HONG KONG BAPTIST UNIVERSITY

FACULTY OF SOCIAL SCIENCES

SOCIAL SCIENCES INTERNSHIP

APPLICATION FOR SEMESTER INTERNSHIP (NON-CREDIT BEARING) WITH EXCESS STUDY LOAD

INSTRUCTIONS

Students who intend to undertake a non-credit bearing internship and carry a study load exceeding 15 units in a semester must obtain recommendation from the Head of Department, Programme Director, or Broad-based Admission Programme Representative.

You are required to complete Parts I & II of this form and submit it together with the following supporting documents before the end of the Course Add/Drop period of that semester to the **Office of Off-Campus Learning, Faculty of Social Sciences** (AAB 1319, BUR Campus):

a) Semester grade report (available in BUniPort)
b) Student Enrolment Record (available in BUniPort)

I. To be filled in by the Student Intern

Student Name: _____ *(English)* _____ *(Chinese)* Student ID: _____

Study Programme: _____ Year: _____

Internship Programme: Non-credit bearing (Academic Year _____ Semester ❑ 1st ❑ 2nd)

Internship Organisation: _____

Internship Position : _____

Internship Period: From _____ To: _____

TOTAL no. of internship work hours per week for this semester: _____ hours per week

TOTAL no. of units registered for this semester: _____ units

Reasons for carrying over 15 units study load: _____

_____

_____

Student's signature: _____ Date: _____

II. Recommendation of the Head of Department / Programme Director / Broad-based Admission Programme Representative

❑ Recommended ❑ Not Recommended

Comments: _____

_____

_____

Signature: _____ Date: _____

For Office of Off-Campus Learning use only					
Received on:		Checked on:		Recorded on:	