

Faculty of Arts and Social Sciences Application for Self-sourced Internship Semester 2, AY2024/25

What is the course about?

This Experiential Learning course aims to provide students with experiential learning opportunities to apply their knowledge and skills to tackle complex real-life problems in the community. Through first-hand practical experience, students are expected to develop self-awareness of real-life issues, explore their career interests, establish job-required attributes, experience real workplace challenges, prepare for employment upon graduation, and to reflect upon their life-career planning.

Students may choose to engage in either internship or attachment for **at least 5 consecutive weeks (full-time)** during summer **or 200 work hours (part-time)** during term time (or equivalent) as follows:

- **Social Sciences Internship & Student Research Attachment**
 - to gain on-the-job experience by attaching to different kinds of internship organisations such as business firms, government offices, NGOs, social enterprises, political parties, district council members offices, arts or cultural conservation organisations, media and publishers, research centres, etc; or
 - to participate in research projects led by Faculty members
- **Other experiential learning projects offered by the Faculty**
 - to involve in community projects led by Faculty members
- **Other forms of student attachment or internship vetted by the Faculty (Self-sourced internship)**

Social Issues

Through first-hand practical experience and the project-based learning, students are guided to address the **social issue(s)** identified in the following areas:

- **Environmental and Urban Systems**
(e.g. Environmental Conservation and Sustainable Development, Urban Renewal)
- **Populations and Well-being**
(e.g. Public Health, Child & Youth Development, Social Welfare, Education Needs, Ageing, Gender, Ethnicity and Equal Opportunities, Social Inequity, Human Rights)
- **Learning, Praxis and Governance**
(e.g. Cultural Diversity, Heritage and Community Collective Memory, Political Governance)

When will the internship or attachment take place?

- Usually between **3 January to 30 April 2025** for a self-sourced Internship
- **Part Time** (2 full days/ 16 hours per week) with an agreement with the partner organisations

Remarks:

1. Students must obtain a minimum of 200 work hours within the period.
2. Students will be enrolled in the course in Semester 2, AY2024/25.
3. In the exceptional case that the internship/attachment goes beyond 30 April 2025, the course assessment will be postponed to Semester 1, AY2025/26. In addition, course will then be withdrawn and re-enrolled in the following semester (Semester 1, AY2025/26). Final year students should note that this may affect their graduation time.

Which course code should I choose?

The course titled “Community and Civic Engagement” is double-listed as two course types: **(1) Social Sciences Experiential Learning in Action** and **(2) GE Capstone** with two different course codes for respective groups of target students.

Course Type	Social Sciences Experiential Learning in Action (Applicable for AY2019/20 intake or after)	GE Capstone (Applicable for AY2018/19 intake or after)
Course Code & Title	SOSC3005 Community and Civic Engagement Download Course Outline	GCAP3145 Community and Civic Engagement Download Course Outline
Target students	<ul style="list-style-type: none"> Students studying the UGC-funded undergraduate programmes offered by the Faculty of Arts and Social Sciences; <u>AND</u> Students of Year 3 standing or above in AY2024/25 	<ul style="list-style-type: none"> Students studying the UGC-funded undergraduate programmes at HKBU; <u>AND</u> Students of Year 3 standing or above in AY2024/25
Fulfilment	Students who completed and passed the course will fulfil a 3-unit requirement of SOSC ELA	Students who completed and passed the course will fulfil a 3-unit requirement of GE Capstone
Remarks	<ul style="list-style-type: none"> This course CANNOT be counted towards a GE Capstone Students majoring in GEOG/GIS/HIST/SOC may apply for double-counting a recognised GE Capstone course* towards <i>SOSC3005 Community and Civic Engagement</i> 	<ul style="list-style-type: none"> GE Capstone course CANNOT be counted as Free Elective Students majoring in GEOG/GIS/HIST/SOC may apply for double-counting <i>GCAP3145 Community and Civic Engagement</i> (GE Capstone*) towards SOSC ELA requirement

*Remarks: Please check the GE Capstone courses list for double-counting towards SOSC ELA and the respective replacement courses list on [GEO's website](#)

Important Note for SOSC students

As the two course codes (SOSC3005 vs GCAP3145) represent different course types, eligible students should **pay attention to the course code they have enrolled** in after the confirmation of the placement offer or release of the course application result. Students are advised to plan ahead if they will apply for double-counting of GE Capstone towards the SOSC ELA requirement so as to apply for the course with the respective course code. **They CANNOT change and register for another course code after course enrolment.**

What is the upcoming course application timeline?

Course offering period & Enrolment Period	Period of Internship/Attachment	Course Application period (In the previous semester)
Semester 2, AY2024/25	Semester 2, AY2024/25 (Jan – Apr 2025)	Semester 1, AY2024/25 NOW Opens
Semester 1, AY2025/26	Summer 2025 / Semester 1, AY2025/26 (Jun - Aug / Sep - Nov 2025)	Semester 2, AY2024/25 (Mar - May 2025)

Note: Students with confirmed internship/attachment vetted by the Faculty will be enrolled in the course in the aforementioned course offering period. The course enrolment will be done by Academic Registry, students do NOT need to register the course by themselves.

