

Role of Workplace Supervisor

Each participating organisation is expected to arrange a staff member in the organisation to be the students' workplace supervisor, who will assume the following duties:

- to help the students understand the organisation, the division/department that they are affiliated to, and their roles in the workplace;
- to discuss and determine type of work and work schedule with the students;
- to meet the students regularly to assess progress and to share new developments in the field with the students;
- to invite the students to attend staff events when appropriate; and
- to evaluate each student's performance by filling out an evaluation form for each internship period.

Where were our Students Placed

Our BSIM and MLIM students have been placed in a wide range of organisations, ranging from governmental to non-governmental organisations, from SME to large enterprises, and from local to international organisations, such as:

- AIA Co. Ltd.
- Deacons
- Deloitte Touche Tohmatsu
- GET Mdream Wealth Management
- Hong Kong Cyberport Management Co. Ltd.
- Hospital Authority
- Hyweb Technology Co. Ltd., Taiwan
- Mental Health Association of HK
- Morrison & Foerster
- National Taiwan Normal University, Taiwan
- Orient Overseas Container Line Ltd (OOCL)
- Pearson Education Asia Ltd
- Singapore Management University, Singapore
- Taste Libray at PMQ
- University of British Columbia, Canada

BSc*i*M

MScLIM

Internship

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Faculty of **Education**
The University of Hong Kong



Internship for
BSc(Information Management)
and
MSc(Library and Information
Management)



THE UNIVERSITY OF HONG KONG

Aims of Internship

Internship is an important component of the B.Sc. in Information Management (BSIM) and the M.Sc. in Library & Information Management (MLIM) programme. The programmes prepare our students to meet the challenges of the fast growing information sector of the modern economy. With the support of participating organisations, the internship offers an opportunity to our students (1) to understand information management in the workplace; and (2) to practise what they learn from the programme in real-life situations.

Student Background

A majority of our BSIM students come with sub-degree qualifications (i.e. diplomas or associate degrees) in disciplines like library and information science and business before joining the programme. Before the internship period starts, the students will have completed courses about database systems, Information retrieval, information management foundations, information organisation and content management, Web development, users and management, knowledge management, digital libraries, user-based system analysis and academic English courses.

For MLIM students, all our students are graduates and some have working experience. But all are hungry to undertake internship with a related organization. The students had completed at least one semester of the MLIM so they come equipped with an existing skill set related to information management and its related areas.

Benefits for Participating Organisations and Students

For participating organisations, our BSIM and MLIM students will serve as interns to support various work functions that require knowledge of information management. The students can bring in up-to-date information management knowledge in areas such as information research, and information system usability studies to the organisations.

The students will be able to improve their understanding of the use of information management in workplace. In particular, they can identify any differences between information management practice in reality and in theory.

Cost for Participating Organisations

Remuneration to internship IS NOT mandatory, but we will be obliged if participating organisations can generously consider some travel and meal allowances to the students during the internship period.

Schedule and Arrangement

Internship duration is flexible, according to the mutual needs of the host organization and the student intern but normally should last no less than 160 hours during the period of May-August and students will work with participating organisations for 2-3 months for the internship. Based on the mutual agreement between students and receiving organisations, Internship can be taken in part-time or full-time mode.

To ease administration and to facilitate our students to share learning experiences, we appreciate it very much if a participating organisation can take more than one internship student as interns whenever possible.



Assessment

Internship is an important part of the BSIM and MLIM programme. Student performance during the internship period will be formally assessed by both the workplace supervisor at a participating organisation as well as an academic supervisor in the university.

More information about the programmes can be found at BSIM: <http://web.edu.hku.hk/programme/bsim/>
MLIM: <http://web.edu.hku.hk/programme/mlim/>

