

User Manual for Students

Faculty Experiential Learning Application System (Local / Non-local /Service Leadership Internship)



Version 1.1

(Jan 2016)

Introduction

The Faculty Experiential Learning Application System serves as an online platform for students to apply for the experiential learning programmes, organized by the Faculty of Social Sciences.

Experiential Learning Programmes organized by Faculty of Social Sciences:

Programmes	Eligible Students
Local, Non-Local and Service Leadership Internship	All HKU students
Global Citizenship Summer Institute	Students under Faculty of Social Sciences who have completed Year 1 of study before the programme commences
Faculty-level exchange programme	
3 Campus Comparative East Asian Studies Programme	All HKU students

For details of the above experiential learning programmes, please visit the Faculty's website www.socsc.hku.hk/sigc.

This user manual provides guidance notes of the application system. Please read carefully.

Login the System

You must use your HKU Portal ID and password to login the system:

System URL:	http://www.socsc.hku.hk/sigc/apply
Login:	Use HKU Portal ID and password

Dashboard

This page shows the details and status of the programme(s) currently available for application.

- Click the “Apply Now” button to start an application

The screenshot shows the dashboard for the Faculty of Social Sciences, The University of Hong Kong. The page title is "Experiential Learning". The user is identified as "Li Wing Yan". The dashboard displays details for the "Academic Year: 2015-2016" and lists the available programmes: "Social Innovation / Global Citizenship Internship". The application period is from 12/01/2016 to 25/01/2016. The result announcement period is divided into three rounds: Round 1 (25/02/2016 - 29/02/2016), Round 2 (17/03/2016 - 21/03/2016), and Round 3 (08/04/2016). A blue "Apply Now" button is prominently displayed, with a blue arrow pointing to it from the right. Below the button, there is an "Important Note" section with two bullet points: "The application form must be completed in English." and "This form is best viewed with 1024x768 or higher resolution with Firefox, Chrome, Safari, Internet Explorer 11+." The footer of the page reads "Faculty of Social Sciences, The University of Hong Kong".

Faculty of Social Sciences, The University of Hong Kong

Application

You have to complete the following sections in order to submit an application:

Section	Description
1. Personal Particulars	<ul style="list-style-type: none"> ● It shows your basic personal information. You must input a valid contact phone number. (For students who are currently on exchange, you can provide overseas phone numbers.) ● Should you find any error in your personal information, please contact the Faculty immediately.
2. Internship Selection	<ul style="list-style-type: none"> ● Students can choose up to 3 internship placements in each round. Once you have submitted the application, you are NOT allowed to make any changes on the application details until all placement choices are processed. ● You can check the available quota of each placement in this section.
3. Personal Statement	<ul style="list-style-type: none"> ● The Personal Statement expresses a student's motivation for participating in the internships offered by each of the Community Partner he/she chose in Section 2. Each Personal Statement should not exceed 500 words. ● The Personal Statement will be sent to the relevant Community Partner(s) according to the student's choice(s).
4. Personal Skills	<ul style="list-style-type: none"> ● Students should indicate the proficiency of their language skills, IT skills and other skills, e.g. sports, research, etc.
5. Awards/Exchange Studies	<ul style="list-style-type: none"> ● Students can provide information of the outstanding awards and scholarships they have recently received; and exchange studies they have participated.
6. Work Experience	<ul style="list-style-type: none"> ● Students can provide information of relevant work experience, including voluntary work.

7. Extracurricular Activity	<ul style="list-style-type: none">● Students can provide information of relevant extracurricular activities.
8. Preview and Submit	<ul style="list-style-type: none">● Students must review all application details shown on this page carefully.● Students must read the declarations and tick all the checkboxes before submitting the application.● By clicking the “Submit” button, the application will be submitted online. An acknowledgement email will be sent to the student’s <u>HKU email account</u>. If you cannot find the acknowledgement email in your HKU email, please contact the Faculty immediately.● Once you have submitted the application, you are NOT allowed to make any changes on the application details until all placement choices are processed.

