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 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:

- Clifford Chance LLP
- FlySheet Information Services Co. Ltd., Taiwan
- Hong Kong Cyberport Management Co. Ltd
- Hyweb Technology Co. Ltd., Taiwan
- National Library of Public Information, Taiwan
- Singapore Management University
- The Chopin Society of Hong Kong
- The independent School Foundation Academy
- The University of Illinois at Urbana-Champaign, USA
- University Library National Tsing Hua University, Taiwan
- University Museum and Art Gallery of HKU
- University of British Columbia, Canada

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Master of Science in Library & Information Management
MSc[LIM] Internship

Faculty of Education, The University of Hong Kong
Aims of Internship
Internship is an important component of the M.Sc. in Library & Information Management (MLIM) programme. The programme prepares our students to meet the challenges of the fast growing information sector of the modern economy. With the support of participating organisations, Internship offers an opportunity to MLIM 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
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.

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. 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.

Benefits for Participating Organisations and Students
For participating organisations, our 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.

Assessment
Internship is an important part of the 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 MLIM programme can be found at http://web.edu.hku.hk/programme/mlim/.

THE UNIVERSITY OF HONG KONG