

Internship Handbook

Bachelor of Science Education (Honours) (Sports Science)

Four-year Full-time

2018-2022 Cohort

(Last updated: March 2021)

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Students are strongly advised to visit the following website for updated information and announcements of the Internship.

BScEd(SS) website : <https://www.eduhk.hk/hpe/en/Others/Student-Login/Bachelor-Science-Edu.html>

THE EDUCATION UNIVERSITY OF HONG KONG
FACULTY OF LIBERAL ARTS AND SOCIAL SCIENCES
Department of Health and Physical Education

Bachelor of Science Education (Honours) (Sports Science) PES4267 Internship Handbook

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THE EDUCATION UNIVERSITY OF HONG KONG
FACULTY OF LIBERAL ARTS AND SOCIAL SCIENCES
Department of Health and Physical Education

Bachelor of Science Education (Honours) (Sports Science)
PES4267 Internship
Handbook

Glossary

The terms appearing in this handbook are defined below:

<i>Faculty</i>	Faculty of Liberal Arts and Social Sciences (FLASS)
<i>Department</i>	Department of Health and Physical Education (HPE)
<i>Internship</i>	Bachelor of Science Education (Honours) (Sports Science) Internship Programme
<i>Internship Coordinator</i>	A staff member of the HPE department oversees the internship programme.
<i>Internship Partners</i>	Private/public sectors or non-governmental organizations collaborate with the HPE to provide internship opportunities for students.
<i>Internship Supervisors</i>	Staff members of the HPE department are responsible for establishing a network with internship partners and provide pastoral care/advice to students when they encounter difficulties during the internship. The staff members will also assess students' performance in the internship programme.
<i>Organization Supervisors</i>	Staff members of the Internship Partner who are responsible for supervising students undertaking the internship.
<i>Students</i>	Students of Bachelor of Science Education (Honours) (Sports Science)

1. Introduction

PES4267 Internship is a credit-bearing course that provides a valuable opportunity for students from the Bachelor of Science Education (Honours) (Sports Science) to learn by doing and engaging in the real-life workplace environment in non-governmental organizations (NGOs) and private companies. The internship opportunity allows students to bridge the knowledge and skills learned from the courses into practice. They can be benefited from the internship to develop and/or sharpen their generic skills e.g. problem-solving skills, social interaction skills, oral communication skills, written communication skills, global perspectives, etc. This helps students to be excellent communicators, adaptive planners, creative problem-solvers, and better decision-makers. Normally, the internship is conducted from April to August in the third year of study / first year of study (for Advanced Year-3 Entry Students). Students will work for an organization for at least 200 hours.

2. Objectives

Experiential learning involves a “direct encounter with the phenomena being studied rather than merely thinking about the encounter, or only considering the possibility of doing something about it.” (Borzak, 1981). Undertaking an internship is one of the most effective and well-regarded modes of experiential learning. An internship is “any type of carefully planned and monitored work or service experience in which a student has intentional learning goals and reflects actively on what he/she is learning through the experience.” (The National Society for Internships and Experiential Education, NSIEE)

The internship will enable students to achieve and demonstrate the following outcomes in an authentic workplace environment:

1. *demonstrate an enhanced understanding of sports science through first-hand practical experience;*
2. *apply knowledge and skills (including problem-solving, critical thinking, and other generic skills as appropriate) to real-life work situations;*
3. *demonstrate the ability to analyze and think critically about experiences gained during the internship in relation to program coursework;*
4. *develop effective communication and problem-solving skills for personal and career development;*
and
5. *demonstrate competence and commitment to work-related contexts.*

3. Procedures

3.1 Before the Internship

3.1.1 *Internship Application Procedure*

Students are required to complete an Online Internship Preference Form to rank the choice of internship. After that, the Programme Office will conduct an internship matching based on students' preferences and the availability of internships. In some cases, students are required to attend a selective interview arranged by the Internship Partners.

3.1.2 *Pre-internship Briefings*

Pre-internship briefings are a part of the curriculum. Students are required to attend the pre-internship briefings arranged by the Programme Office before the start of the internship. Students will be taught to know the design, implementation and assessment of the internship through the briefings.

3.2 During the Internship

3.2.1 *Internship Log Book*

Students are required to write the Log Book daily or produce a minimum of ten records (for every 20-hour) to record the major duties, work experience and reflection during the internship. It is important to note that the Log Book is one of the key components contributing to the writing of the Internship Final Report.

