

Summer Internship for BSc(Hons) in Information Security (42480) Students (2018/19)

A. Points to Note

1. Students can (a) apply for the internship position(s) from among the list of employers referred by the EIE Department according to their interests and schedule; or (b) find the internship position on their own.
2. For students choosing the internship position(s) from among the list of employers referred by the EIE Department, they should follow the application methods and procedures required by the respective companies/organizations, and attend the interview(s) as arranged by the companies/organizations.
3. For students who intend to work on the internship position found by themselves, they are required to seek the approval by the EIE Department before commencement of the summer internship.
4. All students are required to duly complete the “WIE Form A: Work-Integrated Education (WIE) Activity to be Undertaken by Student – Application for Recognition of Placement and Assessment by Academic Advisor” downloadable here: [http://www.eie.polyu.edu.hk/prog/wie/WIE_A\(Mar2018\).pdf](http://www.eie.polyu.edu.hk/prog/wie/WIE_A(Mar2018).pdf), and submit the completed form to their EIE Academic Advisor before starting the Summer Internship. They should enclose job specifications and an offer letter/a letter of appointment issued by the company/organization with the completed form. For students who intend to work on the internship position found by themselves, they have to submit the completed form and documents to their EIE Academic Advisor at least 5 working days before commencement of the summer internship. If they commence the job without obtaining the EIE Department’s approval, their job completed may not be subsequently recognized as fulfilment of “EIE3189 Summer Internship”.
5. After completion of the Summer Internship, students are required to fill in and submit the following documents so as to be considered for successful completion of “EIE3189 Summer Internship”:
 - (a) Complete and submit the “WIE Form B: Assessment Form for Work-Integrated Education (WIE) Placement by WIE Employer/ Supervisor (for 42480 programme)” downloadable here: [http://www.eie.polyu.edu.hk/prog/wie/WIE_B\(42480\)\(Mar2018\).pdf](http://www.eie.polyu.edu.hk/prog/wie/WIE_B(42480)(Mar2018).pdf);
 - (b) “WIE Form A” which has Academic Advisor’s endorsement and/or Head of Department’s or Delegate’s support;
 - (c) A one-page report on the tasks done during the summer internship. The report should be signed by the summer internship employer/supervisor before submission to the Academic Advisor.

B. Tentative Time Line:

Date	Event	Action
From now til 8 April 2019 (Monday)	Information about summer internship opportunities released to students from time to time	<ul style="list-style-type: none"> • Students to identify if they are interested in any summer internship opportunities
From now til 18 April 2019 (Thursday) and From 15 May 2019 (Wednesday) to 31 May 2019 (Friday)	Applying for summer internship and attending interviews arranged by the companies/organizations	<ul style="list-style-type: none"> • Students to send applications to the companies/organizations offering the summer internship opportunities <u>directly</u> • Students to attend interviews as arranged by the companies/organizations
At least 5 working days before commencement of summer internship	Submission of WIE Form A and the relevant documents	<ul style="list-style-type: none"> • For students who would like to engage in the summer internship found by themselves, they have to submit the duly completed WIE Form A and the relevant documents to their Academic Advisors for getting approval at least 5 working days before commencement of summer internship
Before commencement of summer internship	Submission of WIE Form A and the relevant documents	<ul style="list-style-type: none"> • Students to submit the duly completed WIE Form A and relevant documents to their Academic Advisors before commencement of summer internship
3 June 2019 (Monday) – 30 August 2019 (Friday)	Summer internship	<ul style="list-style-type: none"> • Students to engage in summer internship. Minimum requirement is to work full-time for 4 weeks.
13 September 2019 (Friday)	Deadline for submission of WIE Form B, WIE Form A and the one-page report	<ul style="list-style-type: none"> • Students to submit the duly completed WIE Form B, WIE Form A and the report to the EIE General Office on or before this date