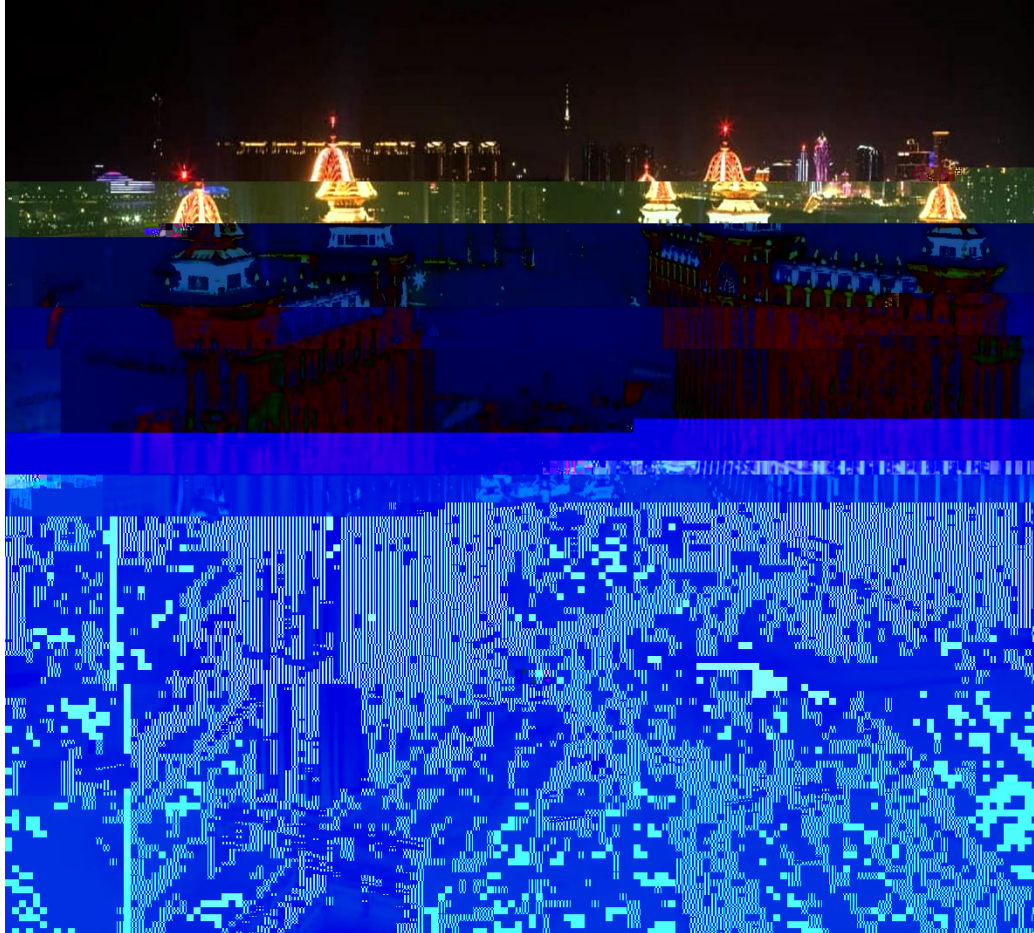




Agenda

Internship For Our Students



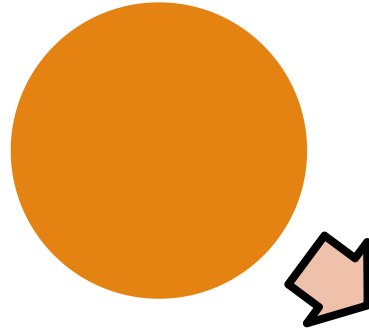
Requirements for Internship Program



Part I

INTERNSHIP APPLICATION

Flow for application



Internship Application Procedure





實習確認表 (只由學生填寫)

Appendix A

Internship Confirmation Form (Fill by student only)

如申請實習課程，學生必須填寫此表，並提交給博雅學院辦公室。

To apply for an Internship course, students must complete this form and submit to the SLA Administrative Office.

