SD3192 Internship: FAQ 2024

To: SD Students who will take the SD3192 Internship in 2024

You can refer to the **Internship Pack** for subject guidelines, subject requirements, and useful templates. Below you can find some frequently asked questions (FAQ) regarding internship arrangements in the School of Design.

1. ***When should we add the internship subject (SD3192)?***
   Please refer to the **SD internship** (www.polyu.edu.hk/en/sd/collaboration/internship) webpage, your Internship is a credit-bearing subject, and it should be visible in ***eStudent*** during your scheduled year/semester. If you need to drop the subject, you must obtain approval from your tutor to do so during the add/drop period. Only students taking an internship outside their scheduled year will need to add the subject manually.

2. ***When is the deadline for 'applying' for an internship and the internship duration?***
   Your "first working date" of all internship should be *no later than 2 July 2024, and they must end by 23 August 2024*. Remember your internship must fulfil a minimum of 8 weeks full-time within your design discipline.

3. ***How do I search for an internship?***
   To begin your job search, you can refer to the internship database provided in the Internship Pack or on the website. These companies have previously hired SD students and may be willing to do so again. If you are interested, you can send an internship application, along with your resume and portfolio to these companies directly.

4. ***Key Steps for application:***

   Step 1: Ensure that the Internship lasts at least eight weeks full-time of design-related work that fits your disciplines (AD, CD, EID, PRD, SDS), and is the endorsed company by SD internship coordinators;
   Step 2: If the job opportunities are new by your self-searched, please submit the job details in the Internship Endorsement Form 2024 (It takes three days for tutors to reply and confirm).
   Step 3: Prepare and sign the Internship Contract (SD version) and collect signatures from the workplace supervisor (employer) (template can be downloaded from the "Internship Pack" on the SD internship webpage).
   Step 4: The SD WIE team will issue an official email confirmation to you with a Statutory Minimum Wage (SMW) letter to confirm that you will get 3 credits with that job opportunity. You will then need to send a copy to your employer for their record.
   Step 5: Check that you have added the subject "SD3192 Internship" on eStudent, and submit an assignment by the deadline (in August 2024).

5. ***What should I expect from my internship experience?***
   The internship is a work-based learning experience that helps to develop transferable skills from school to work. Be excited and proactive, as it may lead to many future opportunities. Feel free to also take a look at **Past internship experiences** here.

6. ***Can I find my own internship company if I cannot find any interested positions in the past SD record?***
   The answer is Yes. Internships should be design-related and must be endorsed by your internship tutor if self-searched/ self-found. Please fill in the details via this Internship Endorsement Form.

7. ***What if I receive a few offers at a time? How do I choose, and what do I do?***
   Planning ahead and setting priorities are important values during internship/job hunting. Set priorities on the companies you are more attracted to, and wait for their reply before sending your next batch of applications. If you have accepted an offer, you have to decline your other offers professionally. Customise your emails, and don't send mass applications to employers.

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8. ***What if I cannot find an internship this year? Can I take it next year?***
   We strongly advise students to take an internship in your scheduled year **[Year 3 for AD/CD/EID/PRD; optional for Year 3 SDS]** since the internship is a graduation requirement, and you will be busy with the Capstone Project at this period in Year 4, or you may be looking for a full-time job after graduation. However, if you cannot secure an internship, update us promptly (via email **sd.info@polyu.edu.hk**) and request to drop the subject to avoid subject failure (F Grade). To drop the subject, you need to ask for approval from the internship tutor and state your reason for official procedure.

9. ***What if I had done a full-time job last summer, does it count for WIE?***
   The answer is No. The credit-bearing internship subject requires students to fulfil certain requirements, such as a minimum duration in an endorsed company and submitting an internship report and a workplace supervisor report for assessment. You need to take the subject in your scheduled year to obtain subject credits and fulfil the WIE requirement.

10. ***Can I work remotely/virtually or work from home for my internship?***
    Students should learn about design processes in a professional setting and experience real-life work situations, so ideally internships should be done full-time and on-site. However, due to the special situation in recent years, you may contact your internship tutor to discuss and seek approval ***on a case-by-case basis***. We will also review subject requirements and policies as the situation evolves. If you are a non-local student and will stay in your home country for an internship, please update us accordingly by email at **sd.info@polyu.edu.hk**

11. ***International WIE - Do I need to ask for approval from SD?***
    The answer is Yes. International WIE programmes offered by the Careers and Placement Section of the Student Affairs Office (CPS, SAO) have early deadlines. If you wish to apply for international WIE, contact the SAO (CPS Office) at career.cps@polyu.edu.hk for details. If you have found an internship through CPS that is not pre-endorsed, you have to seek endorsement from your internship tutor via the same Internship Endorsement Form.

12. ***Can I work more than 8 weeks for my internship?***
    The answer is Yes. You can start your internship at any time after the **end of Sem 2 (20 April, 2024)**, as long as there are no timetable clashes with other prerequisites or general subjects. You can work for more than 8 weeks as long as you agree on the duration with your internship employer. Internships should be finished ***by 23 August 2024***. Note that the internship subject only allows students to work in ***ONE internship company for 8 consecutive weeks***. If students want to gain more experience and work in another company after completing the 8-week internship, it will only be counted as work experience and not part of the subject.

13. ***Who can I ask for help if I have questions about the internship?***
    If you need help with your portfolio, reach out to your internship tutor. If you have other questions about the internship, reach out to the WIE team (please make an appointment with **SD Karman Chan** before you come via **sd.info@polyu.edu.hk**).

- More details about SD WIE **PolyU Design: Internships**
- Internship Companies from the past three years in SD Internship | School of Design (polyu.edu.hk)
- For International Summer WIE 2024, click here or email career.cps@polyu.edu.hk to **SAO CPS Office**
- For further Career advice on your CV writing, or discussion about future career development, log in to **SAO POSS** account and make an appointment with the SAO student service/ career advisor , or email to sao.info@polyu.edu.hk

We hope you enjoy the internship hunting. Thank you very much.

Best regards,
SD WIE Team