



COMP3410 / COMP3412 INTERNSHIP

2023-24 Briefing

Prepared by
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Course's websites

- Office Internship Website:
- <https://www.cs.hku.hk/comp3410/index>

- Moodle Course site
 - Only be available in the summer semester
 - For collecting the training reports



BEng(CS) Requirement

- Must PASS COMP3410 (for 2018 intake or after) | COMP3412 (for 2017 intake or before) before graduation
 - Only PASS or FAIL grade
- Usually be taken directly ahead of your final year of studies
 - To gain maximum benefit from the placement, you must already possess a strong foundation of CS knowledge
 - BEng(CS) & GEBP – After successful completion of Year three (penultimate year)
 - BBA(IS)/BEng(CS) – After successful completion of BBA(IS)
- We do not recognize past internship experience

(COMP3410 / COMP3412) vs. COMP3413

- COMP3410 / COMP3412 Internship
 - This is a graduation requirement.
 - All BEng(CompSc) students must take the course.
 - Get exemption automatically if joining URFP+COMP3413
- URFP
 - University Research Fellowship Programme
 - Application only by invitation
 - By the end of the 1st semester of Year 3, your CGPA must be above 3.5
 - COMP3413 Research Internship
 - An elective course associated with URFP; not open for general enrollment.

COMP3410 / COMP3412 Internship

- The course consists of two components:
 - Internship placement requires students to spend a minimum of four weeks employed, full-time, as IT interns or trainees.
 - Professionalism exposes students to social and professional issues in computing.



INTERNSHIP PLACEMENT

Placement - Two Training Modes

- To satisfy the Internship component, either
 - Take a summer internship in a **full-time** IT position
 - > 90% of students took this option
 - Minimum requirement – 4 weeks of industrial placement in a full-time IT position
 - Usually between 8 weeks to 13 weeks, **norm – 10 weeks**
 - Between June to August
 - Take a 6-month to full-year sandwich internship – Integrated Study-Work Programme (ISWP)

Integrated Study-Work Programme

- Spend 6-14 months in the industry in a **full-time** IT position
- **Suspension of studies**
 - Granted leave of absence by Faculty
 - No need to explicitly apply for it.
 - Once you have obtained my approval, we shall inform the Faculty in July; the Faculty will issue a letter to you for confirmation that you are going to take up the ISWP
 - **Not allowed to register any HKU courses/projects during this period**
 - Require to pay a Registration Fee (3% of the composition fee)
 - Allow access to the University's library, health, counselling and physical education facilities during the study-work year

Finding an Internship

- It is your responsibility to seek and secure an internship
- Procedure
 - Looking for internship opportunities
 - Some jobs (but not a lot) are advertised through us
 - You can look for opportunities via other websites
 - Submit your applications
 - Have your cover letter & CV (& transcript) be ready ASAP
 - Companies may invite you to interviews
 - **Inform us** your summer or 6/12-month internship once you have secured a placement
 - The jobs must be approved by the Internship Coordinator to ensure they meet the standards

Secure an Internship

- When is the latest time I should secure an Internship?
 - For **1-year Internship**, before mid of August 2024
 - For **summer internship**, before July 20, 2024
 - You still have at least 5 weeks for the internship before the start of the 1st semester of 2024.
 - However, one complicated matter is - you have to enroll the Internship course COMP3410/COMP3412 by mid June 2023.
 - If you have enrolled the course but cannot secure a summer internship by the end of July, you cannot complete the course.
 - **You MUST report to us** to obtain our approval of skipping the course and you will get an 'NV' grade; otherwise, you would receive a Fail.

Placements - Requirements

- Location – local or overseas
- Job must be in the field of IT
 - Preferably involving software development or with significant technical substances
 - Coding, testing, database design and maintenance, data analytics, infrastructure admin and networking
 - Can work as research assistants under the supervision of a university's faculty member. However, you need to obtain our approval first.
- Must be a full-time job at the company's work place (or according to the company's policy)
- Preferably working under the supervision of an experienced IT professional
 - For some cases, you may work in a non-IT department without an IT supervisor

Placements

- For example, the following do not satisfy the criteria:
 - Computer sale
 - Data entry
 - Web page graphic designer
 - Helpdesk support
 - General office duties
 - Part-time work
 - Freelance work

- If you are not sure about a particular internship, please consult the Internship Coordinator for advice.

