

TUNG WAH COLLEGE

Higher Diploma in Psychology Internship Handbook (from AY2019/2020 onwards)

1. About the Internship

- a. The Internship programme of the Higher Diploma in Psychology programme (“HD(Psy)” or “the Programme”) 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 Internship 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.

2. Objectives

The Internship 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.

Programme Structure

Requirements of the Internship

3. The Internship for the HD(Psy) programme is compulsory and non-credit bearing. It constitutes one of the graduation requirements for all HD(Psy) students of cohort 2019 and thereafter.
4. Students are required to engage in one discipline-related job with a minimum of 240 accumulated hours of full-time work* in either year 1 or year 2.

* Full-time work means no fewer than 40 working hours per week on average.

Operation and Administrative Support for the Internship

5. Internships must be discipline-related in terms of business nature and/or job nature. 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.
6. Internship openings searched by students should be endorsed by the Programme Leader of the HD(Psy) programme and the Dean of the School of Arts and Humanities (ARH) prior to the commencement of the internships. Students are required to submit the “Application for Approval for Self-sourced Internship” (**Appendix I**) to the Programme Leader and School Dean for endorsement and the SAO for final approval.
7. Students can also search for the internship opportunities offered via the 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 the SAO to the employers, and submission of CVs and attendance of job interviews are normally required.
8. The SAO should work closely with the School in i) promoting the internship to the suitable organisations in the health and social care sectors; ii) seeking collaboration with the potential employers; and iii) developing the related partnership. It takes charge of the operation and related logistics of the internship, and offers support to all students, the Schools and the employers.
9. Prior to engaging in an internship, students are advised to attend preparation workshops arranged by the SAO. These workshops serve both informative and training purposes. Students will among other things learn about the purposes, arrangement and other requirements of the internship. Students will be expected to develop job-readiness and job searching skills, 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
10. 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).
11. Once the internship offers have been confirmed, students are required to submit the “Employment Registration Form” (**Appendix II**) to the SAO for registration.
12. After finishing the internship, students should submit the “Internship Record and Completion Certificate” (**Appendix III**) and the “Post-Internship Reflective Paper” to the SAO within two weeks after the internship.
13. The “Post-Internship Reflective Paper” will be sent to the respective SAAs for comments and feedback, upon which the SAO will confirm their completion.

Roles of the School Dean, the SAA, the SAO, Students and Employers

Roles of the School Dean and Student Academic Advisors (SAA)

14. The School Dean in general will assign the Programme Leader (“PL”) to endorse the applications of internships searched by the students on their own.
15. The School Dean will also assign the SAAs to guide and coach the students throughout the internship period. The SAAs will 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 whether the students could fulfil the internship requirements. SAAs will liaise with the SAO for the internships and pay visits to internship sites when necessary.
16. The SAA will review and comment the Post-Internship Reflective Paper submitted by the student after the completion of the internship and recommend whether the student has fulfilled or not fulfilled the internship requirement.

Role of the Student Affairs Office

17. The SAO is responsible for the operation and logistics support, and serves as a job centre in coordinating the parties in concern.
18. The SAO acts as a gate-keeper to approve the self-sourced internship applications which had been endorsed by the School Deans.
19. Other than the self-sourced internships, the SAO arranges internship openings, recruitment procedures and related interviews. The 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, the 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.

Role of the Students

20. Students can source their own internship places if it is context-related as expected subject to the Programme Leader’s permission. 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 internship supervisors. They can consult their SAAs and/or the SAO for guidance whenever they meet challenges.
21. 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 the 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

Role of the Employers

22. 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 also be invited to offer feedback on the interns' performance.

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

Non-local Students

23. 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.
24. Non-local students who do not have or have lost the NOL should approach the Registry for assistance in application/reapplication of the Letter.
25. 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

26. Mature students (aged 21 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 the Internship.
27. Applications for exemption, along with the supporting documents, should be approved by the School Dean.

Students with Special Educational Needs (SEN)

28. 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.
29. SEN students who would like to apply for special internship arrangements are required to provide relevant supporting documents (e.g. medical certificates) to the SAO for evaluation purposes.

Non-compliance Cases

30. The Internship is one of the graduation requirements for the HD(Psy) students (2019 cohort onwards). As such, students must fulfil the requirements during their course of study. Non-compliance cases, such as not having fulfilling the required hours of internship before graduation, will be followed up by the School.