選擇課程代號/Please select your Course Code: _____

商業學士 BCOM: _____ ☐ 軟件服務管理學士學位 BOHM: _____

生姓名/Student Name: _____

生編號/Student ID: _____

址/Address: _____

人電話/Phone No.: _____

子郵箱/E-mail Address: _____

習公司資料/Information of Internship Company:

司名稱/Company Name: _____

司地址/Company Address: _____

司電話/Company Phone No.: _____

管姓/Name of Responsible Personnel: _____

管職稱/Title of Responsible Personnel: _____

絡電話及電郵/Contact Phone No. & Email: _____

錄取但沒有細節(如細節不詳，課程開始時將會被取消)。

Hired without detail (course will be dropped without completed information).

錄取細節如下 Hired with detail below:

開始日/Start Date: _____ 結束日/End Date: _____

週數/Approximate Weeks: _____ 總小時數/Approximate Hours: _____

職/Position: _____

習類型/Internship Type: _____

BCOM: ☐ BCOM: ☐ BOHM: ☐ BOHM: ☐

☐ Others: _____ ☐ Others: _____

生簽名/Student Signature: _____

(請在此處加蓋部門或公司印章/Department or Company Chop): _____

Internship Application Procedure

Student Responsibility -Do and Don't

Student Responsibility -Do and Don't

Paradigm

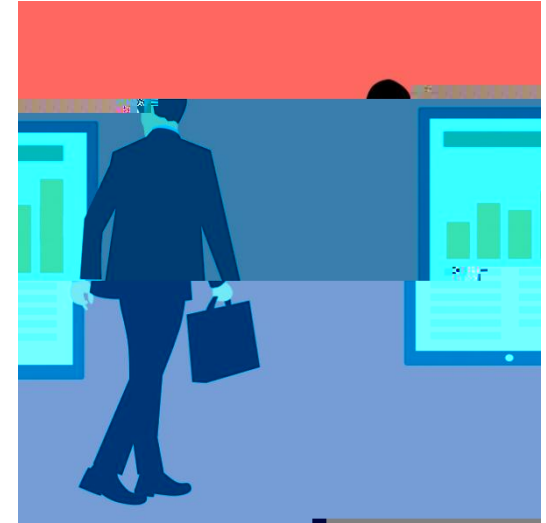
Our Partners

Internship Agency- Background check

Important Dates

Part II

ASSIGNMENTS





Section I- Progress report

Section II –Final report

1. Assignments should be submitted electronically

requiring signatures must

▪

Section I & II- Progress Report & Final Report

Section I – Progress Report		mark
1. Job Analysis		50
2. Biweekly Logs (Appendix B)		100
3. Analysis of the Organization		100
Section II – a) Final Report		250
4. Format (Following the standard)		50
5. Appendix		50
● 6-1 Internship Confirmation Form(Appendix A)		
● 6-2 student Evaluation of Internship(Appendix C)		
● 6-3 Student's photo in workplace (with uniform/name badge)		
7. Reflective Report		150
8. Participation internship's briefing seminar		50
b) Agency Evaluation		
9. Internship Rating Sheet (Mid-term evaluation- Appendix D)		200
10. Internship Rating Sheet(Final evaluation Appendix E)		200
Total Mark		1200
The Total Mark will be converted to 100%		

Section I & II- Progress Report & Final Report

澳門科技大學U座八樓U607至
電話：(853) 87961998【其他課程】
(853) 87961999【學位課程】
電郵：sla@must.edu.mo
傳真：(853) 28750019

香港財務策劃師學會機構會員

葡萄酒與烈酒教育信託基金會(WSET)
的認可培訓機構

英國環境衛生協會(Chartered Institute
of Environmental Health, CIEH)註冊
機構

加入通知群組：

博雅學院致力開拓終身學習機會，如
欲收到本學院之課程和實習之發露電郵，

請至sla@must.edu.mo，並按左開之
電郵地址，填題並直接按下「通知群
組」。

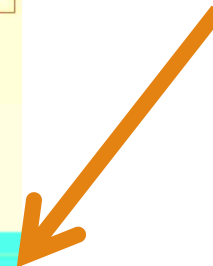
證明書申請表		作業流程
延期 / 分期繳付學費申請表		作業流程
授權書 (領取畢業證書)		
授權書 (辦理保證金退款)		
授權書 (一般)		
成人教育基金申請表格		
成人教育基金免息貸學金承諾還款書		

個人資料收集聲明

實習文件

查詢電話

查詢電郵



Q & A

Thank You !