Last Year Placement Companies

A50 Real Assets Limited	DINO XR LIMITED	HSBC UK	Oursky Limited
Alibaba-Zhejiang Tmall Technology Co., LTD	dLab Asset Management Limited	Huawei Tech. Investment Co. Limited	PharmCare Technology Limited
ASM Pacific Technology	DRESIO Limited	InnoSpire Technology Limited	Pokeguide Limited
AssetBozz Limited	DrPOM Medical Care Limited	IX Capital International Limited	Portalvision Limited
AutoML Capital Limited	Eclipse Options (HK) Limited	J.P. Morgan Chase & Co.	Premialab Hong Kong Limited
Baidu	Ecoenergy Tech Limited	JD.com, Inc.	PwC
Bank of China (Hong Kong)	Elite Paradise	K COMPACT COMPANY LIMITED	Rabbit Credit Limited
Better Pi Limited	Ernst & Young	KM.ON Asia Ltd.	Société Générale
Big Dipper Studio Limited	ExponTech	KYWH Limited	Speakmanity Limited
Bowtie Life Insurance	FansWave Limited	LiDARist Co. Ltd.	Standard Chartered Bank (Hong Kong) Limited
BOXS Limited	Fortune Information Technology Ltd.	Limepage Limited	Sun Hung Kai Real Estate Agency Limited
ByteDance	Foundation Biotech Limited	Liquidnet Asia Limited	Supervisual
Chatzilla Limited	FWD Group	Livi Bank Limited	Tab Next
Chinachem Agencies Limited	Goldman Sachs Services (Asia) Limited	Low Carbon Contracts Company Limited	Tailcase Solutions Limited
Choco Up	Guangzhou Tec-Do Co., Ltd.	Macquarie Group	TailorM Holdings Limited
Chong Lap (H.K.) Co. Ltd.	Hang Seng Bank Limited	Mad Head App Limited	techbob academy limited
Cinda International Holdings Limited	HIKVISION	Manulife	The Hong Kong Jockey Club
Clear Robotics Limited	HKSAR-Drainage Services Department	Metamory Technology Limited	Varmeego
CLP Holdings Hong Kong Ltd.	Hong Kong Airlines	MSIG Insurance (Hong Kong) Limited	WeDerm Limited
Composers & Authors Society of Hong Kong Limited	Hong Kong Baptist University	MTR Corporation Limited	Wells Fargo Bank
Cosmact Limited	Hong Kong Monetary Authority	NextGen Solutions Limited	Working Family and Student Financial Assistance Agency
Coxwave	Hong Kong Observatory	On-us Company Limited	深圳之光人才科技有限公司
Cultivest Technology Company Limited	Hong Kong Productivity Council	OPM Systems Company Limited	
DHL Express (Hong Kong) Limited	Hoopoe Technology	Orient Overseas Container Line Limited	

Finding an Internship – Sources

- Course's web site - <https://www.cs.hku.hk/comp3410/index>
 - Job Portal
 - Jobs that submitted to the department by the company/agent directly or via CEDARS
 - Jobs posted at CEDARS' career website
 - Some government jobs (but not much) may require nominations
 - Course Coordinator screens all applications and nominates candidates (to fill up the quota)
- Start having summer Job advertisement from January
- Recruitment activity reaches the peak during the months of April and May
 - Government posts usually come in a bit late, but only available for HK residents

Finding an Internship – Other Sources

- Seek internship through other websites
 - CEDARS (Centre of Development and Resources for Students)
 - <https://www.cedars.hku.hk/careers/jobs>
 - JIJS (Joint Institution Job Information System)
 - <https://www.jijis.org.hk/>
 - Science Park (Talent Pool Platform)
 - <https://talent.hkstp.org/>
 - Fintech Career Accelerator Scheme
 - <https://www.hkma.gov.hk/eng/key-functions/international-financial-centre/fintech/talent-development/>
- These jobs must be approved by the Internship Coordinator to ensure they meet the standards
 - If you find some internship posts and would like to consult me, send me the job ads. (with details, not the URL)
- Inform us once you have secured a job
 - Enter your placement details to your Placement record

Govt STEM Internship Scheme

- <https://www.itf.gov.hk/en/funding-programmes/nurturing-talent/stem-internship-scheme/>