The following pages show screen captures of the 8 steps:

Section 1: Personal Particulars



Experiential Learning



Step 1 / 8 » Personal Particulars

Items marked with an asterisk (*) are required

Personal Particulars

Application No.	(New application)
University No.	20094014AA
Salutation	Miss
Full Name	Chan Tai Man
Curriculum	BSocSc
Course Year	Year 2
Email *	<input type="text" value="demo1@hku.hk"/>
Nationality	Hong Kong
Major	Major in Geography
Correspondence Address	Flat X, Block X, Floor 31 New Town Plaza 3, Shatin, Hong Kong
Contact Phone Number *	<input type="text" value="91238888"/>

Please enter a valid contact phone number

[Save and Next Step](#)

[Dashboard](#)

SIGC Internship Application

1. Personal Particulars

- 2. Internship Selection
- 3. Personal Statement
- 4. Personal Skills
- 5. Awards/Exchange Studies
- 6. Work Experience
- 7. Extracurricular Activity
- 8. Preview and Submit

[Logout](#)

Section 2: Internship Selection

Faculty of Social Sciences
The University of Hong Kong
香港大學社會科學學院

Experiential Learning

Social Innovation global Citizenship

Step 2 / 8 » Internship Selection

Internship Selection

Please visit the [website](#) to understand the project and organization details before. Please click [here](#) to view the available quota of each placement. Please indicate your choice(s) in order. The most favourable choice comes first.

Click to check the available quota of each placement

*Choice	Community Partner	Internship Topic	
1	The Hong Kong Federation of Youth Groups	Backpack Hong Kong 香港旅俠: Project Executive	Remove
You have 2 choice(s) left			Select Topic

[Save and Next Step](#)

- Click “Please Select” to select an internship placement in a pop-up window
- The placements are arranged by programme (local/non-local internships, Service Leadership Internship), internship categories and Community Partners

Select an Internship Topic

Click arrow to sort the column

Enter keywords to search

Show 5 entries

Search:

Programme/Catagory	Community Partner	Internship Topic	Quota Left	
Local Internship <i>Clinical and Educational Services</i>	JEMS Learning House	Teaching Assistants, Building character and raising young leaders	6	Select
Local Internship <i>Clinical and Educational Services</i>	Kadoorie Farm and Botanic Garden	Nature Education Programme Assistant	8	Select
Local Internship <i>Clinical and Educational Services</i>	Playright Children's Play Association – HSBC Playright Playscope	Play Facilitator under PlayScope's setting	6	Select
Local Internship <i>Clinical and Educational Services</i>	The Sprouts Foundation Limited	Program Assistant and Assessment Support	2	Select
Local Internship <i>Communication, Media and Culture</i>	Amnesty International Hong Kong	Campaign Intern	1	Select

Showing 1 to 5 of 180 entries

Previous 1 2 3 4 5 ... 36 Next

[Close](#)

Click “Select” to confirm selection

Section 3: Personal Statement

[Dashboard](#)

SIGC Internship Application

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Step 3 / 8 » Personal Statement

Personal Statement

A personal statement expresses the student's motivation for participating in this internship. It should not exceed 500 words.

Choice 1: Backpack Hong Kong 香港旅俠: Project Executive

Your Personal Statement should reflect:

- a. What would you like to learn from the internship programme?
- b. What are your strengths and weaknesses?
- c. Which skills do you want to develop?

Truly believe that education IS NOT confined IN a lecture hall OR a textbook, I always want TO explore more learning opportunities outside classroom. Participating IN an internship programme can be ONE of the conventional OPTIONS FOR extra-curricular learning. Through the internship programme, I expect TO learn practical skills including workplace communication skill, independent research skill, organizational skill AND leadership skill.

These skills can be best learnt AND practised IN an actual working context that many of the college students may NOT have the chance TO get involved. Therefore, joining the internship programme can FIRST expose me TO a REAL social setting AND THEN able me TO learn the skills AND equip WITH other essential skills AS well. Other THAN that, meeting LIKE-minded people AND building social network IS another focus which I expect TO gain FROM the internship programme

Word count: 140

Choice 2: C.E.O Marketing - Social Media Executive (C.E.O for Creative. Effective. Online)

Your Personal Statement should reflect:

- a. What would you like to learn from the internship programme?
- b. What are your strengths and weaknesses?
- c. Which skills do you want to develop?

