

THE UNIVERSITY OF HONG KONG
SCHOOL OF FUTURE MEDIA

Internship Handbook

In order to graduate from the Bachelor of Journalism / Bachelor of Journalism, Media and Artificial Intelligence programme, students must complete a minimum eight weeks of full-time internship work in journalism or media-related fields. Students must file a report to the internship co-ordinator within two weeks of the last day of work. Before undertaking an internship, students are required to participate in pre-internship training usually in May of the first year of study.

INTERNSHIP GUIDELINES

In order to maintain the high standard of its internship programme, students are expected to follow the guidelines below, as well as any additional instructions provided in detail later.

Performance expectations

- **Demonstrate diligent work habits**
Work hard! A good work ethic enables students to maximize on-the-job learning. Your efforts also reflect positively on the School. The positive reputation you help establish as an intern will benefit future internship applicants from the SFM.
- **Exhibit good ethical standards**
Follow the fundamental journalism ethics taught at the SFM: DO not invent sources, ensure quotes are accurate, and do not plagiarize. If a student is found guilty of any serious ethical breach during an internship, the SFM reserves the right to pursue disciplinary action, which may result in failure of internship credit, where applicable, and expulsion from the programme.
- **Behave professionally**
Personal communications: Do not surf the Internet for non-work related matters during office hours (no personal e-mailing, reading, online shopping, or using social media—i.e. X, Instagram, Facebook, Weibo, RED 小紅書 (Xiaohongshu), Tiktok (Douyin) et al unless it is part of your duties). Do not make personal phone calls during office hours.
Professional attire: Follow appropriate office dress code.
Timeliness: Be punctual. Do not take unnecessary leave from work. Meet deadlines.
- **Pay attention**
Internships allow real-life application of journalism studies. Challenge yourself to develop your skills, and develop new proficiencies. Heed advice from editors/supervisors, and implement suggestions/criticisms during your internship. Be proactive in coming up with ideas, stories and assignments useful to your media company. Think of what you can do for the company and not just what the company can do for you.

Administrative requirements

- **Intern feedback**
Participants in the Internship Programme are required to submit a report of their experiences. Students must submit an internship portfolio, a student evaluation form and the supervisor's assessment report, upon completing credit-bearing internships.

- **SFM-arranged internship precedence**

We will assist you in finding an internship only if you are committed to accepting the internship. If you are querying internship or jobs independent from our networking efforts, and you are seeking placement assistance from us as well, then we expect the SFM-arranged internship to take precedent over other offers. Violation of this rule may result in the student being asked to withdraw from the internship programme.

- **No simultaneous applications**

We can assist each student in applying for only one internship at a time, to avoid potential conflict with internship providers, and to maximize the number of intern placements for our students.

- **No guarantees**

Internship placement is not guaranteed. Placement depends on the individual student's skills and interests, and whether the intern provider can accommodate the applicant.

- **Internship commitment and communication**

We expects students to honor commitments. Once committed to an internship, students must complete the entire duration of the internship period and document their participation in the Internship Logbook. Regardless of whether the internship is half-complete or it has not yet begun, termination of a set internship (without proper communication) is unacceptable.

If unforeseen circumstances prevent internship completion, students should maintain open communication with intern supervisors and the SFM.

Some media companies rely on a regular stream of interns to fulfill essential tasks. The companies allocate resources to consider intern applications, and to supervise interns on the job. Unexpected internship termination can leave the companies without adequate time to find a replacement intern; however, with proper advance notice, another qualified student might be recommended as an alternative intern candidate.

Early termination will result in failure of internship credit (when applicable), and the credit-bearing internship must be retaken during the subsequent term(s).

INTERNSHIP PROGRAMME APPLICATION/SCHEDULE

- Pre-internship workshop (prerequisite)

Students must complete a pre-internship workshop in April/May, that will prepare students for internships and workplace expectations

- Meeting with individual students

We will conduct interviews with students to assess student internship goals and media preferences.

- Criteria for credit-bearing internships

Students are allowed to secure credit-bearing internships through efforts independent from us, or we can assist students in applying for one internship at a time. We can only assist students in seeking other intern options after the first application proves unsuccessful. If students have

independent internship applications pending, SFM-arranged internships are expected to receive priority.

Credit-bearing Internships must fulfill the following four criteria: (1) a minimum of eight weeks, 40-hours per week (or the equivalent spread over a longer time period); (2) intern duties must require a degree of journalistic work. This could include writing, editing or other tasks that require students to hone practical journalism skills. Administrative chores (fetching coffee, stuffing envelopes, etc.) should not be the intern's primary responsibility; (3) Students must be working in a role that requires a degree of editor supervision/guidance. The credit is granted because this is an experiential learning experience; (4) Students and intern supervisors must complete assessment reports.

- Portfolio and evaluations

We will provide two evaluation forms—one for the student to complete, and one for the supervisor to complete. Students should forward the digital form to their supervisor directly, and we request supervisors to return assessment reports by email. Student evaluation forms and portfolios must be submitted to the internship co-ordinator during the final week of the internship, or at a date to-be-determined by the officer.

Submission directions: Portfolios should be sent through online and containing: (1) internship work samples (2) a one-page summary of the experience and (3) the student's reflection..

- Credit approval.

Internship credit is granted on a pass-fail basis. We will evaluate the student portfolios and supervisor evaluations to assess a grade of "pass" or "fail." Those who follow guidelines outlined in this handbook are assured a passing grade.