



INSTITUTE
OF HUMAN
PERFORMANCE



運動及潛能發展研究所

Internship Guidelines PBSL3300

BSc (Exercise & Health)



香港大學

THE UNIVERSITY OF HONG KONG

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INTRODUCTION

Internship is a form of experiential learning. Experiential learning is an important component of the student's education process. The level of your involvement, contribution and commitment is significantly related to the benefits you will gain from this shared learning experience.

Experiential learning takes students into workplaces and other settings where they come face-to-face with the very things they are studying. Experiential learning is a powerful and important form of learning because the problems you encounter in the real world are often not well-defined, unlike textbook problems. You have to define and even identify what the problem is; you have to communicate, collaborate and negotiate with others to find solutions; you even have to live with imperfect solutions. Experiential learning puts students in situations which help them to make sense of and to question the theoretical knowledge learned in the classroom. In these processes, students come to their own understanding of theoretical knowledge, to generate new knowledge and to see things in a different light. (Source: <http://tl.hku.hk/reform/experiential-learning/>).

This handbook has been designed to assist you in the development of an effective and satisfying internship experience for both yourself and your supervisors. It provides you with a guide to the internship program in the Institute of Human Performance (IHP) and the appendices contain essential documents associated with the internship process. It is also a useful overview of the internship process for the internship organisation. It will assist you in planning and answering questions your host organisation may raise. If your host supervisor wants a copy you may arrange this through the Internship Administrator – Ms. Cindy Chan.

We view the program as dynamic, open and receptive to all levels of input and welcome your considered comments and recommendations, so that the program will continue to evolve.

If you wish to discuss any matter in relation to this program, please contact:

Ms. Cindy Chan, Internship Administrator
Phone: (852) 28315251
Email: chansf@hku.hk

Dr. Anthony Barnett, Internship Coordinator
Phone: (852) 2589 0590
Email: abarnett@hku.hk

Mailing address:

Institute of Human Performance
The University of Hong Kong
3/F, The Hong Kong Jockey Club Building for Interdisciplinary Research
5 Sassoon Road
Hong Kong

Fax (852) 28551712

1. WHAT IS THE INTERNSHIP PROGRAM?

The internship for students majoring in Exercise & Health is a credit-bearing learning experience situated in a workplace environment relevant to the subject area. It is intended to provide a variety of learning experiences in which the student may observe, participate, contribute and learn.

The internship involves a three-way partnership between **the student, the University and the participating organisation**. All parties in the relationship assume certain responsibilities, perform specific functions and accrue benefits as a result of their involvement.

2. AIMS AND LEARNING OUTCOMES

a. Aims

- To provide students with an element of experiential learning in the field of Exercise & Health as part of an integrated and holistic education.
- To facilitate meaningful practices for students to apply what they have learned to real situations.

b. Learning Outcomes

- gain Exercise & Health related working experience in a real-world workplace environment
- have a diverse learning experience
- integrate theory and practice, and understand limitations of current knowledge
- work in a team and collaborate with people with diverse backgrounds
- broaden social and cultural experience, and develop social and cultural values
- prepare for a life-long career

3. GENERAL ARRANGEMENTS

a. Number of Credits

3 credits with a pass/fail grade

b. Duration and Time of Internship

Students are required to complete 60 - 90 hours with the placement organization. Normally, placement will take place during the summer between years 2 and 3. However, consideration will be given to placements at other times, if appropriate.

c. Eligibility of Students

The internship is a level 3 course. It is expected that students will have completed their year 2 study or have passed at least 4 advanced Exercise & Health classes (codes beginning with 2 or 3) before undertaking an internship.