3.2.2 *Internship Supervisor Visit/Phone Call*

The Internship Supervisor may take visits and/or make phone calls to students and/or Internship Partners to ensure that the internship is carried out smoothly and effectively.

3.3 End of the Internship

3.3.1 *Performance Review by Organization Supervisors*

Upon the completion of the internship, Organization Supervisors will be invited to fill in a "Review of Student Performance" (Annex I) for students regarding their performance during the internship. To facilitate the learning, Organization Supervisors are advised to discuss the form with students and provide the completed form to students for submission.

3.3.2 *Internship Individual Presentation*

Students have to give an individual oral presentation to demonstrate learning outcomes from the internship. Each presentation should **NOT** exceed 8 minutes in total. Students have to choose a timeslot provided by the Programme Office to do the presentation. In that chosen presentation timeslot, students must attend the **FULL** session of it. Students who fail to do so will result in a 50% deduction of presentation marks. For the details of the presentation, please refer to Assessment Information (Annex III).

3.3.3 *Internship Final Report*

Students are required to submit an Internship Final Report after the completion of the internship. For the details of the report writing, please refer to Assessment Information (Annex III) and Internship Assessment Criteria (Annex IV).

4. Internship Period and Working Hour

4.1 Internship Period

Normally, the internship will be conducted from April to August in the third year of study / first year of study (for Advanced Year-3 Entry Students). The internship can be conducted earlier or be extended if having prior approval from the Internship Coordinator(s).

4.2 Internship Working Hour

Normally, students should work for **ONE** organization for at least 200 hours. Special approval may be given on a case-by-case basis.

5. Roles of Stakeholders

5.1 The Department of Health and Physical Education

- (a) To plan and develop the internship programme;
- (b) To oversee and coordinate the programme within the HPE department;
- (c) To identify and recommend suitable academic staff for running the programme; and
- (d) To provide administrative and resource supports.

5.2 Internship Coordinator

- (a) To seek internship opportunities from private/public sectors and non-governmental organizations (NGOs);
- (b) To liaise with Internship Partners on the arrangements of the internship;
- (c) To review the application and allocation of the internship; and
- (d) To collaborate with the Internship Supervisors on the arrangements and implementation of the Internship.

5.3 Internship Supervisors

- (a) To establish a network with the Internship Partners;
- (b) To cooperate with the Organization Supervisors in giving advice and guidance for students who encountered difficulties during the internship;
- (c) To deliver teaching and learning activities for students on theory and practice of internship in Sports Science; and
- (d) To assess each student participating in the internship programme.

5.4 Internship Partners/ Organization Supervisors

- (a) To provide suitable internship for students in the field of sports science;
- (b) To provide students with opportunities to undergo on-the-job professional training;
- (c) To ensure a safe working environment for students;
- (d) To provide supervision and guidance to students on work-related matters;
- (e) To provide advice to students when they encounter problems and difficulties;
- (f) To review and sign the Log Book; and
- (g) To provide feedback on students' performance (Annex I).

5.5 Students

- (a) To attend pre-internship briefings;
- (b) To develop a life-long commitment to serve the community;
- (c) To apply academic theories learned from the programme into work-related issues;
- (d) To commit the jobs assigned by Internship Partners;
- (e) To be responsible to the supervisor;
- (f) To report problems faced to Organization Supervisors and/or Internship Supervisors;
- (g) To complete **ALL** assessment requirements;
- (h) To accept challenges on attitudes, beliefs, ways of learning and thinking; and
- (i) To provide feedback on the internship programme.

6. Terms and Conditions

- 6.1 The Statutory Minimum Wage does not apply to a student intern; no payment is required for student interns.
- 6.2 The scope of responsibility and type of work given to students shall depend on their skills and competencies, and subject to the arrangements of Internship Partners.
- 6.3 In the internship, students should follow the instructions given by Organization Supervisors.
- 6.4 Students' learning progress and work performance are monitored by Internship Supervisors and Organization Supervisors.
- 6.5 Students must inform Internship Supervisors and Organization Supervisors if they have any difficulties in conducting the job tasks assigned and/or internship.
- 6.6 The decisions and arrangements on internship made by the HPE department shall be final.

