**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) 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)*