Internship Briefing Session 2026-2027

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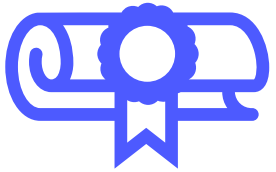
Introduction – Programme Aims



To regard internship as an essential element of experiential learning



To provide students with practical experience in enterprises, professional organisations, and NGOs related to the field of history



To enhance students' academic learning through real-world applications

Programme and Requirements

- Nature: Non-credit-bearing and non-paid
- Target: Year 2 and year 3 history-major students
- Duration: Approximately 4 to 8 weeks from May to August (with a recommended total of 160 working hours) at the assigned workplaces, with specific work schedules determined by the institutions
- Supervision: Full supervision of work supervisors
- Department requirements: Submission of a reflection report and internship photographs within 14 days of completing the internship
- Certification and departmental support: A Summer Internship Certificate and travel allowance will be awarded to students who receive an overall performance evaluation of 'Good' or 'Excellent' from their supervisors and have submitted the required documentation
- Other responsibilities: Partaking in internship sharing and promotion events
- Remarks: Do NOT count as fulfilment of the university's Integrated Learning Programme and Service-Learning requirements



Schedule

Term 1	Application Procedure
September	• Advertising the internship programme
October	
November	
December	• Organising an internship introduction session • Inviting applications
Term 2	Application Procedure
January	• Reviewing applications • Interviewing applicants (if necessary)
February	• Undergoing employer-student matching • Confirming with agencies the list of successful students • Releasing application results
March	
April	• Organising a pre-internship briefing workshop
Summer	Internship
May	• Undertaking full-time work of approximately 4-8 weeks • Submitting a reflection report and internship photographs to the Department of History
June	
July	
August	

Application

- Application form: Personal information, choice of internship organisation (Indication of your willingness to accept assigned options in case of limited seats), reasons for your application and choices, personal statement, date
- Required documents: Application form, unofficial transcript, CV, and recent photograph
- Specific prerequisites: Minimum CGPA, language proficiency, and work skills
- Remarks: Possible interviews to assess students' abilities and manage expectations effectively
- Deadline: 15 December 2026, 17:00 pm



Partnering Organisations (I) Teaching and History Curriculum

- Elegantia College 風采中學
  - Duration: June – July
  - To develop learning and teaching resources of the junior and senior secondary History curriculum; To handle general administrative duties in school
- Po Kok Secondary School 寶覺中學
  - Duration: July
  - To organise and coordinate teaching workshops and activities; To prepare teaching materials; To facilitate school projects related to history and pedagogy





Partnering Organisations (I) Teaching and History Curriculum

- St. Paul's Secondary School 聖保祿中學
  - Duration: May
  - To assist the Student Support Team with daily operation and administrative support; To support after-school tutoring for students with special education needs (SEN); To interact with and support SEN students on campus
  - Remarks: To require students with great patience and attention to detail, good communication skills, the ability to interact with students, and a willingness to help and engage in educational support work
- [NEW] Ying Wa Girls' School 英華女學校
  - Duration: May – August (8 weeks)
  - To prepare learning materials for HKDSE History (new curriculum); To assist teachers with administrative tasks and extra-curricular activities





Partnering Organisations (II)
Heritage Conservation and Museum Curation

- Globe Creative Ltd.
    - Duration: May – June
    - To conduct historical research and writing; To assist in exhibition organisation and public education; To facilitate projects related to art, heritage conservation, and curatorship
    - Remarks: **Compulsory interview**; Proficiency in both Chinese (traditional and simplified Chinese) and English (writing and speaking); **Potential transition to longer contracts for paid employment**
- Jao Tsung-I Academy 饒宗頤文化館
    - Duration: May – August, around 200–240 hours in total (or based on department's arrangement) with normal working days from Monday to Friday, 10am – 6pm (Occasionally weekend or public-holiday events with compensatory leave provided in the following week)
    - To support event and programme operation and general administrative tasks; To assist in programme administration, promotion, marketing support and other cultural/art-related work; To facilitate guided tours for visitors; To conduct historical research
    - Remarks: **Compulsory interview**; To require students with the following qualities: Strong interest in cultural or historical work, responsible, self-motivated, well-mannered, careful with details, honest and a good team player, passion for cultural activities and programmes, knowledge of graphic design/software (e.g. Canva, Photoshop), and willingness to work on weekends or public holidays when needed







Partnering Organisations (II)
Heritage Conservation and Museum Curation

- Tai Kwun 大館
  - Duration: Various projects ranging from May to August
  - To assist in research and heritage interpretation that support contents development for various heritage programmes; To assist in the planning, design, and implementation of Heritage Learning programmes for the public, visiting schools and community groups; To support the delivery of Guided Tours in English, Cantonese, and/or Putonghua; To provide administrative support and coordinating work for the organisation and implementation of various heritage programmes
  - Remarks: **Compulsory interview**; Proficiency in English, Cantonese, and Mandarin; **Possible paid positions**



Partnering Organisations (III) Archival, Cultural, and Community Development

- [NEW] Swire Archives 太古歷史檔案
    - Duration: Various projects ranging from May to August
    - To assist in archival management and preservation programmes; To support communication activities to promote the archival collections
    - Remarks: **Compulsory interview**; Proficiency in English, Cantonese, and Mandarin
- [NEW] Hong Kong Heritage Project 香港社會發展回顧項目
    - Duration: Various projects ranging from May to August
    - To assist in archival arrangement, description, preservation, digitisation, and other day-to-day collection management; To support communication activities to promote the archival collections and their value to industry, academics, and the wider community
    - Remarks: **Compulsory interview**; Proficiency in English, Cantonese, and Mandarin





Partnering Organisations (III) Archival, Cultural, and Community Development

- Hong Kong Council of Social Service 香港社會服務聯會
    - Duration: Various projects ranging from May to August
    - To conduct research and advocate Age-Friendly Cities and Communities (AFCC) in Hong Kong; To conduct interview with stakeholders regarding AFCC; To assist in and produce videos or other effective means for delivering key findings; To support administrative and logistic tasks related to different programmes and events
- Walk in Hong Kong 活現香港
    - Duration: Around 2 months with flexibility in working days (must commit to internship for no less than 16 hours per week)
    - To curate tour experiences and interactive activities that blend entertainment and education; To conduct research on different tourism resources; To support tour logistics and equipment preparation; To assist in tour delivery; To craft training materials for our guides and docents; To engage in social media marketing campaigns
    - Remarks: To require students with strong organisational skills, experience in research (e.g. research for school projects), and intermediate to advanced proficiency in Adobe Photoshop and Illustrator





FAQs



- Q: What if I suddenly have other plans (e.g., exchange opportunities)?
  - A: Contact Internship Coordinator immediately to adjust your work schedule or arrange a formal withdrawal.
- Q: What if I encounter difficulties during the internship?
  - A: Speak with your supervisor first, and contact Internship Coordinator if further support is needed.
- Q: What if I want to quit the internship?
  - A: Contact Internship Coordinator first to discuss your situation.
  - Justifiable reasons: Official withdrawal is permitted.
  - Unjustifiable reasons: Unauthorised withdrawal is not permitted. Proceeding unilaterally will result in early termination and blacklisting from future departmental schemes.