**Internship Reflective Report**

Internship reflective report and employer evaluation report should be submitted to the College of Science Office (G5215, YEUNG or [csci.office@cityu.edu.hk](mailto:csci.office@cityu.edu.hk)) by the following deadlines:

**8 January 2024** for internships completed during Semester A 2023/24

**20 May 2024** for internships completed during Semester B 2023/24

**26 August 2024** for internships completed during Summer Term 2023/24

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| *Please fill in the following information:* | |
| Student Name: |  |
| Student ID: |  |
| Major: |  |
| Year of Study: | 🞏1 🞏2 🞏3 🞏4 |
| Name of Internship Company: |  |
| Business Nature: | 🞏Accounting/ Auditing/ Tax  🞏Account Servicing/ Business Development/ Business Service  🞏Airline/ Airport Services/ Transport/ Logistics  🞏Architecture/ Interior Design  🞏Banking/ Finance/ Insurance/ Brokerage/ Investment Consultancies  🞏Biology/ Chemistry  🞏Conglomerate  🞏Cultural/ Recreational/ Entertainment Services  🞏Community/ NGO/ Social Services/ UN  🞏Disciplinary (Police, Immigration, Customs, FS & CS)  🞏Education  🞏Engineering – Construction/ Building Services  🞏Engineering – Electronic/ Industrial/ Electrical/ Mechanical and others  🞏Government  🞏Human Resources/ Training/ Recruitment firm  🞏Legal firm/ Compliance  🞏Market research/ Business Consultancy / Research and Development  🞏Media/ Journalism/ Translation/ Copy Writing/ Communications/ Advertising/ Publishing  🞏PR & Marketing/ Event Management  🞏Property Development/ Real Estate/ Property Management/ Property Agencies  🞏Public Utility  🞏Retail/ Trading  🞏Surveying  🞏Telecommunication/ IT/ Programming/ Hi-tech Research Institutes  🞏Tourism/ Hotels Hospitality/ Food and Beverage  🞏Wholesale/ Manufacturing  🞏Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Internship Job Position/Title: |  | |
| Job Description: | 🞏Accounting  🞏Administration  🞏Advertising  🞏Banking / Finance  🞏Business Analysis / Business Development  🞏Customer Services  🞏Data Science / Database Management  🞏Education  🞏Engineering  🞏Graphic Design  🞏Human Resources  🞏Innovation and Product Development | 🞏IT  🞏Legal  🞏Marketing  🞏Media Production  🞏Public Relations  🞏Research  🞏Social Services  🞏Translation  🞏Travel / Tourism  🞏Web Design  🞏Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Working Location: | 🞏Hong Kong  🞏Mainland China  🞏Overseas, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Internship Start Date:  *(dd/mm/yy)* |  | |
| Internship End Date:  *(dd/mm/yy)* |  | |
| Mode of Internship: | 🞏Full-time  🞏Part-time: please specify total number of working hours:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| *For Office Use:* | |
| Submission Date & Time: |  |

**Reflective Report** *(No less than 500 words)*