Truly believe that education IS NOT confined IN a lecture hall OR a textbook, I always want TO explore more learning opportunities outside classroom. Participating IN an internship programme can be ONE of the conventional OPTIONS FOR extra-curricular learning. Through the internship programme, I expect TO learn practical skills including workplace communication skill, independent research skill, organizational skill AND leadership skill. These skills can be best learnt

Section 4: Personal Skills

[Dashboard](#)

SIGC Internship Application

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Step 4 / 8 » Personal Skills

Language Skills

	Excellent	Fair	N/A
Spoken English	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Written English	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spoken Cantonese	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spoken Putonghua	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Written Chinese (Traditional)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Written Chinese (Simplified)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Other Language(s) (please specify):			
1. Japanese	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

IT Skills

(e.g. Microsoft Office, Apple iWork, Adobe InDesign, Photoshop and Illustrator, Chinese inputting.)

I am good at Microsoft Office, Apple iWork, Adobe InDesign, Photoshop and Illustrator, Chinese inputting

Max 100 words

Other Skills

(e.g. Playing of musical instruments, sports, research.)

I am good at playing of musical instruments, sports, research.

Max 100 words

[Save and Next Step](#)

Section 5: Awards/Exchange Studies



Faculty of Social Sciences
The University of Hong Kong
香港大學社會科學學院



Social Innovation global Citizenship

Experiential Learning

Step 5 / 8 » Awards and Exchange Studies

Outstanding Awards/Scholarships (list 5 most recent from Secondary 5 onwards)

Date (MM/YYYY)		Awards / Scholarships
01	2010	Best Student Award at ABC Secondary School
-	-	
-	-	
-	-	
-	-	

Exchange Studies (the most recent one first)

Date (MM/YYYY)				Academic Institution and Country
02	2013	to	08 2013	McGill University, Canada
-	-	to	- -	

[Save and Next Step](#)

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Section 6: Work Experience



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Social
innovation global
Citizenship

Experiential Learning

Step 6 / 8 » Work Experience

[Dashboard](#)

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Relevant Work Experience (including Voluntary work) (the most recent one first)

1. Date (MM/YYYY)
08 2014 to 09 2015

Organization:
Hong Kong Art Centre

Position:
Student Helper

Duties:
- To assist in research projects
- To assist in daily office duties

2. Date (MM/YYYY)
- - to - -

Organization:

Position:

Duties:

Section 7: Extracurricular Activity



Faculty of
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香港大學社會科學學院



**Social
Innovation** **global
Citizenship**

Experiential Learning

Step 7 / 8 » Extracurricular Activity

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Relevant Extracurricular Activities (the most recent one first)

1. Date (MM/YYYY)

- ▾ - ▾ to - ▾ - ▾

Organization:

Position:

Duties:

2. Date (MM/YYYY)

- ▾ - ▾ to - ▾ - ▾

Organization:

Position:

Duties:

Section 8: Preview and Submit

- Students must review all application details shown carefully

Dashboard

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- 8. Preview and Submit**

Logout

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Step 8 / 8 » Preview and Submit Print

Note! Your application is not yet completed. Please review your information and press the Submit button at the bottom of the page. ×

Personal Particulars

Application No.:	201510085
University No.:	3035207592
Full Name:	Mr. Li Wing Yan
Nationality:	Chinese
HKU Email:	u3520759@hku.hk
Contact Phone Number:	28888899
Curriculum:	BSW
Course Year:	Year 1
Major:	
CGPA:	3.1

Internship Selection

1.	World Green Organisation (Summer Internship)	SLI Placement 1
2.	University of Auckland (Mental Health Promotion in Asian Communities)	GC Placement 2

Personal Statement

a1. What would you like to learn from the internship programme (SLI Placement 1) ?