Obtaining a specific internship opportunity may be a competitive process with selection determined by the IHP and/or the placement organization. The selection process may involve assessment of some or all of the following: academic performance, student resume (curriculum vitae), application letter/email and interview. All internships must be approved by the Internship Coordinator **before** the commencement of the internship. There will be no

retrospective approval. That is, internship credit will **not** be given for activities undertaken prior to receiving approval to commence an internship.

d. Sources of Internship Positions

Students may be able to obtain internships through the IHP or by direct contact with potential internship organizations.

i. Internships through the IHP

The IHP will normally have a number of internships available based on established connections with placement organizations. All eligible students may apply for such internships. Students should be aware of the announcement of internship availability, application procedure and deadline. When there is a known established connection between the IHP and a placement organization, students should not directly approach a placement organization without prior confirmation of the IHP.

ii. Internships sourced directly by the student

Internship places offered through the IHP are limited and competitive. Students can directly source and propose a placement organization for their internship. A proactive approach to finding a potential internship suited to the student's interests in the area of exercise & health is recommended. The internship should be relevant to Exercise & Health and a supervisor from the placement organization identified. The student must obtain prior approval from the IHP Internship Coordinator before commencement of the internship.

e. Roles and Responsibilities

i. Students

Students should follow the policies and procedures of the placement organization and instructions from the placement supervisor. If any problems or difficulties arise in relation to the internship, students should immediately report to the placement supervisor and/or your academic supervisor and/or the IHP Internship Coordinator.

Students should be aware of the learning outcomes associated with internships (see above) and seek opportunities that enable their attainment during the internship experience. It is important for students to record learning outcome related experiences in their Time Log.

Attendance/ Hours of Work

You are expected to attend the placement organisation at any time within the 'normal working hours' of operation for that organisation. This may involve some weekend or evening work. Students with employment commitments need to consider well in advance, what arrangement they will negotiate during the period of internship. The University expects your commitment to successfully completing the internship to be your priority. Students who need to vary their internship hours due to part-time work, etc, must negotiate special arrangements with their organisation supervisor **prior** to commencing the internship. Academic supervisors must also be notified of these arrangements.

Prearranged attendance is necessary to fulfill the internship commitment. If you should be unavoidably delayed or absent at any time, please notify the organization supervisor as soon as possible so that alternative arrangements can be made.

Absence due to illness must be supported by a medical certificate. Time lost through illness should be made up.

Punctuality

This is naturally assumed at all times. “Overslept” or “Missed the bus” are not acceptable excuses for being late in professional work environments. Advise your organisation supervisor if you will be unavoidably delayed or absent.

Dress

Whilst involved in your Internship program, presentation in accordance with the professional dress code in the organisation is required. If in doubt, discuss this matter with your organisation supervisor.

Confidentiality

Professional ethics involving principles of conduct is an important consideration for students and supervisors during internship. Part of the educational process rests with the identification of moral principles and values upon which personal and professional life is based. Honesty and integrity consistent with the personal value system of the student should act as the basis for acceptance of responsibilities and obligations within the organisation.

An understanding of the nature of privacy, confidentiality and human respect is essential as a breach of ethics may have consequences detrimental to the clients, the organisation or the student. Students should exercise discretion in criticising the organisation or personnel. Any such matter should be discussed with your academic supervisor in a constructive and professional manner.

In all instances, you should conduct yourself as a mature, professional individual. Professional ethics should extend to writing reports, exchanging information and interacting with staff and clients.

Assessment

Students are required to successfully complete and submit all assessment items by the due dates.

ii. Placement Organization Supervisor

Organisation supervisors play a valued role in the student’s education. They often clarify the integral links between theory and practice and act as role models for the student’s professional development. This may involve aspects of managing, counselling, observing, instructing and evaluating the student internship.

Organization supervisors / Placement organizations:

- provide an internship in the field of exercise & health
- select suitable candidates

- with internship students, determine the internship objectives and performance indicators
- provide work-related supervision and guidance to students
- monitor and evaluate students' performance
- liaise with the academic supervisor and/or the internship coordinator
- provide feedback on students' performance to the student and the IHP

iii. Academic Supervisors

- collaborate with the internship coordinator on the arrangement and implementation of the internship
- visit the organization work place during the internship
- advise students when they encounter difficulties during the internship
- provide feedback on students' performance
- evaluate assessment tasks submitted by students
- liaise with the placement organization supervisor and the internship coordinator
- monitor and evaluate students' performance
- provide feedback on students' performance to the student and the IHP

iv. Internship Coordinator

- coordinate the internship program
- provide internship opportunities for students majoring in BSc (Exercise & Health)
- liaise with placement organizations and academic supervisors
- in conjunction with placement organizations, select suitable internship students
- assess the suitability of student-initiated placement opportunities
- approve internships
- advise students when they encounter difficulties during the internship
- monitor and evaluate the internship program