• **Students:** Both local²⁷ and non-local undergraduates and postgraduates majoring in full-time eligible STEM-related programmes offered by the participating universities, including their GBA campuses, are eligible. Non-local students²⁸ are allowed to enrol in internships in Hong Kong only, subject to the conditions of stay of their visa/entry permit issued by the Immigration Department. For the Scheme operated by R&D Centres and HKPC, undergraduates and postgraduates majoring in full-time eligible STEM programmes in local²⁹ or non-local³⁰ universities will be eligible. Student interns receiving the allowance under the Scheme cannot concurrently benefit from other internship subsidies provided by the Hong Kong SAR Government (the "HKSAR Government").

- The internship funded by the Scheme **should not be a compulsory requirement** of the degree programme to which the student is admitted.
 - **This restriction is set by the HK Govt; not our policy**
- Under the Scheme, allowance will be provided for undergraduates taking university **full-time STEM programmes** to enrol in short-term internships.
 - With duration of no less than four consecutive weeks (28 calendar days).

Govt STEM Internship Scheme

- All STEM internships are **coordinated & approved** by HKU CEDARS
 - <https://www.cedars.hku.hk/careers/stem>
 - <https://www.cedars-cp.hku.hk/stem-internship>

Application

Individual participating institutions are responsible for administering the Scheme and prescribing their respective application procedures and arrangements. Interested students are welcomed to **approach the respective participating institutions.**

It is at the discretion of individual universities to decide whether an internship place offered by a company/organisation is I&T-related and meaningful, taking into account the feedbacks of past student interns, and to set a ceiling on the number of student interns under the Scheme in each company/organisation to enrich student experiences. **Interested employers are welcomed to approach the respective universities.**

Govt STEM Internship Scheme

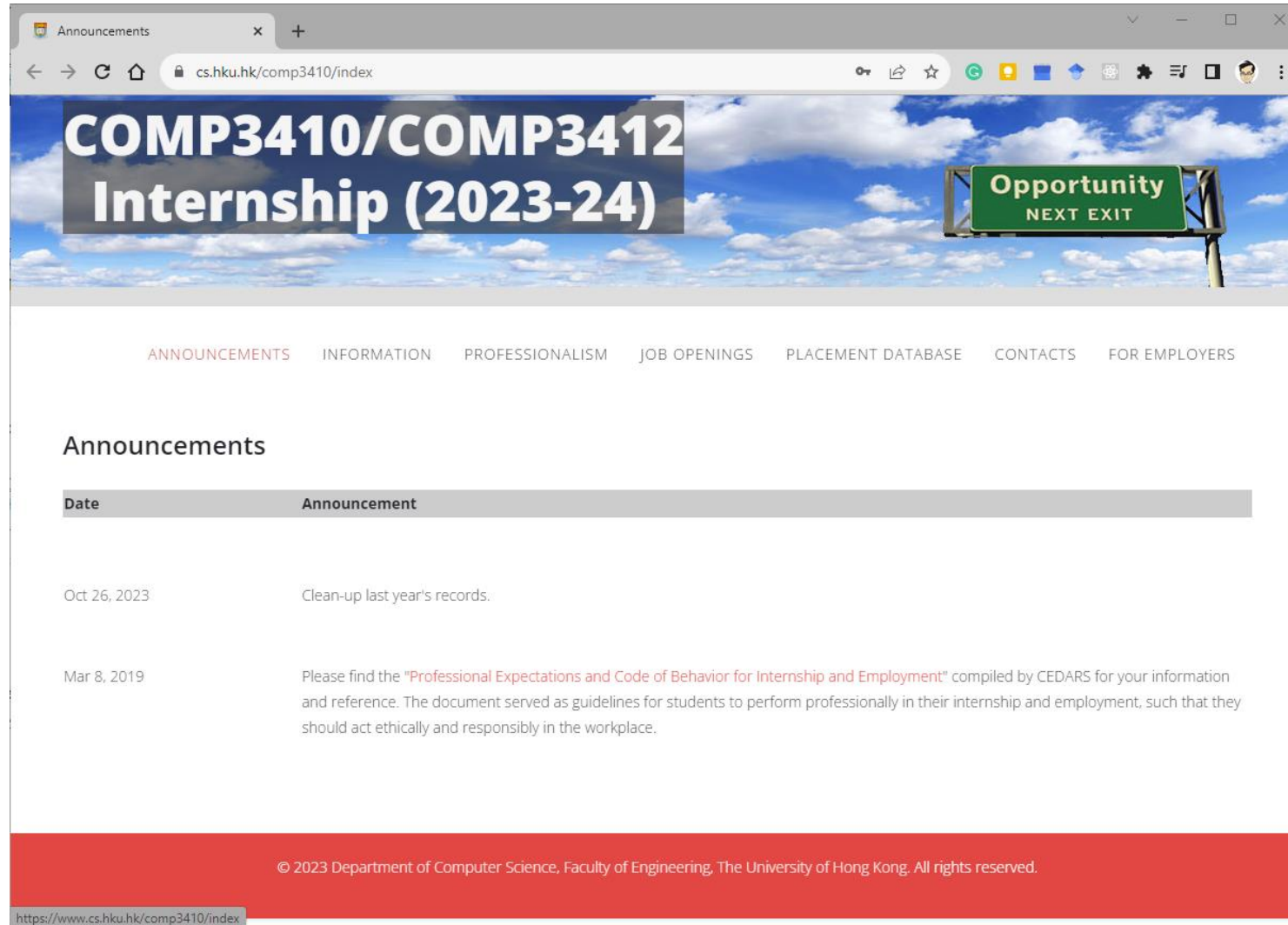
8. The student CANNOT concurrently benefit from other internship subsidies offered by the HKSAR Government.
9. The internship funded by the Scheme SHOULD NOT be a compulsory requirement of the degree programme to which the student is admitted. **However, the excess internship period of that the graduation requirements could be funded by the Scheme**, if the other requirements stipulated in the Guidelines are met



