



東華學院
TUNG WAH COLLEGE

Handbook for

Work-Integrated Learning Programme

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TUNG WAH COLLEGE

Work-Integrated Learning Programme

Background

1. About Work-Integrated Learning Programme
 - a. Work-Integrated Learning Programme (WILP) involves work-based learning experiences that take place in an organisational context relevant to a student's future profession, or the development of generic skills that will be valuable to that profession.
 - b. The aim of the WILP is to bridge the gap between classroom learning and the real world, thereby enabling students to integrate their knowledge, concepts and skills learned from textbooks or classrooms in a practical way in the workplace, and to positively influence their career planning.

Objectives

2. The WILP is designed to:
 - a. Provide an experiential learning opportunity for students to integrate classroom learning with real-world workplace experience, to gain and learn from hands-on experience, and to make the general knowledge and skills acquired at work transferable to their future career;
 - b. Help students build appropriate self-values, interpersonal relationships and communication skills through work experience, strengthen students' motivation and intelligence in face of adversity and stress, and develop students' critical thinking and problem-solving skills, ethical values and professional quality in handling regular tasks as well as challenges at work; and
 - c. Help students search for meaning at study, at work and in life, through engaging in a real work and reflection process.

Requirements for Graduation regarding WILP

3. The WILP is a non-credit bearing programme and is one of the graduation requirements for all bachelor's degree students (including both first-year and senior-year entry students) of cohort 2015 and thereafter.
4. Students are required to complete Components I and II of the WILP outlined in the paragraphs 5 – 7 below to be considered as completing the WILP graduation requirements.

Components of WILP

5. The programme comprises two components:

Component I: Engagement in either a minimum of 480 accumulated hours of full-time¹, discipline-related internship(s)^{2,3} before graduation, or practicum if it is offered by the academic programme in which the student is enrolled.

Explanatory Notes:

¹ Full-time means no fewer than 40 working hours per week on average

² No more than two internships and one of which should last for at least two consecutive months

³ The completion of the internship is determined by finishing a minimum of 480 accumulated hours of internship and submission of a Post-internship Self-reflective Paper.

Component II: Participation in at least four College Seminars in each academic year organised by the College before graduation.

6. Both Components I and II are compulsory for all first-year entry students (cohort 2015 and thereafter). Senior-year entry students (cohort 2015 and thereafter) are required to fulfil the requirements of Component II only.

7. With reference to the above components, the WILP requirements that students have to fulfil prior to graduation can be summarised as follows:

Cohort 2015 and thereafter			
Component	Year-one entry students of a degree programme which offers practicum	Year-one entry students of a degree programme which does not offer practicum	Senior-year entry students of any degree programme
Component I	Practicum offered by the degree programme	a) Completion of a minimum of 480 accumulated hours of full-time, discipline-related internship(s) – no fewer than 40 working hours per week on average; no more than two internships with one of which should last for at least two consecutive months; and b) Submission of a Post-internship Reflective Paper	Not applicable
Component II	Attend at least four College Seminars organised by the College in each academic year before graduation		

Operation and Administrative Support for the WILP Internship

8. Internships must be discipline-related in terms of business nature and/or job nature, with allowance provided by the employers. Students can either find their own internship or via the Student Affairs Office (SAO), which should take place at a specific time designated by the prescribed study pattern.
9. Internship openings searched by students should be endorsed by the respective School Deans and approved by SAO prior to the commencement of the internships. Students are required to submit the “Application for Endorsement for Self-sourced Internship Form” for the respective School Deans’ endorsement and SAO’s approval.
10. Students can also apply for the internship opportunities offered via SAO during semester, by browsing and looking for internship openings at the SAO website at www.twc.edu.hk/ccc. The students will then submit their job applications via SAO to the employers, and submitting CVs and attending job interviews are normally required.
11. SAO is responsible for reaching out to the business or industry to promote WILP and to seek collaboration and develop related partnership. It takes charge of the operation and related logistics of WILP, and offers support to all students, the Schools and the employers.

Pre-internship workshops

12. Prior to engaging in an internship, students are advised to attend pre-internship workshops arranged by SAO. These workshops serve both informative and training purposes. Students will be provided with the essential information on the purposes, arrangements and requirements of WILP internship (including the writing tips and requirements on the reflective paper). Students will also learn useful skills and information for job searching, interviews, office etiquette and handling of problems at work, etc.
13. Students will among other things learn about the purposes, arrangement and other requirements of WILP internship. In addition, the pre-internship workshops will prepare students’ job searching skills, job readiness and an understanding of the following:
 - job searching, CV writing and interview skills;
 - issues relating to confidentiality and rights to privacy;
 - work ethics and responsible use of information technology;
 - the rights to work in an environment free from abuse and harassment; and
 - appropriate handling and reporting of concerns or problems at the workplace

14. As students have to apply for internship and attend interviews with prospective employers, the workshops will help prepare students for their job applications and interviews. The job interview provides both employers and students with a good foundation for a successful internship experience. Students will be advised that job interviews will be competitive by nature and they may not be able to get an internship in the first interview. If so, they shall reflect and learn from such experience, and prepare for the next round with further guidance and coaching from Student Academic Advisors (SAAs).
15. Once the internship offers have been confirmed, students are required to submit the “Employment Registration Form” to SAO for registration.
16. Students should submit the “Post-Internship Reflective Paper” to the respective SAAs within four weeks after each round of internship. The SAA will comment and give feedback on the reflective paper within three weeks after receiving the paper. Detailed information can be referred to the “*WILP Post-Internship Reflective Paper Requirements and Guidelines*”.

