning course that undergraduate students must complete in order to meet the basic requirements to apply for internships and receive subsidies from OSA:

- A. **4 required online workshops: (1 ILP unit in IED per workshop) – each student is required to complete one session for each of the following workshops:**
- **Internship Application: CV Writing (creating a LinkedIn profile)**
  - **Interview Preparation: Responding to Interview Questions**
  - **Interview Preparation: Introduction to Case Analysis**
  - **Internship Excellence: Business Practices**

Date	Time & Venue	Workshop	Status
26 Sep 2022 (Mon)	16:30 – 17:30 📍 MBG01	Session 1: Internship Application: CV writing (creating a LinkedIn profile) (CRN 8771)	ILP Registration: 13-14 Sep 2022
30 Sep 2022 (Fri)	14:30 – 15:30 📍 MBG01	Session 2: Internship Application: CV writing (creating a LinkedIn profile) (CRN8772)	
26 Sep 2022 (Mon)	18:00 – 19:00 📍 MBG01	Session 1: Interview Preparation: Responding to interview questions (CRN8773)	
30 Sep 2022 (Fri)	16:00 – 17:00 📍 MBG01	Session 2: Interview Preparation: Responding to interview questions (CRN8774)	
27 Sep 2022 (Tue)	15:30 – 16:30 📍 LYH110	Session 1: Internship Preparation: Introduction to case analysis (CRN 8775)	
03 Oct 2022 (Wed)	16:30 – 17:30 📍 LYH110	Session 2: Internship Preparation: Introduction to case analysis (CRN8776)	
27 Sep 2022 (Tue)	17:00 – 18:00 📍 LYH110	Session 1: Internship Excellence: Business Practices (CRN8779)	
03 Oct 2022 (Wed)	18:00 – 19:00 📍 LYH110	Session 2: Internship Excellence: Business Practices (CRN8780)	

**B. Create a LinkedIn Profile\* + Complete 2 LinkedIn Learning\*\* courses (1 ILP unit in IED)**

- (1) **LinkedIn Learning: Tips for Writing Business emails** (around 35 min) : <https://bit.ly/3pFXEZb>; download the certificate (PDF format) once you have completed the online course and upload it to your LinkedIn profile.
- (2) **LinkedIn Learning: Video Interview Tips** (around 25 minutes): <https://bit.ly/3FqqeU5>; download the certificate (PDF format) once you have completed the online course and upload it to your LinkedIn profile.

**How to use LinkedIn Learning?**

- a. Before you begin, you must create a **LinkedIn Profile** here : <https://www.linkedin.com/> and then **follow Career Advising Services, Lingnan University LinkedIn page**: <https://www.linkedin.com/company/lingnancareer/>
- b. After creating your LinkedIn profile, you can enjoy **LinkedIn Learning for free** by logging in LinkedIn Learning (using your Lingnan portal login username and password) via: <https://lnkd.in/eQE6-xpP>
- c. After completing the 2 LinkedIn courses listed above, and downloading the 2 LinkedIn certificates, you can claim your ILP credit and complete your ILP evaluation via this online form: <https://bit.ly/3urXZky>

**What's Next?**

If you are keen to get an internship during term-time or during the summer break, please complete this prerequisite as soon as possible so as to meet the OSA's selection criteria or application requirements. Once you complete this Pre-Internship Training Programme (PTP), there is no need to retake the courses / workshops again.

**Enquiries:**

Contact OSA-Career Advising Services:  
Ms Sara Chow T: 2616-7404 | E: [saraty@LN.edu.hk](mailto:saraty@LN.edu.hk)

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*OSA-Career Advising Services*