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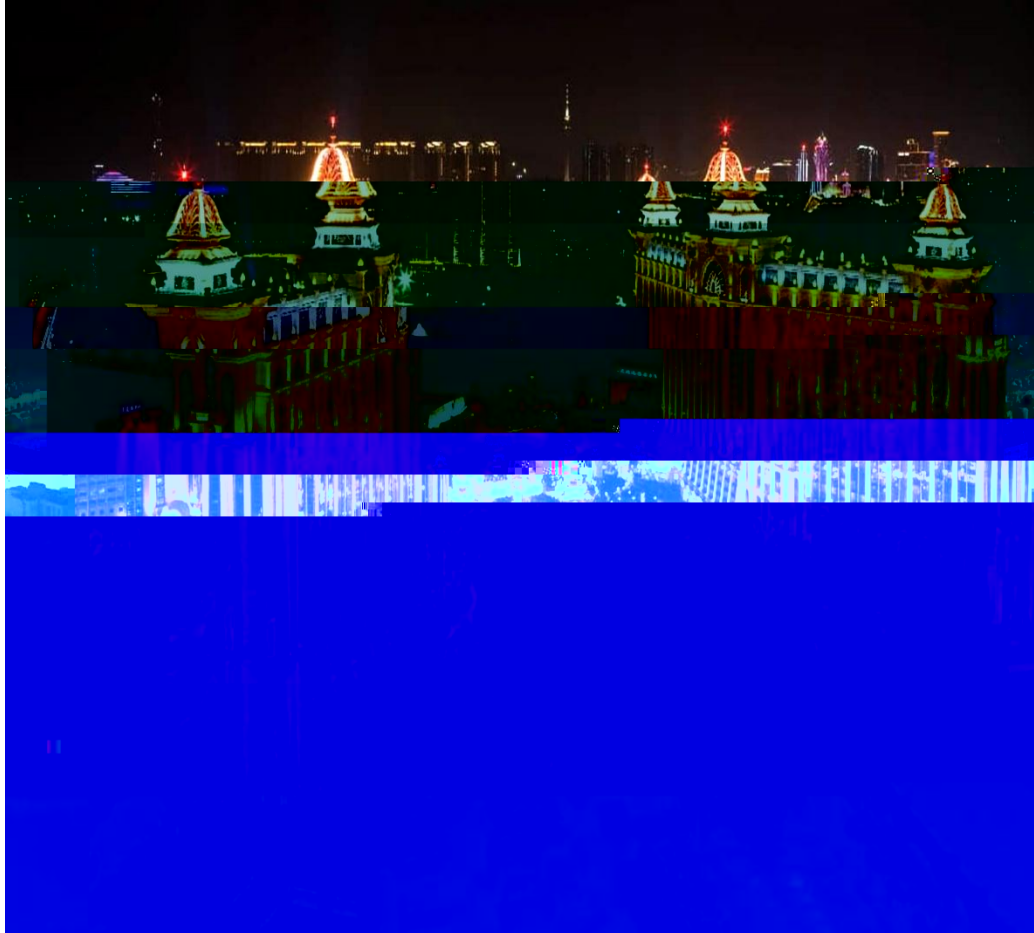


# Agenda

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# Internship For Our Students

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# Requirements for Internship Program

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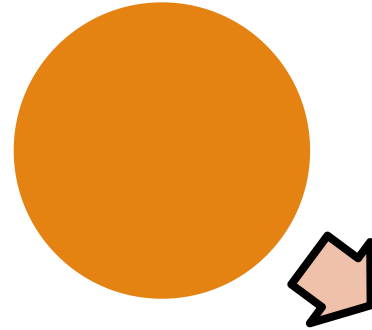


# Part I

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## INTERNSHIP APPLICATION

# Flow for application



# Internship Application Procedure

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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. : \_\_\_\_\_  
管姓名 / 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 : \_\_\_\_\_  
DD.MM.YYYY DD.MM.YYYY

週數 / Approximate Weeks : \_\_\_\_\_ 總小時數 / Approximate Hours : \_\_\_\_\_

稱 / Position : \_\_\_\_\_

習類型 / Internship Type :

BCOM :  BCOM, BOHM :  BOHM,  
 Others : \_\_\_\_\_,  Others : \_\_\_\_\_

生簽名 / Student Signature : \_\_\_\_\_

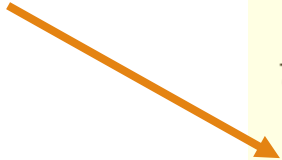
(請在此處加蓋部門或公司印章 / Department or Company Chop)  
\_\_\_\_\_

長批否 / Dean's Approval : ..... Approved  ..... Denied

長建議 / Dean's Comments : \_\_\_\_\_

此表一經提交，未經批准，實習公司及內容將不能更改。

Upon the approval, no internship side change is allowed. .... 分節符號 (下一頁) ....