- When a company offers an internship to you under the STEM scheme, please discuss with the company that you want to use **the first or last 4 weeks** of the internship to fulfill the compulsory Internship requirement of your degree programme, and the remaining period can be covered by the ITC STEM scheme.
- It would be better if the company can issue two appointments to you - one for the weeks to cover the course and the other for the remaining duration.

Course's Web Site

<https://www.cs.hku.hk/comp3410/index>



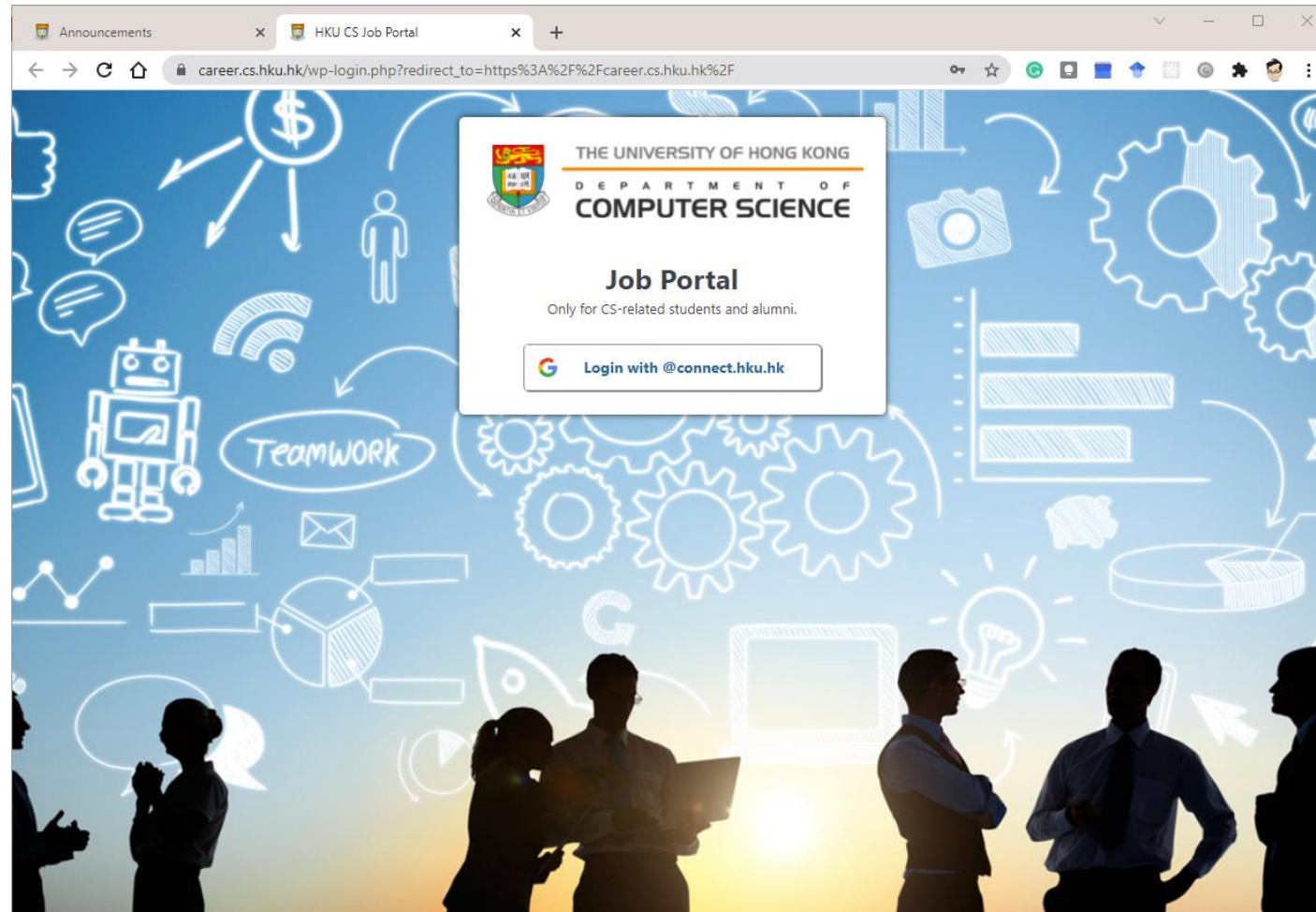
The screenshot shows a web browser window with the URL [cs.hku.hk/comp3410/index](https://www.cs.hku.hk/comp3410/index). The page features a blue banner with white text that reads "COMP3410/COMP3412 Internship (2023-24)" and a green sign that says "Opportunity NEXT EXIT". Below the banner is a navigation menu with the following items: ANNOUNCEMENTS, INFORMATION, PROFESSIONALISM, JOB OPENINGS, PLACEMENT DATABASE, CONTACTS, and FOR EMPLOYERS. The main content area is titled "Announcements" and contains a table with two columns: "Date" and "Announcement".

Date	Announcement
Oct 26, 2023	Clean-up last year's records.
Mar 8, 2019	Please find the " Professional Expectations and Code of Behavior for Internship and Employment " compiled by CEDARS for your information and reference. The document served as guidelines for students to perform professionally in their internship and employment, such that they should act ethically and responsibly in the workplace.