7. Work Ethics

The internship provides a good opportunity for students to cultivate the following work ethics in an authentic setting:

- 7.1 Honesty
- 7.2 Punctuality
- 7.3 Integrity/Confidentiality
- 7.4 Commitment
- 7.5 Respect
- 7.6 Work as part of a team
- 7.7 Willingness to learn
- 7.8 Maintaining an environment free of sexual harassment

8. Assessment

The internship is a part of the curriculum of the Sports Science programme, students are required to complete the internship to fulfill the graduation requirement. This course comprises of the following three assessments:

Assessment Tasks	Weighting (%)
a. Performance review by Organization Supervisors <ul style="list-style-type: none">• Students' knowledge, attitude, and skills will be considered in the Evaluation (see the "Review of Student Performance" and "Internship Assessment Criteria")	50
b. Internship individual presentation, to be assessed by Internship Supervisors <ul style="list-style-type: none">• Present major lessons and observations from their Internship experience• Reflect and discuss on issues and concerns raised, and link with the major coursework <p><i>*Students must attend the FULL session of the designated presentation timeslot; failing to do so will result in a 50% deduction of presentation marks</i></p>	15
c. Internship final report, including Log Book (Word requirement: Not less than 1,000 words in English) <ul style="list-style-type: none">• Detailing the key learning outcomes, achievements, and plans for further development (see the "Internship Final Report" in Internship Handbook)• Log Book: writing a summary of major duties and experience daily or a minimum of ten records (e.g. one record for every 20-hour for 10 times constituting the 200-hour internship)	35

9. Procedures for Handling Crisis

Students are advised to discuss with their Organization Supervisors if any problems are encountered during the internship. If the problems are unsolved, students are suggested to further approach their Internship Supervisors for advice. The contact details of the staff members of the HPE department who oversee the internship programme are as follows:

<i>Internship Coordinator</i>	
Name :	Ms. Tam Sze Man, Simone
Office :	D4-2/F-09
Email	ssmtam@eduhk.hk
Tel :	2948 8472

<i>Internship Supervisors</i>			
Name :	Ms. Tam Sze Man, Simone	Dr. Tse Choi Yeung Andy	Ms. Wang Sha
Office :	D4-2/F-09	D4-2/F-12	D4-2/F-09
Email:	ssmtam@eduhk.hk	andytcy@eduhk.hk	shawang@eduhk.hk
Tel:	2948 8472	2948 8074	2948 8493

<i>Programme Office</i>	
Name :	Mr. Lui Ka Ho
Office :	D4-2/F-03
Email	khlui@eduhk.hk
Tel :	2948 8754

10. Important dates

Schedule	Event
9 October 2020	Pre-internship Briefing Part I
Mid-December 2020	Submission Deadline of Internship Preference List to Programme Office
January – March 2021	Interview (subject to the organizations' requirements)
March – April 2021	Release of Internship Result
March – April 2021	Pre-internship Briefing Part II
April – August 2021	Internship Period
October/November 2021	Individual Presentation
November/December 2021	Submission Deadline of Final Report

*Remarks: The above schedule is subject to change. Updates will be announced via EdUHK email.

THE EDUCATION UNIVERSITY OF HONG KONG
FACULTY OF LIBERAL ARTS AND SOCIAL SCIENCES
 Department of Health and Physical Education

Bachelor of Science Education (Honours) (Sports Science)
Review of Student Performance

Part A: Student's Particulars (To be completed by Student)

Student Name: _____ Student No.: _____
 Internship Organization: _____
 Period of Internship: From _____ To _____
 Organization Supervisor: _____
(Name & Position)

Part B: Evaluation on Student's Performance (To be completed by Organization Supervisor)

(1) Please assess the student's performance for items listed below in accordance with the following criteria (40%):

- 5 – Distinction** – Outstanding in all areas
4 – Good – Highly competent with good performance in most areas
3 – Satisfactory – Performed adequately in most areas
2 – Less than satisfactory – Meet the minimal standards
1 – Unsatisfactory – Unable to meet the standards

	5	4	3	2	1	Comments
COMMUNICATION ABILITY						
Presentation skills						
Interpersonal skills						
Facilitation skills in the group setting						
PERSONAL ATTRIBUTES						
Attendance						
Attitude						
Initiative						
Reliability and responsibility						
Independent						
Quality of work						
Punctuality						
Grooming and appearance						
PROFESSIONALISM						
Knowledge of sports principles and up-to-date sports knowledge						
Ability to apply sports principles						
Integrity and respect						
Ability to work diversely						
Team spirit						
PROFESSIONAL DEVELOPMENT						
Personal growth						
Self-assessment of skills						
Willingness to accept and give feedback and suggestions						
Articulation of career goal and plans						