Guidelines for Approving Suitable Internships

31. For those self-sourced internships, students must obtain prior endorsement from the School. The School 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 the SAO for approval, as such, the SAO will decide whether they will meet the requirements of the internship.
32. Internship opportunities offered via the 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.
33. Internship has to be a structured and measurable learning experience which takes place in an organisational context. Internship such as private tutoring or freelance translation work at home will not be counted towards the Internship.
34. The Internship should take place at a specific time designated by the prescribed study pattern.
35. Students will be informed prior to the internship commencement, once their applications are approved.

Post-Internship Reflective Paper

36. To encourage students to think deeply about their learning experience and to facilitate the College's evaluation of student learning during an internship, each student is required to submit a Post-Internship Reflective Paper consisting of 700 to 900 words to the SAO within two weeks after the internship.
37. The respective SAA will comment on and give feedback to the paper.
38. The SAA's comment would base on a principle of student's self-improvement, that the paper will be considered as "fulfilling" or "not fulfilling" the Internship requirement. This internship result will not be indicated in the academic transcript.
39. SAAs should make reference to the following criteria when commenting on the reflective paper:
- a. reflections (50%): ability to integrate learning into real-world experiences and analyse issues with a critical attitude;
 - b. presentation (30%): articulation and organisation of ideas and perspectives; and
 - c. completeness (20%): demonstration of the developmental learning process throughout the internship period
40. The SAO will alert students who have not fulfilled the internship requirements to take appropriate actions at the start of each academic year before their graduation.

Work schedule for the internship

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

(a) For self-sourced internships:

January - February

- SAO to conduct briefing sessions and workshops for students

March - May

- Students to submit the “Application for Approval for Self-Sourced Internship” Form (Appendix I) to the Programme Leader for endorsement and SAO for approval and
- Students to submit the “Employment Registration Form” (Appendix II) to SAO for registration before commencing internships

During Summer (Students are recommended to complete their internship job and submit the “Internship Record and Completion Certificate” (**Appendix III**) and the 700-900 words of the “Post-Internship Reflective Paper” to the School and SAO within two weeks after the completion of the internship or before 15th August, whenever earlier)

- Students are recommended to finish the internship.

August

- SAAs to process post-internship reflective papers
- SAO to collect employers’ feedback
- SAO and the School to evaluate the internship exercise

(b) For SAO-sourced internships:

All year round

- SAO to introduce the internship programme 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 vacancy 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

- 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

During Summer (Students are recommended to complete their internship job and submit the “Internship Record and Completion Certificate” (**Appendix III**) and the 700-900 words of the

“Post-Internship Reflective Paper” to the School and SAO within two weeks after the completion of the internship or before 15th August, whenever earlier)

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TUNG WAH COLLEGE
Student Affairs Office
Higher Diploma in Psychology
Employment Registration Form

All students must fill in this registration form.

Students who have sourced an internship on their own should first fill in **Form/SAO 20/201702 Application for Endorsement for Self-Sourced Internship** to obtain approval from their School Deans and SAO before proceeding to submit this registration form.

All fields are mandatory.

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: _____
Department to join: _____
Intern title: _____
Internship duties: _____
Internship location(s): _____
Internship period: from _____ to _____
(dd/mm/yyyy) (dd/mm/yyyy)

Total expected no. of working hours: _____ (must be equivalent to no fewer than 40 hours per week)

Salary/allowance: HK\$ _____ per month per day per hour

Source of Internship: By myself / Through SAO*

Provision of relevant documents: Employment contract Appointment letter Reference letter

* Please delete where appropriate

Others, please
specify: _____

(please attach a copy for internal reference if applicable)

I declare that this internship involves / does not involve* employer-employee
relationship.

Student Signature: _____ Date: _____

TUNG WAH COLLEGE
Student Affairs Office
Higher Diploma in Psychology
Internship Record and 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):

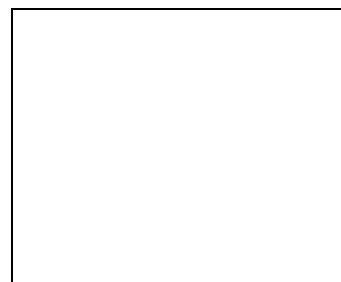
Signature of
employer/supervisor:

Name:

Position:

Date:

(dd/mm/yyyy)



Company stamp