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<https://www.cs.hku.hk/comp3410/index>

Job Portal



Job Portal

The screenshot shows a web browser window with two tabs: "Announcements" and "HKUCS CAREER". The address bar displays "career.cs.hku.hk/#". The main header features the University of Hong Kong logo and the text "THE UNIVERSITY OF HONG KONG DEPARTMENT OF COMPUTER SCIENCE". Navigation links for "Past Listings" and "Logout" are visible in the top right. The background is a blue graphic with white icons representing teamwork, technology, and business. Below the header is a "Career" section with a search form containing fields for "Keywords", "Location", and "Choose a category...". A "Search Jobs" button is positioned below the category dropdown. Filter checkboxes for "Freelance", "Full Time", "Graduate", "Internship", "Part Time", "Permanent", and "Temporary" are listed. Two job listings are shown: "Software Engineering Intern" at "The Trade Desk" in "Hong Kong" (posted 14 mins ago) and "Junior Quantitative Developer (Java)" at "Itarle (HK) Limited" in "Hong Kong" (posted 29 mins ago).

Announcements x HKUCS CAREER x +

career.cs.hku.hk/#

THE UNIVERSITY OF HONG KONG
DEPARTMENT OF
COMPUTER SCIENCE

Past Listings Logout

TeamWORK

20%

Career

Keywords Location

Choose a category...

