**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 |