Truly believe that education is not confined in a lecture hall or a textbook, I always want to explore more learning opportunities outside classroom. Participating in an internship programme can be one of the conventional options for extra-curricular learning. Through the internship programme, I expect to learn practical skills including workplace communication skill, independent research skill, organizational skill and leadership skill. These skills can be best learnt and practised in an actual working context that many of the college students may not have the chance to get involved. Therefore, joining the internship programme can first expose me to a real social setting and then able me to learn the skills and equip with other essential skills as well. Other than that, meeting like-minded people and building social network is another focus which I expect to gain from the internship programme.



Relevant Work Experience (including Voluntary work)

Experience: 1

Date(MM/YYYY)	08/2014 to 09/2015
Name of Organization	Hong Kong Art Centre
Position:	Student Helper
Duties:	- To assist in research projects - To assist in daily office duties

Relevant Extracurricular Activities

Nil

Declaration

- I declare that the information given in this application is true and complete to the best of my knowledge and belief. I also understand and accept that the information given above will be provided to the Faculty of Social Sciences, The University of Hong Kong and Community Partners to process the application for the purposes relating to the Social Innovation and Global Citizenship Internships.
- Upon accepting the Internship Placement, I understand that withdrawing from or failing to complete the internship shall result in **FAILURE** of the course FOSS2018 Social Innovation Internship or FOSS2019 Global Citizenship Internship.

Students must read the declarations and tick all the checkboxes before submitting the application



[Back](#) [Submit](#)

Click to submit the application



- An acknowledgement email will be sent to the student’s HKU email account. If you cannot find the acknowledgement email in your HKU email, please contact the Faculty immediately.
- Once you have submitted the application, you are **NOT** allowed to make any changes on the application details until all placement choices are processed.

Result Announcement

Students will receive the application result in each round:

Result	Description	Action to be taken by the student
Application is not successful	The system will continue to process your other choice(s) of placements. You are NOT allowed to make any changes on the application details at this stage.	No action is required
Application is not successful (and all choices of placements are exhausted)	All choice(s) of placements are exhausted due to not being selected by Community Partner(s) and/or there is no more quota for the placement.	<ol style="list-style-type: none"> 1. Select another 3 new placements on the system and continue to the next round; <p><u>OR</u></p> <ol style="list-style-type: none"> 2. Withdraw from the <u>entire</u> internship application process
Application is successful	An internship placement is offered to you. You have to take an appropriate action by the deadline.	<ol style="list-style-type: none"> 1. Accept the internship offer on the system and proceed to next section – Offer Acceptance; <p><u>OR</u></p> <ol style="list-style-type: none"> 2. Decline the internship offer with justifications (at least 250 words) <p><u>NOTE:</u> If you do not take any action by the deadline, the system will automatically take that you <i>declined the internship offer.</i></p>

The following pages show screen captures of the result announcement:

Result: Application is not successful (and all choices of placements are exhausted)

Result Announcement

Round 1

Community Partner	World Green Organisation (Summer Internship)
Internship Topic	SLI Placement 1
This internship application is not successful	

Round 2

Community Partner	University of Auckland (Mental Health Promotion in Asian Communities)
Internship Topic	GC Placement 2
This internship application is not successful	

Decision

- Continue to the next Round (will start on **February 25, 2015**)
- Withdraw from the entire SIGC internship application

Action to be taken by the student

Save and Next Step

Result: Application is successful (accepting an internship offer)

Result Announcement

Round 1

Community Partner	World Green Organisation (Summer Internship)
Internship Topic	SLI Placement 1
This internship application is not successful	

Round 2

Community Partner	University of Auckland (Mental Health Promotion in Asian Communities)
Internship Topic	GC Placement 2
This internship application is successful	

Decision

- Accept the internship offer
- Decline the internship offer and withdraw from the entire SIGC internship application (Important note: By choosing this options your application **will not proceed** further)

Save and Next Step

Result: Application is successful (declining an internship offer)

Result Announcement

Round 1

Community Partner	World Green Organisation (Summer Internship)
Internship Topic	SLI Placement 1

This internship application is not successful

Round 2

Community Partner	University of Auckland (Mental Health Promotion in Asian Communities)
Internship Topic	GC Placement 2

This internship application is successful

Decision

Accept the internship offer

Decline the internship offer and withdraw from the entire SIGC internship application
(Important note: By choosing this options your application will not proceed further)

Please provide the reason for declining this internship offer:

I decline this internship offer because ...