Comments (10%):

(2) Would you consider employing the student in the future? Yes () No ()

(3) Notable strengths of the student:

(4) Recommendations for personal growth:

(5) Contributions to internship organization:

(6) Additional comments:

Overall Score: / 10

Signature of Organization Supervisor:

Company Chop:

Date:

(
 Name of Organization Supervisor
)

To facilitate the learning, please discuss this assessment with the students upon the completion of the internship. Please provide the completed form to students for submission.



<u>FOR OFFICE USE ONLY</u>
Total Score: / 50

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Bachelor of Science Education (Honours) (Sports Science)
Log Book Cover

Part A (To be completed by Student)

Name of Intern: _____ Student No.: _____ Year: _____

Duration of Internship:	
Total Number of Internship Hours:	
Internship Organization:	
Organization Address:	

Remark:

Students are required to write the Log Book daily or produce a minimum of ten records (for every 20-hour) to record the major duties, work experience and reflection during the internship. It is important to note that the Log Book is one of the key components contributing to the writing of the Internship Final Report.



Part B (To be completed by Organization Supervisor)

Name of Organization Supervisor: _____ **Position:** _____ **Signature:** _____

Email: _____ **Tel:** _____ **Date:** _____

Page: _____

Date / Period: _____

Hours: _____

Major / Minor Duties, Responsibilities and Comments:

Name of Organization Supervisor:

Position:

Signature:

Date / Period: _____

Hours: _____

Major / Minor Duties, Responsibilities and Comments:

Name of Organization Supervisor:

Position:

Signature:

PES4267 Internship
Assessment Information

(1) Internship Individual Presentation (15%)

Students have to do an individual oral presentation to demonstrate learning outcomes from the internship. In the presentation, students have to:

1. Briefly describe the background of the organization and the main duties during the internship with supporting evidence e.g. photos, videos, etc;
2. Briefly describe
 - 3.1 What was learned from the internship;
 - 3.2 The difficulties and opportunities encountered at the organization;
 - 3.3 The strategic responses adopted by the organization; and
 - 3.4 How these strategies learned from the organization can be applied or implemented into your sporting future;
3. State how you applied the knowledge / skills / technologies learned from the programme in the assigned tasks;
4. Provide at least ONE difficulty that you encountered in the internship and explain how you solved the problem;
5. Provide at least ONE recommendation for sports science students to prepare for their internship in the future; and
6. Provide self-reflection

Remarks:

1. Each presentation should **NOT** exceed 8 minutes in total.
2. Students must attend the **FULL** session of the chosen presentation timeslot. Students who fail to do so will result in a 50% deduction of presentation marks.
3. Students are required to submit the presentation PowerPoint to the Internship Supervisor via Moodle **at least one day BEFORE the presentation***.

(*Please refer to Moodle regarding the submission deadline.)

Presentation Grading Criteria:

Overall Presentation Assessment:

Item	Content	Mark(s)
Content and Organization (9%)	• The presentation contained all the required content (See the details shown in the following table “Content Requirement”)	(7)
	• The presentation had an effective communication structure and the flow was logic	(1)
	• The presentation was effectively targeted to the audience	(1)
Presentation Style (3%)	• The presenter enunciated clearly and spoke at an appropriate volume	(1)
	• The presentation time was appropriate	(1)
	• The presenter interacted effectively and made good visual contact with the audience	(1)
Responses to Questions (3%)	• The presenter clearly understood the questions before responding and the responses were concise and accurate	(3)
Total 15%		

Content Requirement:

Job Responsibility (2%)	• Briefly describe the main duties during the internship with supporting evidence e.g. photos, videos, etc
The Organization (2%)	<ul style="list-style-type: none">• Briefly describe<ul style="list-style-type: none">○ What was learned from the organization;○ The difficulties and opportunities encountered at the organization;○ The strategic responses adopted by the organization; and○ How these strategies learned from the organization can be applied or implemented into your sporting future.• Provide at least <u>ONE</u> difficulty that encountered in the internship and explain how you solved the problem;• Provide at least <u>ONE</u> recommendation for sports science students to prepare for their internship in the future
Self-reflection (3%)	• Reflect the learning from the internship

