



Updated 11 Sept 2023

Since the 2nd 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 face-to-face/online 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 face-to-face/online training 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 workshops: (One 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	CRN	Registration
03 Oct 2023 (Tue)	17:00 – 18:00	MBG19	Internship Application: CV Writing (creating a LinkedIn profile) (Session 1)	10533	ILP Registration Period: 12 – 15 Sept 2023
05 Oct 2023 (Thu)	17:30 – 18:30	LKK101	Internship Application: CV Writing (creating a LinkedIn profile) (Session 2)	10534	
03 Oct 2023 (Tue)	18:30 – 19:30	MBG19	Interview Preparation: Responding to Interview Questions (Session 1)	10535	
05 Oct 2023 (Thu)	19:00 – 20:00	LKK101	Interview Preparation: Responding to Interview Questions (Session 2)	10536	
09 Oct 2023 (Mon)	17:00 – 18:00	LKK101	Interview Preparation: Introduction to Case Analysis (Session 1)	10539	
12 Oct 2023 (Thu)	17:30 – 18:30	LKK101	Interview Preparation: Introduction to Case Analysis (Session 2)	10541	
09 Oct 2023 (Mon)	18:30 – 19:30	LKK101	Internship Excellence: Business Practices (Session 1)	10540	
12 Oct 2023 (Thu)	19:00 – 20:00	LKK101	Internship Excellence: Business Practices (Session 2)	10542	

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

- (1) **LinkedIn Learning** : **Tips for Writing Business Emails** (around 35 minutes):
<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/3FqgeU5>
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:

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OSA-Career Advising Services