Roles of the School Deans, SAO, Students and Employers

Roles of the School Deans, Programme Leaders (PL) and Student Academic Advisors (SAA)

17. The School Deans in general will assign the Programme Leaders (PL) to endorse the applications of internships searched by the students on their own.
18. The School Deans will also assign the SAAs to guide and coach the students throughout the internship period. The SAAs will help the students develop learning objectives based on their own interests and career or life goals, keep contact with the students and provide advice in case they need assistance. They will review and give feedback on the post-internship reflective papers to maximise students’ learning experience from the internship. SAAs will liaise with SAO for WILP internships and pay visits to internship sites when necessary.

Roles of the Student Affairs Office

19. SAO is responsible for the operation and logistics support, and serves as a job centre in coordinating the parties in concern.
20. SAO acts as a gate-keeper to approve the self-sourced internship applications which have been endorsed by the School Deans.
21. Other than the self-sourced internships, SAO arranges internship openings, recruitment procedures and related interviews. SAO also organises pre-internship workshops, offers advice to all students, and handles other related issues. In case of any concerns in particular when students need help, SAO will work with the SAAs and employers for immediate reconciliation or possible follow-ups. Site visits, on-site observations or face-to-face interviews will be arranged when necessary.

Roles of the Students

22. Students should perceive themselves as regular employees, and perform job duties as assigned. They should work hard to meet the job requirements and expectations of their employers. They can consult their SAAs and/or SAO for guidance whenever they meet challenges.

In general, students should adhere to the following code of conduct during the internship period:

- to account for their time honestly and accurately;
- not to personally receive any fees, commissions, gifts or gratuities from the clients of WILP organisations
- to safeguard the internship organisation's confidentiality and secure all materials at all times;
- to avoid and disclose conflicts of interest, if any; and
- not to use inside information of internship organisations to pursue personal interests

Roles of the Employers

23. The employers at the workplace are responsible for assigning tasks and responsibilities and setting expectations and other requirements for the internship, according to the posts assigned and with reference to the students' learning objectives and plans. The employers will coach and monitor the students' performance during their internship. The employers will confirm on the number of hours of the internship and be invited to offer feedback on the interns' performance.

Non-local Students, Mature Students and Students with Special Educational Needs

Non-local Students

24. Non-local students holding a "No Objection Letter" ("NOL") issued by the Immigration Department of the Government of the HKSAR can legally participate in internship programmes for a prescribed duration only if such internship programmes are endorsed by the College as study or curriculum related.
25. Non-local students who do not have or have lost the NOL should approach the Registry for assistance in application/reapplication of the Letter.
26. A non-local student holding a valid NOL should never start participating in internship of any kind, SAO's approval must be sought prior to the commencement of internship.

Mature Students

27. Mature students (aged 25 or above by the time of admission) who have gained two years of full-time work experience that is relevant to their disciplines before admission to TWC may choose to apply for exemption from Component I of the WILP.

28. Component II is not exemptible under any circumstances.
29. Applications for exemption, along with the supporting documents, should be approved by respective School Deans.

Students with Special Educational Needs (SEN)

30. In line with the College's commitment in the development of a barrier-free learning environment and provision of equal opportunities in academic pursuits for students with SEN, special internship arrangements may be adopted to accommodate their needs on a case-by-case basis. These special arrangements may include flexibility in fulfilling the required number of internship hours and priority in selecting an internship offered by the College.
31. SEN students who would like to apply for special internship arrangements are required to provide relevant supporting documents (e.g. medical certificates) to SAO for evaluation purposes.

Guidelines for Approving Suitable WILP Internships

32. For those self-sourced internships, students must obtain prior endorsement from respective Schools. The Schools will decide on whether the self-sourced internships are discipline-related. No-pay internships are only considered on a case-by-case basis. Students will then submit the endorsed applications to SAO for approval, as such, SAO will decide whether they will meet the requirements of the WILP.
33. Internship opportunities offered via SAO have all been screened for their suitability for engagement of our students, against the following criteria:
 - a. whether they are considered to be discipline-related in terms of business nature and/or job nature;
 - b. whether they can potentially contribute to the professional growth of the students;
 - c. whether the concerned working environment is safe; and
 - d. whether the concerned business is legal and ethical.
34. Internship has to be a structured and measurable learning experience which takes place in an organizational context. Internship such as private tutoring or freelance translation work at home will not be counted towards WILP internship.
35. The WILP internship should take place at a specific time designated by the prescribed study pattern.
36. Students will be informed prior to the internship commencement, once their applications are approved.