4. INTERNSHIP EVENTS

a. Pre-internship (placement planning)

- Begin your internship search early; it often takes the same level of effort as finding a good job. Seek assistance if necessary.
- Be aware of placement opportunities available through the IHP.
- Students approach an organization, either by themselves, if sourced by the student, or through the IHP if sourced by the IHP. In the first instance, students should not directly approach organizations offering placements through the IHP. Applications will require students to prepare an introduction/application letter or email. Your resume/curriculum vitae (CV) should accompany your introduction/application. See Appendices 1 & 2 for information regarding recommended content and format of the introductory/application material and resume/CV.
- Internship organizations sourced directly by the student should complete and forward the Internship Proposal & Confirmation form (Appendix 3).
- With approval of the internship course coordinator and the placement organization, arrange and attend a pre-internship interview with your selected organization. This interview should include discussion of your interests and learning objectives and negotiation of internship tasks and responsibilities. After successful negotiation of the internship interview, an Internship Planner (Appendix 4) must be completed and signed by your supervisor at the placement organization.

- Prior to commencement of the internship, students must submit copies of application material (letter(s), email(s), CV) and the completed Internship Planner, which together will be a component of course assessment. **Placements must be approved by the course coordinator prior to the student working for the placement organization, retrospective enrolment is not allowed.**

b. Internship.

- Undertake 60 - 90 contact hours with the placement organization.
- Complete the Time Log (Appendix 5) of activities during the internship period and have it signed on a weekly basis by your supervisor in the placement organization. Keep this up-to-date as your academic supervisor may request to see the log at any time.
- Meet with your academic placement supervisor at your placement organization at least once during your internship.
- During your internship, be aware of and follow the roles and responsibilities outlined on pp 2-3.
- At the end of your placement period, arrange for your placement organization supervisor to discuss your learning outcomes and complete the Overview of Student’s Internship Performance (Appendix 6). The placement organization should return the completed overview to the IHP and provide you with a copy.

c. Post-internship (Report preparation & submission)

- A final student internship report (maximum length 1500 words) must be completed. Within this report you should include a brief description of the placement organization, refer to the objectives defined in your proposal; draw on written and verbal feedback from placement organization staff and clients; discuss the practical application of theory and specific skills learnt; discuss experiences that may influence your career and professional development;
- Submit the following within one month of the end of the internship period:
 - o Student Internship Report
 - o Overview of Student’s Internship Performance completed by placement organization supervisor
 - o Time Log

5. ASSESSMENT

Task No.	Title	Weighting	Due date
1	Placement Planning (application material and completed Internship Planner)	25%	Prior to commencement of placement
2	Overview of Student’s Internship Performance by placement organization supervisor	40%	Within one month of completion of placement
3	Internship Report & Time Log	35%	Within one month of completion of placement

6. OTHER ISSUES

a. Transport

Students will usually be required to provide their own transport to and from the internship venue. This will be at your own expense. Transport costs may influence your choice of internship location.

b. Expenses incurred on behalf of the placement organization

Students on internship may be asked to fulfil tasks on behalf of the host organisation which incur 'out of pocket' expenses. Examples are: use of their private vehicle or public transport to deliver goods and services, the purchase of program materials. You should negotiate reimbursement of these expenses with your organisation supervisor, **prior** to making the financial commitment.

c. Salary

Normally, students will not be paid a salary during an internship. If a salary is available, details must be provided to the Internship Coordinator by the student and/or placement organization **prior** to the commencement of the internship.

d. Reporting of accidents

If you are injured during an internship, you must report the incident to the organisation providing the internship and to the University via the IHP. This should be completed as soon as possible and forwarded to the Internship Coordinator. A record on the incident may also be important if at a later time you need to lodge a claim for damages.

e. Insurance

"All students who pay a composition fee are allowed to use the services available in the University Health Service (UHS) according to their entitlements. Students who sustain injuries or incur sickness in the course of their University work are entitled to treatment at the UHS.

Where injury or sickness occurs in Hong Kong but outside of the University premises (e.g. during field trips, project work or site visits), the normal UHS service is still available.