At least 250 words

Save and Next Step

Acceptance of Internship Offer

To accept the internship offer, students should

- read through the Terms and Conditions
- agree the Declarations by clicking the checkboxes
- select an internship course for enrollment
For students doing local or Service Leadership Internship, please select FOSS2018
For students doing non-local internship, please select either FOSS2018 or FOSS2019
- provide the information of a contact person in case of emergency

By clicking the “Save and Confirm” button, you have formally accepted the internship offer. An acknowledgement email will be sent to your HKU email account. If you cannot find the acknowledgement email, please contact the Faculty immediately.

The following pages show screen captures of the Acceptance of Internship Offer:

[Dashboard](#)

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[Result Announcement](#)

[Offer Acceptance](#)

[Logout](#)

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Acceptance of Internship Offer

Personal Particulars

Full Name	Chan Tai Man N
University No.	30306666A
HKID No. (if applicable)	
Email	student1@hku.hk
Name of Community Partner	World Green Organisation (Summer Internship)
Internship Topic	SLI Placement 1

Terms and Conditions

Please read through the following Terms and Conditions:

Social Innovation Internship and Global Citizenship Internship (SIGC) is a credit-bearing course offered by the Faculty of Social Sciences. It provides learning opportunities for students in different local or overseas organizations. At the same time, however, the Faculty needs to limit its liability in opening up these opportunities for the SIGC participants. This document therefore sets out the duties of SIGC participants, and identifies the responsibilities the students need to bear during the programme.

RISKS

The risks of participating in SIGC may include, but are not limited to, incidents or accidents arising from:

- personal choices, actions or activities travelling
- overseas foreign political, legal, social, economic conditions
- different standards of design, safety and maintenance of buildings, places and conveyances
- medical and weather conditions any form of crime

Health or safety concerns, medical needs, treatments or hospital care may consequently arise. Participants should note that the rules, procedures, laws and regulations of the place in which SIGC is conducted could be different from those with which they are familiar in their home countries.

Declarations

- I have carefully read and understood the terms and conditions. I agree to and shall abide by all the terms and conditions set out above. I further agree to release, hold harmless and indemnify the Faculty, its officers, employees, and appointed agents, including those from its partner organizations, from and against any loss or damage I may cause as a result of or incidental to my participation in SIGC. I will not seek any contribution from the Faculty or its partner organizations, or any of their staff, for loss or damage under any circumstances, unless the event is proved to be caused by the willful misconduct or negligence of the Faculty or its partner organizations or one of their staff members.
- I have consulted a medical doctor with regard to my personal medical needs. I understand that I will be responsible for all risks and any possible loss or damage I may incur if I take part in SIGC.
- No representations, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This agreement shall define my responsibilities relating to SIGC.
- To avoid any possible or perceived conflict of interests, I confirm that I have NO personal relationship(s) within the organization. These relationships mean close friends and "close relatives", e.g. (a) parents/grandparents; (b) brothers/sisters and brothers-/sisters-in-law; (c) cousins; and (d) other extended family.

Internship Course Enrollment

- I undertake to complete the following internship placement by adhering strictly to the work programme agreed by the Faculty of Social Sciences and the Community Partner:
World Green Organisation (Summer Internship)
- By accepting this internship offer, I shall be deemed to have formally registered in the following internship course. I understand that withdrawal or incompletion of this internship placement shall result in failure of the course:
Internship course: FOSS2018 Social Innovation Internship FOSS2019 Global Citizenship Internship

Internship Orientation

Date: TBC
Time: TBC
Venue: Social Sciences Chamber, 11/F, The Jockey Club Tower, Centennial Campus, HKU
Dress Code: Formal Dress
Note: Attendance is **COMPULSORY**

Emergency Contact Information

Full Name	<input type="text"/>
Relationship with the student	<input type="text"/>
Contact Phone Number(s)	<input type="text"/>

Pay attention to the details of the Internship Orientation. Attendance is **COMPULSORY**.

-- END --