Post-Internship Reflective Paper

37. To encourage students to think deeply about their learning experience and to facilitate the College to understand the learning process of students during a WILP internship, each student is required to submit a Post-Internship Reflective Paper consisting of 800 to 1,200 words to SAA within four weeks after each round of internship.
38. The respective SAA will comment on and give feedback to the paper three weeks after receiving the reflective paper. The SAA may require the student to re-submit his or her reflective paper if:
- Plagiarism is identified
 - No evidence of in-depth reflection following the requirements of the reflective paper
 - Number of words below 800
39. Please refer to the “*WILP Post-Internship Reflective Paper Requirements and Guidelines*” for details.

Instances when WILP Requirements are Not Fulfilled

40. WILP is one of the graduation requirements for bachelor’s degree students. As such, students must fulfil the requirements during their course of study.

Component I – WILP Internship

41. Students not fulfilling the required hours of internship or not submitting a satisfying reflective paper before graduation will be followed up by SAO and SAAs. The following cases will be considered as not fulfilling the requirement:
- i. Students did not complete the internship or the internship was short of 480 hours, SAO will assist the student to search for another placement opportunity to meet the 480-hours requirement. A student can engage in no more than two internships and one of which should last for at least two consecutive months.
 - ii. Students did not submit the reflective paper or there was no evidence of in-depth reflection in the Post Internship Reflective Paper, SAA will give comment and feedback to the student and request re-submission of the reflective paper.

Component II – College Seminar

42. Students are encouraged and would be reminded to review their attendance of the College Seminars at the start of semester 2 so that they will be able to catch up during the rest of their studies if necessary.
43. Students not having attended the required number of seminars in a certain academic year before graduation will be followed up by SAO and REG.

The following actions should be taken:

Instance	Follow up actions
1. For students who fail to attend less than 4 College Seminars in an academic year	i. Registry will issue a warning letter to the concerned students and require the students to complete the outstanding College Seminar(s) in the following academic year.
2. For students who fail to make up the outstanding College Seminar(s) in the following academic year after receiving the first warning letter	i. Registry will issue a warning letter to the concerned students and require the students to complete the outstanding College Seminar(s) in the following academic year; and ii. Students will be charged an enrollment fee of HK\$200 for each of the outstanding College Seminars to be attended in the following academic year.
3. For students who still fail to make up the outstanding College Seminar(s) after receiving two or more warning letters	i. Registry will issue a warning letter to the concerned students and require the students to complete the outstanding College Seminar(s) in the following academic year; ii. Students will be charged an enrollment fee of HK\$200 for each of the outstanding College Seminars to be attended in the following academic year; and iii. Put a remark on the student's transcripts as a permanent record regarding their failure to attend at least four College Seminars in a specific academic year.

44. Students are reminded to note the above instances which may result in delay of graduation.

Transition from Co-operative Education Scheme to WILP

45. First-year entry students of cohorts 2011 to 2014 who have not completed the Co-operative Education Scheme (Co-op Scheme) have already been given a chance for joining the WILP instead of the Co-op Scheme at their own will. The choice is one-off and irreversible.
46. It is not a requirement for senior-year entry students of cohorts 2011 to 2014 to join the Component I of the WILP. They are welcome to join the College Seminars voluntarily.
47. All bachelor's degree students of cohort 2015 and thereafter are required to join the WILP.

Work schedule for the WILP Internship

48. The year-round schedule for implementation of the WILP Internship is as follows:

All year round

- SAO to introduce WILP to potential employers and invite them to offer internship openings to the College

September

- SAO to send emails to remind all potential participating students to get prepared for the upcoming internship
- SAO to invite partners to offer internship openings to the College

January - February

- Employers to provide internship vacancies details to SAO
- SAO to post details of the internship vacancies to SAO webpage and circulate the information to students

February - March

- Students to submit internship applications

March - May

Internships self-sourced by students

- SAO to conduct briefing sessions and workshops for students
- Students to submit the "Application for Endorsement for Self-sourced Internship Form" to the respective PLs for endorsement and SAO for approval and
- Students to submit the "Employment Registration Form" to SAO for registration before commencing internships

Internships offered via SAO

- SAO to conduct selection interviews at TWC
- SAO to recommend shortlisted students to the employers for consideration
- Employers to confirm offering of internship positions to selected candidates
- SAO to conduct briefing sessions and workshops for students
- Students to submit the “Employment Registration Form” to SAO for registration before commencing internships

June - August

- Internship period

August - September

- Students are required to submit the “Post-Internship Reflective Paper” consisting of 800 to 1,200 words to SAAs within four weeks after each round of internship
- SAAs to process Post-internship Reflective Papers
- SAO to collect employers’ feedback
- SAO and Schools to evaluate the internship exercise

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