However, for field work conducted outside of Hong Kong where the facilities of the University Health Service are not available, the University has arranged a general insurance coverage for overseas medical expenses incurred by students up to the limit of \$25,000. Where appropriate, a separate Group Travel Insurance Policy will be arranged by the University. For reimbursement purpose, a student who sustains injury has to produce to the Finance and Enterprises Office the receipted medical bill (endorsed by a certified medical doctor with diagnosis indicated) together with a certification from the Head of Department concerned that the student is undergoing training activities arranged by the University at that time. For details on the insurance coverage, please contact the Finance and Enterprises Office at 2859 2297.

In addition to the standard insurance coverage provided by the University, students may personally arrange additional coverage at their own expense. Students should note that the University does not insure any personal cash or property of students situated either in the

University or in their living quarters. If insurance cover is required, it is entirely up to the student concerned to arrange this personally.”

* The above is an excerpt from: Academic Support and Admissions Section, The Registry, The University of Hong Kong, 2011 – 2012 Full Time Undergraduate Handbook for First Degree Students, pp 41-42 (<http://www.asa.hku.hk/HBFT.pdf>).

The University’s Group Personal Accident Insurance Policy covers all students undertaking activities as required or arranged by the University as part of their prescribed program of study. Students are covered by the University Public Liability Insurance Policy in respect of any third party claim against him/her for compensation arising from damage to property or injury to persons while undertaking an approved internship.

APPENDICIES

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**1. INTRODUCTORY / APPLICATION LETTER
(must be typewritten)**

NB: Introductory and confirmation letters are assessment items. Internships will not be confirmed until a copy of your **Internship Proposal and Confirmation form (Appendix 3)** has been received by the IHP.

INTRODUCTORY / APPLICATION LETTER

A well constructed introductory letter acts as a 'stimulus' for the reader to look further into your application. Your potential internship organisation should receive an introductory letter and your resume (hard or soft copy) as part of the pre-internship negotiation process.

The introductory letter should:

- be dated
- contain the full name and title of the recipient, the organisation and its operating address at the beginning of the letter
- make reference to previous contact made by Internship staff or yourself in relation to opportunity for an internship with the organisation
- show enthusiasm and interest in applying for an Internship in this particular organisation or sector; demonstrate your knowledge of the organisation's function / services provided.
- make reference to your attached resume; highlight your strengths or previous experience and how you might contribute and learn from this internship
- express a willingness to support your application at a personal interview and advise what action you will take to arrange this
- preferably not go beyond one typewritten page

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2. RESUME (CURRICULUM VITAE)

RESUME (CURRICULUM VITAE)

Your resume is a summary of the pertinent facts about yourself; your personal, educational and work history. Your resume is often a crucial factor in determining whether you get that sought after interview with a potential employer.

USE OF YOUR RESUME

- Included with your introductory letter in response to a job advertisement or application for Internship.
- Given to prospective employers or individuals to be used as a reference.
- Mailings to potential employers or employment agencies inquiring about employment opportunities.
- Excellent personal record keeping device. As you update your resume, previous resumes should be kept for future reference to be used when completing job applications, or customising your resume for a particular job.
- Your current resume should be given to your referees to keep them informed of your professional development.

RESUME CONSTRUCTION

While there are infinite variations to the basic resume form and content, there is nevertheless, a sizeable area of agreement with the following. Your personal and professional background will influence your approach to presenting this content:

- Personal data – name, current mailing address, telephone number, fax number and e-mail address. A personal profile statement.
- Education – list full name of all universities/colleges attended, location, dates enrolled, major and minor fields of study and expected date of course completion. High school certificates, technical schools and adult education courses might be included.
- Employment – list employment in reverse chronological order – your present or last job first. List starting and leaving dates, your position title, name and location of organization, and major responsibilities. Identify the position as voluntary or part-time if employment was other than full-time.
- Affiliations and Awards – type (university, community professional), positions held on committees, conferences or workshops attended, club memberships, awards or scholarships received – (exact title of award, granting agency, date or year awarded).

- References/Referees – it is more likely you will be requested to give the names of referees rather than submit written references which quickly become dated. A referee is a person who is willing to support your application at a personal and professional level. Your referees should be carefully chosen. Referees should be approached and agreement reached before their names are used. Keep your referees updated with your current resume and well informed of the organisations to which you are applying.

