



From the 2nd term of 2021-22 onwards, OSA-Career Advising Services is implementing a **prerequisite for all internship programmes (local, non-local & virtual)** administered/sponsored by OSA-Career Advising Services. Undergraduate students from all years and 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:

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 will include the following courses and workshops 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**

Class Schedule for the Pre-Internship Training Workshops (online mode via Zoom):

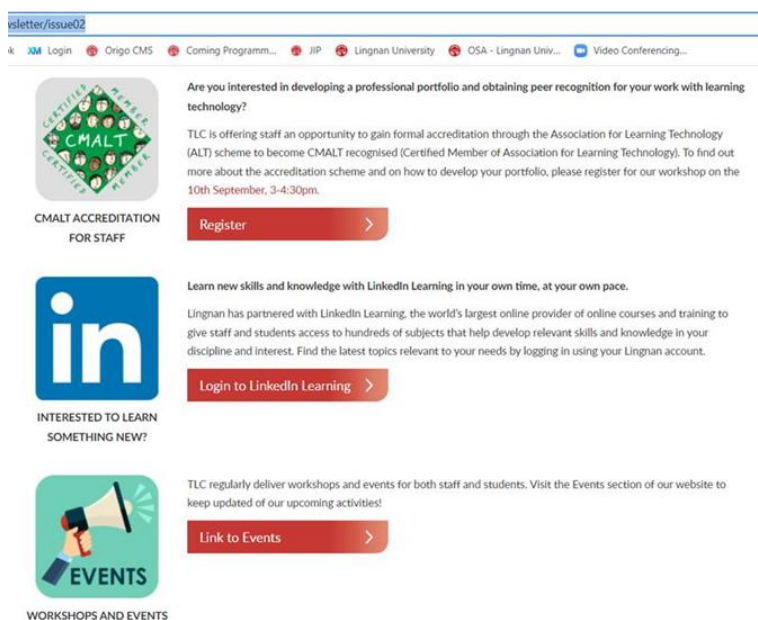
Date	Time	Workshop
27 Jan 2022 (Thu)	3:30 – 4:30pm	Session 1: Internship Application: CV writing (creating a LinkedIn profile)
27 Jan 2022 (Thu)	4:45 – 5:45pm	Session 2: Internship Application: CV writing (creating a LinkedIn profile)
21 Feb 2022 (Mon)	4:30 – 5:30pm	Session 1: Interview Preparation: Responding to interview questions
21 Feb 2022 (Mon)	5:45 – 6:45pm	Session 1: Interview Preparation: Introduction to case analysis
24 Feb 2022 (Thu)	3:30 – 4:30pm	Session 1: Internship Excellence: Business Practices
24 Feb 2022 (Thu)	4:45 – 5:45pm	Session 2: Internship Excellence: Business Practices
28 Feb 2022 (Mon)	4:30 – 5:30pm	Session 2: Internship Preparation: Introduction to case analysis
28 Feb 2022 (Mon)	5:45 - 6:45pm	Session 2: Internship Preparation: Responding to interview questions

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. Also submit to OSA during your internship/subsidy application to receive your ILP unit.
- (2) **LinkedIn Learning: Video Interview Tips** (around 25 minutes): <https://bit.ly/3FqgeU5>; download the certificate (PDF format) once you have completed the online course and upload it to your LinkedIn profile. Also submit a copy to OSA during your internship/subsidy application to receive your ILP unit.

* Students 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/>

To enjoy **LinkedIn Learning for free, you have to first create a LinkedIn Profile and then login LinkedIn Learning (using your Lingnan portal login username and password) via : <https://ln.edu.hk/tlc/news/tlc-newsletter/issue02> (scroll down to locate the LinkedIn logo and the link to the login page)



The screenshot shows a web browser window with the URL <https://ln.edu.hk/tlc/news/tlc-newsletter/issue02>. The page features three promotional cards:

- CMALT ACCREDITATION FOR STAFF**: A card with a green and white logo. Text: "Are you interested in developing a professional portfolio and obtaining peer recognition for your work with learning technology? TLC is offering staff an opportunity to gain formal accreditation through the Association for Learning Technology (ALT) scheme to become CMALT recognised (Certified Member of Association for Learning Technology). To find out more about the accreditation scheme and on how to develop your portfolio, please register for our workshop on the 10th September, 3-4:30pm." A red "Register" button is present.
- INTERESTED TO LEARN SOMETHING NEW?**: A card with the LinkedIn logo. Text: "Learn new skills and knowledge with LinkedIn Learning in your own time, at your own pace. Lingnan has partnered with LinkedIn Learning, the world's largest online provider of online courses and training to give staff and students access to hundreds of subjects that help develop relevant skills and knowledge in your discipline and interest. Find the latest topics relevant to your needs by logging in using your Lingnan account." A red "Login to LinkedIn Learning" button is present.
- WORKSHOPS AND EVENTS**: A card with a megaphone icon. Text: "TLC regularly deliver workshops and events for both staff and students. Visit the Events section of our website to keep updated of our upcoming activities!" A red "Link to Events" button is present.

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:

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OSA-Career Advising Services