Search Jobs

Freelance Full Time Graduate Internship Part Time Permanent Temporary

Software Engineering Intern Hong Kong **Internship**
The Trade Desk Posted 14 mins ago

Junior Quantitative Developer (Java) Hong Kong **Full Time**
Itarle (HK) Limited **Internship**
Posted 29 mins ago

Your Placement Record

- Please access your placement record via the Placement Database (at course's website)
- Log on to the system using **your CS account** (NOT the HKU Portal account)
- You have to submit your placement info to the department **as soon as** you have secured a placement.
 - **If we do not have a record of your placement, you cannot pass the course.**
 - We have to screen the job nature of all placement positions to make sure that the posts satisfy the course's requirements.
- We will **not accept and approve** your placement if you **submitted** the placement record **very late**, e.g., has passed **half of your internship**.
 - You may have to **redo another placement** next summer!!!

Placement Record

My Placement Record

Log-on to the Placement database and enter your Placement Record

Student No:	5555555555
Student Name:	2018 Testing
Curriculum:	BEng(CompSc)
Company Name:	<input type="text" value="Someone Ltd."/>
Job Title/Position:	<input type="text" value="Intern developer"/>
Nature of Work:	<div style="border: 1px solid black; padding: 5px;">IMPORTANT!!! Need to provide sufficient information to us; in particular, on what kind of tasks you are going to do in this internship. We need the information to justify whether this post satisfies the training requirements.</div>
Start Date:	<input type="text" value="Jun 1, 2019"/>
End Date:	<input type="text" value="Aug 15, 2019"/>
Working Location:	<input type="text" value="Causeway Bay"/>
Payment Type:	<input type="text" value="paid"/>
Salary:	<input type="text" value="10000"/>
Supervisor Name:	<input type="text" value="Judy Chan"/>
Supervisor Telephone:	<input type="text" value="21123446"/>
Supervisor Email:	<input type="text" value="judychan@someone.com"/>
Appointment Letter:	<input type="checkbox"/>
Feed Back Form:	No
Feed Back Comment:	
Content:	No
Placement Status:	Waiting
Remark:	

Name and contact details of your supervisor (you may enter these later after you have started work.)

Placement Record

- **Placement Status** of your placement record is either NA / Waiting / Incomplete / Approved
 - **NA** – You haven't entered your placement record yet
 - **Waiting** – You have entered your placement record, but it hasn't been screened by us yet
 - **Incomplete** – We have screened your placement record and find that you **did not** input sufficient information
 - Examples: lack of details on the nature of work (Job Description), missing appointment letter, etc
 - **Approved** – this post is approved by us
- **Remark**
 - My comment on your placement record; in particular, indicate what is/are missing.

Feedback Form

- If we have received the supervisor's feedback form, we shall update this field

Feedback Comment

- Just to provide a summary on the comment and feedback provided by the supervisor

Consent

- This indicates whether you have submitted the signed "Consent Form" by your supervisor to the department

Being a Professional

When accepting an internship, you will be asked to sign an agreement

We expect you to honor that agreement

Breaking an agreement without the department's prior approval will be treated as a serious breach of professional conduct

Assessment – Internship component

- Write a **training report** of ~1000 words
 - Outline the work you performed
 - Provide a description and evaluation of the IT and /or software practices used by the organization
 - Submission deadline: **August 22, 2024** (for students taking 2024 Summer Internship or 2023/24 ISWP)

- Assessment is based on the training report and supervisor's feedback

Assessment – Internship component

- **Supervisor's feedback** – report to us on your professionalism and on the quality of your work
 - “Consent Form”
 - We have drafted a letter to explain the requirement of providing feedback for you
 - Students are required to inform this requirement to your supervisor or employer.
 - Students complete the form and obtain their supervisor's signature, then students **return the signed letter** to us **by email** (mailto: internships@cs.hku.hk) within the first two weeks of your placement
 - **Supervisor's feedback form**
 - Available on the CS Department Home page under
 - <https://www.cs.hku.hk/about-student/hiring/interns#Feedback>
 - On the last week of your internship, present the Feedback Form to your supervisor. Invite them to return the completed form (**by email** or **by fax** or **via you**) within two weeks after the internship.
 - (Note: If you collect the feedback form, please email the form to internships@cs.hku.hk.)



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 Web site : www.cs.hku.hk

香 港 大 學 計 算 機 科 學 系

All Student Interns are required to return the completed consent form to the Department's Internship Coordinator, Dr Anthony Tam within the first two weeks of their internships.