GUIDELINES

- Be concise, informative and clear in your presentation.
- Be consistent – follow your chosen procedure throughout the resume including organisation of each section, dates, punctuation and spacing.
- Minimising the use of the first person “I” (use third person and the past tense) may make it easier for you to give yourself proper credit without seeming boastful. First person may be appropriate for personal / professional profile statements.
- Layout a format which makes use of open space surrounding copy, for emphasis. Make sure it has eye appeal.
- A resume must be typed. Use a quality photocopier when copying your resume for mailing.

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3. INTERNSHIP PROPOSAL AND CONFIRMATION

Each organization offering internship for students must complete and sign this form. *Please keep a copy for your own records.*

Organization Name: _____ Phone: _____

Street Address: _____ Fax: _____

Postal Address: _____

Person to contact: _____ Phone: _____

Position held: _____

Previously hosted Institute of Human Performance interns? (please circle) YES NO

Organizations that have completed this form in the past for other interns need only note any changes in 1-5 below

1. Briefly describe how the student/s will be oriented to your organisation (e.g. interview, in-house publications, meetings, training sessions, etc.)

2. List the types of experiences that can be gained with your organisation.

3. Describe the client/customer groups which you serve.

4. Briefly describe the organisation's facilities/resources. It would be useful to the student and the University if you could attach publications such as mission statements, newsletters, programs of activities, brochures, etc for our files.

5. Can you provide travel assistance or accommodation for the student/s (if relevant)?

Travel Assistance	Yes	No	N/A	Please give brief details:
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Accommodation	Yes	No	N/A	Please give brief details:
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Completion and submission of this form indicates your willingness to negotiate having a student on an internship. The University carries public liability insurance on behalf of the students during their internship. There is no expectation that students will be paid during internship. However reimbursement of travel costs and 'out of pocket' expenses will assist students in making informed decisions, particularly if extensive travel may be involved. If a salary is available, details must be provided to the Internship Coordinator by the student and/or placement organization **prior** to the commencement of the internship.

Please ask the student to clarify any matter on which you are unsure or telephone the IHP.

Signed _____ Date _____
Organisation Internship Contact

Please return the completed form to the address below. In the case of direct approach by a student the completed form may be returned to the student requesting internship. Please retain a copy for your records.

*Ms Cindy Chan
Internship Administrator
Institute of Human Performance
University of Hong Kong
3/F, 5 Sassoon Road
Pokfulam*

email: chansf@hku.hk

INTERNSHIP CONFIRMATION (to be completed by Student)

Student's Name _____

Student's Signature _____ Date _____

Internship Commencement Date _____

Student's Address during Internship

Phone _____

Internship Linked to Major Interest in _____

INTERNSHIP PLANNER

Student's Name: _____

Internship Organisation: _____

Confirmed Internship Dates: From _____ to _____

Internship Objective(s)	Associated Tasks e.g., What tasks / responsibilities might be undertaken to achieve the objective(s)?	Performance Indicators & Evaluation e.g., How will student performance be measured?

The student has discussed the above objective(s) with me and I agree it provides an appropriate basis for direction and feedback on performance throughout the period of internship.

Signature _____ Date _____
 Internship Organisation Supervisor

Objectives / tasks / performance indicators discussed with me prior to commencing internship.

Signature _____ Date _____
 Academic Supervisor

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5. INTERNSHIP – TIME LOG

N.B. Students should arrange to have Time Logs signed by the organisation supervisor on a **weekly** basis. Internships in overnight camp situations should not claim in excess of a 10 hour day unless special arrangements are made with your tutor prior to internship commencing

STUDENT'S NAME _____

INTERNSHIP ORGANISATION _____

Date	Times	Brief Description of Tasks i.e. Program Planning, Administration, Library Research, Program Leadership, Subject Testing	Accumulated Hours	Organisation Supervisor's Signature

INTERNSHIP – TIME LOG

N.B. Students should arrange to have Time Logs signed by the Organisation Supervisor on a **weekly** basis. One page should be more than sufficient space for recording your weekly activity. The Internship Planner should contain details of tasks undertaken.

