



**UPDATE: 28 March 2022**

From the 2<sup>nd</sup> 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 includes the following workshops and digital learning courses 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**

**We have now made all the 4 workshops available via digital learning, and students can now complete them via Moodle starting 29 March 2022: <https://www.ln.edu.hk/moodle>.**

**If you have completed any of the workshops listed below in full, you are not required to retake it.**

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

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

**UPDATE 1: Unique LinkedIn Login Portal for Lingnan students (using your LU portal login):**  
<https://lnkd.in/eQE6-xpP>

**UPDATE 2:** When you login to Moodle, and click to begin the Pre-Internship Training Programme, you will also find the LinkedIn Learning course included with all the links that you need. It also includes the link to **report and claim your ILP credit and the ILP evaluation link**. The ILP link is also included here for your easy access: <https://bit.ly/3urXZky>

(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/3FqqeU5>;  
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://lnkd.in/eQE6-xpP>

### 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*