



澳門科技大學  
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY



博雅學院  
School of Liberal Arts

**MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**SCHOOL OF LIBERAL ARTS**  
**BACHELOR OF COMMERCE**  
**BACHELOR OF HOSPITALITY MANAGEMENT**  
**Internship Briefing Seminar**

# Agenda

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1. Introduction for internship
2. Application procedure
3. Assignments
4. Response to questions
5. Introduction to Galaxy Integrated Resort Internship Program

# Internship For Our Students



1. More exposure- East meets West
2. Learning by doing
3. Combine theories and practical skills
4. Develop the career path – supervisor level
5. Shaping the light on your CV , more diversity approach
6. Competitive incentive
7. Enhance the quality of the program

# Rationales for an internship

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1. Offer students' **professional education under the guidance of agency** and university supervisors and allows them to apply theory to actual situations.
2. The experience provides for **intensive self-evaluation** as students develop a professional attitude toward their **chosen career and improve their ability** to successfully handle a wide variety of people and situations.
3. Provides agencies **with quality personnel** to supplement staff and allows these agencies an opportunity to become involved in the **preparation of future professionals.**

# Requirements for Internship Program



Internship

- 800 hours

Report

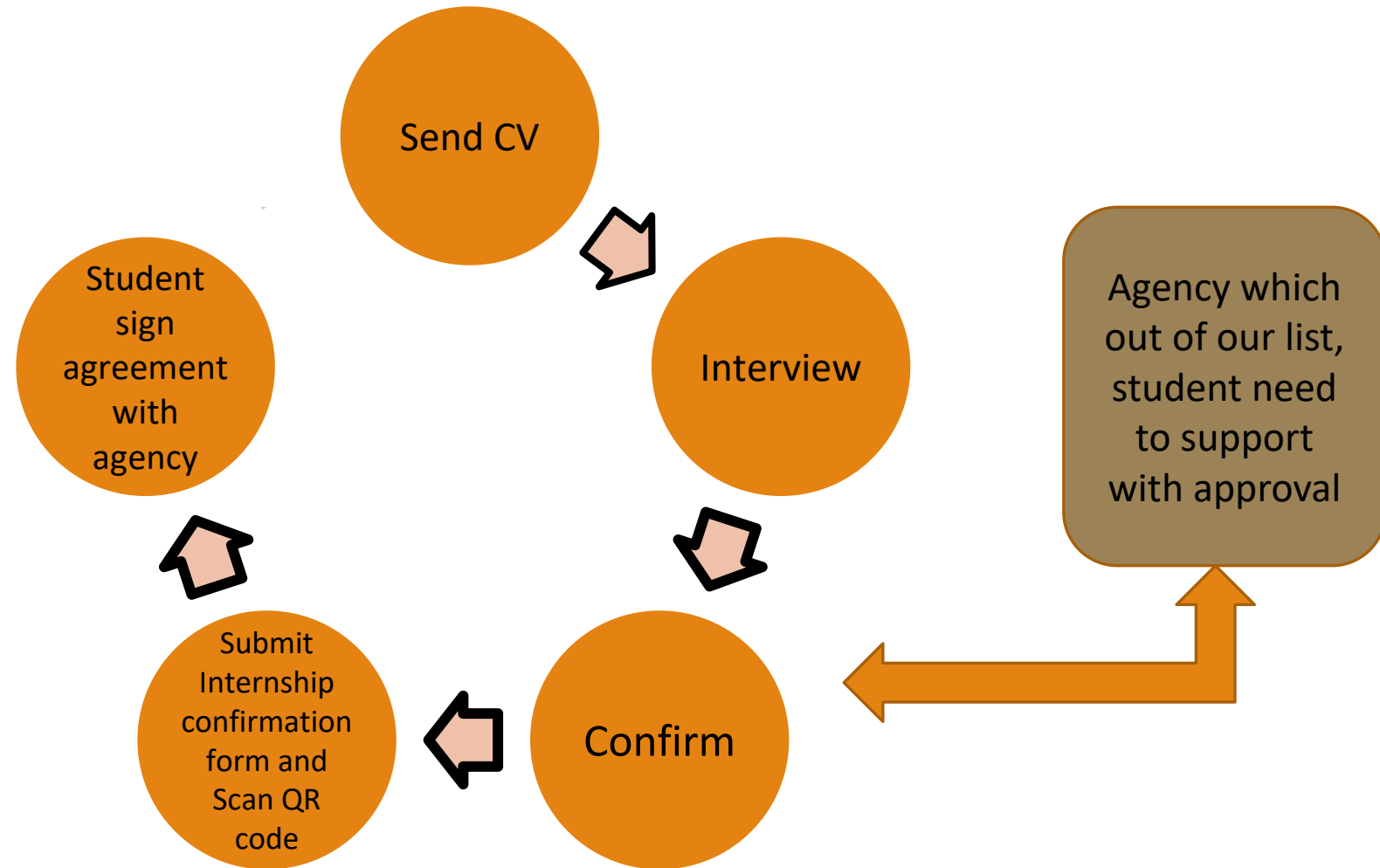
- Section I –Progress Report
- Section II-Final report