Student's Name: J Brown

Organisation:

Countryville Community Centre

Date	Times	Brief Description of Tasks i.e. Program Planning, Administration, Library Research, Program Leadership, Subject Testing	Accumulated Hours	Organisation Supervisor's Signature
10 June	8am – 12 noon	Assisted with outdoor activity program	4	
	1pm - 2pm	Worked at reception	1	
	2pm – 5pm	Research for Resource File	3	
11 June	8am – 5pm	Leadership role with Day Centre program	8	
12 June		Developed client satisfaction survey	7	
13 June		Collected completed surveys and entered data	8	
14 June		Assisted Centre Supervisor with the planning of new programs	8	
			----- 39 hours -----	
				Ba Ni 14/06/11

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6. OVERVIEW OF STUDENT'S INTERNSHIP PERFORMANCE

Student's Name: _____

Internship Organisation: _____

Name of Organisation Supervisor: _____

Dear Student Supervisor,

This overview is intended for your comments in relation to specific objectives and responsibilities undertaken during internship. Realistic ratings reward good performance and help the student address those areas which need further development. Please rate the student based on performance standards set within your organisation.

A = excellent performance in this area of undertaking throughout the period of internship

B = above average performance in this area during internship

C = satisfactory performance, shows potential for further development

D = borderline acceptable performance

E = below the performance acceptable in this work situation

X = not applicable for comment

PROFESSIONAL ATTITUDE / APPROACH	Please circle appropriate rating					
Actively <u>seeks opportunities</u> to develop professional skills	A	B	C	D	E	X
Arrives <u>promptly</u> for meetings and job commitments	A	B	C	D	E	X
Is <u>dependable</u> and follows through on assigned tasks	A	B	C	D	E	X
<u>Works independently</u> without constant encouragement	A	B	C	D	E	X
Works effectively as a <u>team member</u>	A	B	C	D	E	X
PROGRAMMING / PROJECT PLANNING	Please circle appropriate rating					
<u>Plans thoroughly</u> and realistically toward attainment of objectives set out in Internship Planner	A	B	C	D	E	X
Is <u>innovative</u> in program / project planning	A	B	C	D	E	X
Shows <u>initiative</u> in undertaking tasks	A	B	C	D	E	X
<u>Uses time effectively</u> and efficiently in relation to work priorities	A	B	C	D	E	X
LEADERSHIP / INSTRUCTIONAL SKILLS	Please circle appropriate rating					
Demonstrates a good understanding of <u>client needs</u>	A	B	C	D	E	X
Displays a thorough <u>knowledge</u> and understanding of the activities that he / she implemented	A	B	C	D	E	X
Demonstrates an ability to motivate and enthuse others	A	B	C	D	E	X
Can effectively <u>co-ordinate</u> a group of clients	A	B	C	D	E	X
Ability to adjust to <u>changing or difficult circumstances</u>	A	B	C	D	E	X
COMMUNICATION SKILLS	Please circle appropriate rating					
Relates well to <u>staff</u> within the organisation	A	B	C	D	E	X
Relates well to the <u>organisation's clients</u>	A	B	C	D	E	X
Uses <u>effective oral communication skills</u>	A	B	C	D	E	X

Uses effective written communication skills (e.g. letter and report writing, memos, press releases) A B C D E X

FEEDBACK AND EVALUATION

Please circle appropriate rating

Actively <u>seeks</u> feedback on performance	A	B	C	D	E	X
<u>Responds</u> well to advice and assistance	A	B	C	D	E	X
Demonstrates an ability to <u>identify</u> weaknesses in his / her own performance and <u>rectify</u> as necessary	A	B	C	D	E	X

EMPLOYMENT POTENTIAL Would you employ this student on a full-time basis in a similar situation should the opportunity arise? Please comment.

OTHER COMMENTS ON STUDENT'S PERFORMANCE What are the student's main strengths? In which areas should the student work to further their training and development?

GENERAL COMMENT e.g., Any suggestions to improve the quality of this Internship for your organisation?

Organisation Supervisor _____ **Date** _____

THANK YOU FOR YOUR VALUED ASSISTANCE AND COMMENTS

Please provide a copy to the student and return original or FAX to:

Ms. Cindy Chan
Internship Administrator
Institute of Human Performance
University of Hong Kong
3/F, 5 Sassoon Road
Hong Kong
FAX: (852) 2855 1712