# Internship Application Procedure

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# Student Responsibility -Do and Don't

# Student Responsibility -Do and Don't

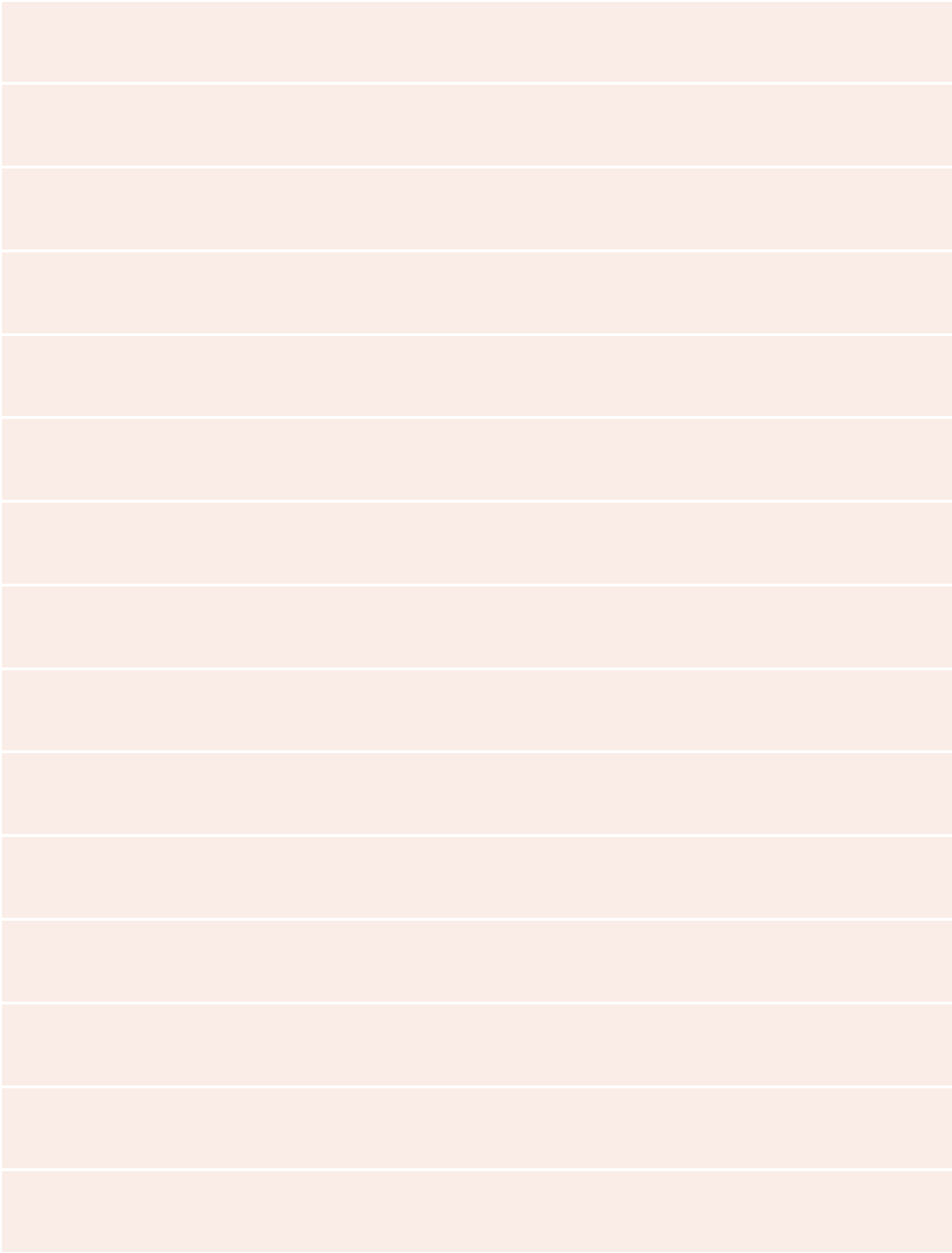
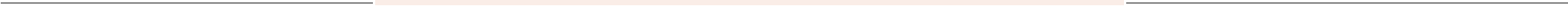
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# Paradigm

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# Our Partners



# Internship Agency- Background check

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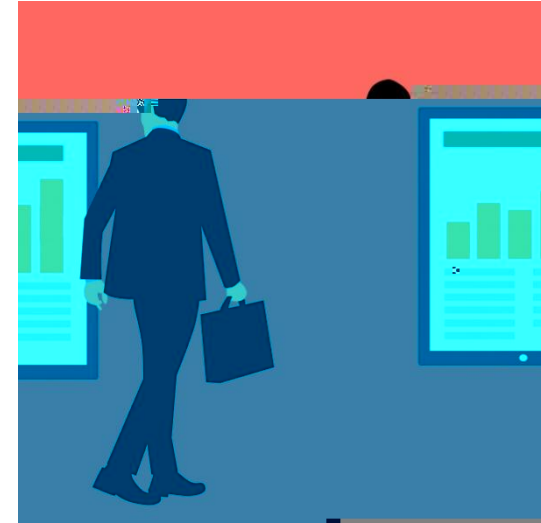
# Important Dates

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# Part II

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## ASSIGNMENTS





# Section I- Progress report

## Section II –Final report

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### 1. Assignments should be submitted electronically

requiring signatures must

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# Section I & II- Progress Report & Final Report

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

The Total Mark will be converted to 100%

# Section I & II- Progress Report & Final Report

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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

至sla@must.edu.mo，在傳真閣下之  
電郵地址，標題註明為加入通知群  
組。

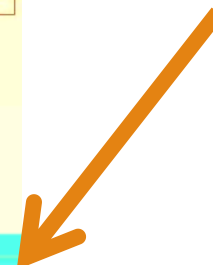
證明書申請表		作業流程
延期 / 分期繳付學費申請表		作業流程
授權書 (領取畢業證書)		
授權書 (辦理保證金退款)		
授權書 (一般)		
成人教育基金申請表格		
成人教育基金免息貸學金承諾還款書		

個人資料收集聲明

實習文件

查詢電話

查詢電郵





# Q & A

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Thank You !

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