Consent Form for Employer Hiring
 HKU BEng(CompSc) Students as Interns

I have been given information regarding the recruitment of interns from the Department of Computer Science, The University of Hong Kong (HKU) through the Department's webpage at <http://www.cs.hku.hk/people/hiring/interns.jsp>.

I understand that the internship taken up by the indicated student is for satisfying the internship requirement of his/her academic programme that he/she is currently studying at HKU.

By signing below, I am indicating my consent to complete and return the Employer's Feedback Report within 2 weeks after the indicated student has completed his/her internship at our company.

Name of Student Intern: _____

Name of Company: _____

Name of Division / Department: _____

Name of Supervisor: _____

Capacity / Title / Position: _____

Contact Number: _____ Email Address: _____

Signature: _____ Date: _____

<https://www.cs.hku.hk/comp3410/info#Feedback>



Internship Questionnaire - Employer Feedback

Thank you for supporting our programme by offering internship. It represents an important part of our students' professional training. This questionnaire is for obtaining feedback from employer on the student's performance during internship. The feedback collected will contribute to the assessment of the student concerned. All personal information will be kept strictly confidential.

Company & division name: _____

Size of the company/division: [] <10 staff [] <50 staff [] ≤200 staff [] >200 staff

Business nature: [] IT development [] Banking & Finance [] Government

[] Research & Development [] Telecommunication [] Utilities

[] Consultant [] Others, please specify _____

Student name: _____ **Period of internship:** _____ to _____

Student's responsibilities: _____

Feedback on the performance of the student: (Please tick the appropriate box)
 (NA = Not applicable, SD = Strongly disagree, D = Disagree, N = Neutral, A = Agree, SA = Strongly Agree)

Questions	NA	SD	D	N	A	SA
1. The student demonstrated the ability to design, implement, and evaluate a computer-based system, process, component, or programme to meet desired needs.						
2. The student performed his/her function effectively in teams.						
3. The student demonstrated the ability to analyze a problem, and identify and define the computing requirements appropriate to its solution.						
4. The student was able to understand professional, social, legal and ethical responsibilities.						
5. The student was able to communicate effectively with a range of audiences.						
6. The student was able to understand the impact of computing in a local, global and societal context.						
7. The student demonstrated an ability to recognize the need for, and to engage in life-long learning.						
8. The student demonstrated an ability to put knowledge into practice in this internship.						
9. The student was capable of using current techniques, skills, and tools necessary for computing practice with an understanding of the limitations.						
10. The overall performance of the student was satisfactory.						

Other comments on the student's performance in this internship:

<https://www.cs.hku.hk/about-student/hiring/info>

Name of supervisor: _____ **Capacity:** _____

Contact No.: _____ **Email:** _____

Date: _____ **Signature:** _____

- You may return the completed questionnaire by one of the following ways :
- By FAX to: 2858 4141
 - By post to: Department of Computer Science, HKU, Pokfulam Road, Hong Kong (Attn: Internship Programme)
 - Mail a soft version to: internships@cs.hku.hk

Past Feedback

- Our students performed very well in the past years
 - Overall performance
 - 2019-20 4.58
 - 2020-21 4.6
 - 2021-22 4.6
 - 2022-23 4.65
- Keep up with the good performance and quality



PROFESSIONALISM

Professionalism

- Students need to understand their professional roles when working as computer professionals as well as the responsibility that they will bear.
- They also need to develop the ability to ask serious questions about the social impact of computing and to evaluate proposed answers to those questions.
- Objective
 - Enable students to develop an understanding of the social and professional context in the discipline of computing.

Professionalism - Arrangement

- Three seminars will be arranged in 2024
 - Tentative Schedule
 - Jan 31, 2024 (Wednesday) 11:00am to 12:15pm
 - Depends on the availability of the ICAC officer
 - March 5, 2024(Tuesday)
 - March 8, 2024 (Friday)
- Assessment
 - No exam nor quiz nor assignment

Information

- <https://www.cs.hku.hk/comp3410/index>
- Information for Students
 - About Summer Internship
 - <https://www.cs.hku.hk/comp3410/info>
 - About ISWP
 - <https://i.cs.hku.hk/~atctam/Course/comp3410/ISWP-new.html>
- Information for Employers
 - <https://www.cs.hku.hk/about-student/hiring/info>