Date of presentation

October/November 2021 (To be confirmed)

(2) Internship Final Report (35%)

Students have to submit an Internship Final Report (**including Log Book**) after the completion of the internship. Please follow the guidelines below for the report writing:

1. Word Limit: Not less than 1,000 words in English
2. Log Book: Students are required to write the Log Book daily or produce a minimum of ten records (for every 20-hour) to record the major duties, work experience and reflection during the internship.
3. Please write clearly on the cover of the final report:
 - English Name and Student Number
 - Programme Name, Course Code and Course Name (i.e. PES4267 Internship)
 - Name of Internship Organization
 - Internship Supervisor
 - Submission Date
4. You are required to **SUBMIT** the Internship Final Report to the Internship Supervisor via Moodle.

Internship Final Report Content and Weighting:

Item	Content
Job Responsibility (30%)	<ul style="list-style-type: none">• A detailed description of the job duties with supporting evidence e.g. Log Book, text, photos, etc.)
The Organization (40%)	<ul style="list-style-type: none">• A detailed description of what was learned from the organization such as operations and corporate cultures; the difficulties and opportunities encountered at the organization; the strategic responses adopted by the organization and explain how these strategies learned from the organization can be applied or implemented into your sporting future.
Self-reflection (30%)	<ul style="list-style-type: none">• A detailed description of self-reflection, stating what was experienced or observed. Learning of any specific skills such as communication, problem-solving, teamwork and new computer applications and so on. Any areas identified for personal improvement/development.
Appendix (Optional)	<ul style="list-style-type: none">• This section should not be more than 5 pages; which may include, if any, all other relevant information regarding the Internship.
Total 100% (Unit 35%)	

Submission Deadline*
November/December 2021 (To be confirmed)

***Important Note**

Late submission will be penalized (10% deduction for each day after the submission deadline). Students are required to seek approval from the Internship Supervisor on the late assignment submission, or otherwise, all assignments received after the submission deadline will be treated as a late submission.

Internship Assessment Criteria (Student Copy)

Student Name: _____ **Student No.:** _____

Internship Organization: _____ **Internship Period:** _____ **to** _____
 (dd-mm-yy) (dd-mm-yy)

Students are advised to refer to the following criteria before writing the Internship Final Report.

Criteria		Distinction (5 Points)	Good (4 Points)	Satisfactory (3 Points)	Less than Satisfactory (2 Points)	Unsatisfactory (1 Point)
1	Overall Performance Feedback from the organization's Assessment Report of the student's Internship performance.	Outstanding in ALL areas.	Highly competent with good performance in most areas.	Performance is adequate in most areas.	Performance meets minimal standards .	Unable to meet most standards.
2	Communication Demonstrates skills such as presentation skills, interpersonal skills, and facilitation skills in the group setting during the internship.	An excellent demonstration of communication skills.	A good demonstration of communication skills.	Adequate demonstration of communication skills.	Attempts to demonstrate some communication skills.	Unable to demonstrate most communication skills.
3	Personal Attributes Students' understanding of the daily Internship duties, personal responsibilities, and the operations of the organization.	Demonstrates a comprehensive understanding of the daily Internship duties, personal responsibilities and the operations of the organization.	Demonstrates a good understanding of the daily Internship duties, personal responsibilities, and the operations of the organization.	Demonstrates an adequate understanding of the daily Internship duties, personal responsibilities, and the operations of the organization.	Demonstrates a reasonable understanding of the daily Internship duties, personal responsibilities, and the operations of the organization.	Demonstrates limited understanding of the daily Internship duties, personal responsibilities, and the operations of the organization.
4	Professionalism Appropriate application of sports knowledge, principles, and skills in the Internship environment.	Excellent application of sports knowledge, principles, and skills in the Internship environment.	A good application of sports knowledge, principles and skills in the Internship environment.	Adequate application of sports knowledge, principles, and skills in the Internship environment.	Some application of sports knowledge, principles, and skills in the Internship environment.	Unable to apply sports knowledge, principles, or skills in the Internship environment.
5	Professional Development Demonstrate competency in work-related activities.	Demonstrates Excellent competency in work-related activities.	Demonstrates good competency in work-related activities.	Demonstrates adequate competency in work-related activities.	Demonstrates some competency in work-related activities.	Unable to demonstrate competency in work-related activities.