Visit our webpage for more details:

<https://fass.hkbu.edu.hk/en/campus-life-support/experiential-learning/common-core.html>

Timeline for course application for Semester 2, AY2024/25



	Required Actions	Timeline
Course Application (Self-sourced)	Students who plan to choose the following for the course: <ul style="list-style-type: none"> ○ Self-sourced internship (To be vetted by the Faculty of Arts and Social Sciences) 	Apply by 2 Dec 2024 [NOW opens]
Result of Course Application	Announcement of course application results to students via HKBU email	By 24 Dec 2024
Signing of Undertaking Agreement	Signing of Student Undertaking Agreement	By 30 Dec 2024 or before the start of the internship/attachment
Nomination of Course Supervisor	Nomination/Confirmation of Course Supervisor by the Department concerned according to the social issue(s) chosen by the students	Jan 2025
Course Registration	Course enrolment will be done by AR for Semester 2, AY2024/25	Jan 2025
Community and Civic Engagement	Students' engagement in the internship/attachment	Jan – Apr 2025

Self-sourced Internship application

Students' self-sourced internship for enrolling in *SOSC3005/GCAP3145 Community and Civic Engagement* must be vetted by the Faculty of Arts and Social Sciences. The vetting criteria are given as follows:

1. The self-sourced internship must fulfil the course requirement of at least 5 consecutive weeks (full-time) or **200 work hours** (or equivalent).
2. The self-sourced internship will usually take place **between Jan 2025 to Apr 2025** for the course offered in Semester 2, AY2024/25.
3. Students should provide detailed information/description of the self-sourced internship.
4. The self-sourced internship is relevant to the social issue(s) that the student would like to address.
5. Students must make a declaration of interest / report any conflicts of interest with the internship organisation.
6. Students must declare that the self-sourced internship is **ONLY** registered for and counted as the coursework requirement of *SOSC3005/GCAP3145 Community and Civic Engagement* upon successful course application.
7. Students must confirm with the internship organisation to designate a staff member to be an **On-site Supervisor** who will be responsible to endorse student's attendance log records for the fulfilment of 200 work hours and complete an appraisal of internship performance (30% of course assessment).
8. Students have to submit the duly completed **Consent Form for On-site Supervision** to the Faculty Office during the course application period, or not later than 14 days after the start of the internship. Late submission will affect the course enrolment process.

Remarks: To avoid the double-counting of units of the same internship, the following situations are **NOT accepted**:

- Participating in an internship which is registered for and counted as the coursework requirement of more than one course offered by HKBU
- Transfer of units from a course taken, which is counted as the self-sourced internship of *SOSC3005/GCAP3145 Community and Civic Engagement*, to another course offered by HKBU

How to apply?

Fill in the [Online Course Application Form](#) (*Login with SSOid*) with the information listed below **by 2 Dec 2024**. Please prepare the information **before** filling in the form.

Part 1: Student Information	
1.1	HKBU Email Address
1.2	Non-HKBU Email
1.3	English Surname and Given Name (e.g. CHAN Tai Man)
1.4	Name in Chinese (e.g. 陳大文) <i>insert 'NA' if not applicable</i>
1.5	Mobile Number
1.6	Study Year (as of AY2024/25)
1.7	Study Load (Semester 2, AY2024/25)
1.8	Type of Student (Local / Non-local)
1.9	Student Status (Semester 2, AY2024/25)
1.10	Study Programme

Part 2: Course Application	
2.1	Course code and title (SOSC3005 / GCAP3145) - FASS students can choose either course code

Part 3: Required information for Self-sourced internship	
3.1	Confirmation of Offer
3.2	Name of Internship Organisation
3.3	Address of Internship Organisation
3.4	Industry / Sector
3.5	Background Information of Internship Organisation
3.6	Website of Internship Organisation
3.7	Intern Position Title
3.8	Job Duties
3.9	Work Location(s)
3.10	Internship period (start date & end date)
3.11	No. of working hours per week
3.12	Expected no. of total work hours for internship completion
3.13	Information of the salary/allowance
3.14	Social issue(s) to be addressed from the internship (e.g. Environmental Conservation and Sustainable Development, Urban Renewal, Public Health, Child & Youth Development, Social Welfare, Education Needs, Ageing, Gender, Ethnicity and Equal Opportunities, Social Inequity, Human Rights, Cultural Diversity, Heritage and Community, Collective Memory, Political Governance)
3.15	Which Department is the most relevant to the social issue(s) identified
3.16	Name of Faculty Supervisor (if available, with his/her consent)
3.17	Type(s) of supporting documents (e.g. Employment contract, Appointment letter, Reference letter, Email correspondence/ Message conversations about the offer, Job advertisement, Consent Form for On-site Supervision)
3.18	Combine the above-mentioned supporting documents into one pdf file and submit the OneDrive link in the application form. Submission Steps: <ol style="list-style-type: none">Save the file onto your HKBU OneDrive with the required format & name:<ul style="list-style-type: none">File Format: PDF (in one file)File Name: CCE_Supporting_studentID_SURNAMEGivenName, e.g. CCE_Supporting_22345678_CHANTaiManShare your file to “Anyone with the link”

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3.19	Information of Organisation Contact person <ul style="list-style-type: none"> Title (e.g. Mr/Ms/ Dr/Prof) and English Full Name Department Position Title Phone No. Email Address
3.20	Additional Information (if any)
3.21	Declaration of Conflict of Interest with the Organisation
3.22	Declaration of Application
3.23	Confirmation

Enquiry

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