**TUNG WAH COLLEGE**

**Student Affairs Office**

**Work-Integrated Learning Programme**

**Internship Record & Completion Certificate**

**PART A – STUDENT INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student name: |  |  | Programme of study: |  |
| Student ID: |  |  | Major of study: |  |
| Cohort: |  |  | Contact number: |  |

**PART B – INTERNSHIP INFORMATION**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of organisation: |  | | | | | | | | | | |
| Address: |  | | | | | | | | | | |
| Industry/sector: |  | | | | | | | Website: | | |  |
| Employer/Supervisor: |  | | | | | | | Position: | | |  |
| Telephone number: |  | | | | | | | Email: | | |  |
| Intern title: |  | | | | | | | | | | |
| Department in which the internship was carried out (if applicable): | | | | | | | | | |  | |
| Internship period: | from |  | | | to |  | | | | |  |
|  |  | (dd/mm/yyyy) | | |  | (dd/mm/yyyy) | | | | |  |
| Total no. of working hours completed: | | | |  | | | (must be equivalent to no fewer than 40 hours per week) | | | | |
| Salary/allowance: | HK$ |  | | | | | | | 🞏 per month 🞏 per day 🞏 per hour | | |
| Provision of relevant documents: | | | 🞏 Employment contract 🞏 Appointment letter 🞏 Reference letter | | | | | | | | |
|  | | | 🞏 Others, please specify: | | | | | |  | | |
|  | | | (please attach a copy for internal reference if applicable) | | | | | | | | |

**PART C: ENDORSEMENT FROM SUPERVISOR**

|  |  |  |  |
| --- | --- | --- | --- |
| Please comment on the student’s performance (if any): | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
| Signature of employer/supervisor: |  |  |  |
| Name: |  |  |  |
| Position: |  |  |  |
| Date: |  |  |  |
|  | (dd/mm/yyyy) |  | Company stamp |