# Part I

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## INTERNSHIP APPLICATION

# Flow for application



# Internship Application Procedure

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## Basic requirement

Seeking an agency and completed ***the Internship Confirmation Form(Appendix A)*** .***Scan the QR code which provide as follow.***

***The Internship Confirmation Form needs to submit to our office on or before Nov 30, 2023***







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:  
商學士學位 BCOM: .....  款待服務管理學士學位 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)  
.....

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

長建議/Dean's Comments: .....

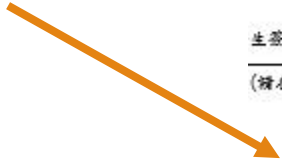
此表一經提交，未經批准，實習公司及內容將不能更改。  
Upon the approval, no internship side change is allowed. .... 分節符號 (下一頁) ....

• Internship Confirmation Form  
實習確認信

• Return on or before 30 Nov 2023

• Make one additional copy and attach to your final report

Company Chop  
Students need to ask  
agency to handle



# Internship Application Procedure

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During the **add/drop period**, our school will check the spreadsheet in order to find the students who haven't submitted the forms or the forms are incomplete, and determine whether their course needs to be dropped or not.

**Fail to do so, may lead to delay your graduation!**

# Student Responsibility -Do and Don't

1. We recommend students are responsible for arranging for their own professional **liability insurance** during their internship period
2. **Biweekly Contact**. Students are required to maintain regular contact with their University internship supervisor. WeChat to the supervisor must be made **every 10-14 days**. Individual supervisors may require different contact methods.
3. **Mandatory seminar** for students. Students need to attend to Internship Briefing Seminar which includes one of the marking components.
4. **Absence** If a student calls in sick or any reason may cause for absence, the student needs to **inform your direct supervisor or mentor** for their attention.

# Student Responsibility -Do and Don't

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5. Student should aware after they have signed with the agency, you will serve as one of the members in the organization .All matters should follow **the organization guidelines , work standard and requirements.**
6. Your performance will align with your **evaluation which grade by your supervisor or mentor** . Kindly maintain a professional and responsiveness manner in the workplace.
7. Make sure you have a copy of **Internship Confirmation Form** with you while you are on duty( may save documents in your mobile phone)
8. **Don't upload any photo** in the social media platform while you are on duty

# Paradigms for acceptable agency

1. Describe in the application the organization's professional philosophy in terms of quality, programs, and services.
2. Have staff qualified through **both education and experience to supervise student interns.**
3. Have written administrative procedures including **adequate financial support, personnel policies, and a staff development program.**
4. Provides a **service for its clients and community.**
5. For an agency have not been list in our record or an agency outside Macau, it is requested to have a background check for final approval. The university provides the final reserved rights to determine the unqualified agencies for handling the internship program.

# Our Partners

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澳門永利

澳門金沙中國

澳娛綜合度假股份有限公司

澳門及香港專業會議顧問公司

澳門文華東方

DFS集團

萬豪國際集團上海區域辦公室

珠海橫琴長隆度假區

上海波特曼麗思卡爾頓酒店

澳門皇冠假日酒店

澳門雅辰酒店集團

國家會展中心上海洲際酒店

華潤（深圳）有限公司君悅酒店

深圳文華東方酒店

希爾頓集團

# Our Partners

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珠海華發喜來登酒店

上海艾迪遜酒店

澳門十六浦索菲特酒店

澳門銀河綜合度假城

澳門凱旋門

深圳鵬瑞萊佛士酒店

上海新天地朗庭酒店

上海興國麗笙精選

南光國際會議展覽有限公司

Aplus藝嘉國際有限公司

澳門美高梅

澳門君悅酒店

澳門四季酒店

澳門JW萬豪酒店

澳門漁人碼頭

# Internship Agency- Background check

For those agencies which are out of our list, student needs to provide related document to our administrative office for final approval.

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## Information includes :

Your name and student number ;

- Name of the agency /website
- Background of the agency
- Location and address
- Telephone no and email contact
- Contact person
- Position offered for an intern student



# Important Dates

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1. **30 Nov 2023, submit Internship Confirmation Form;** or submission of approval agency name and background information. (*After approval had made, student can submit the form*)
2. **17 Dec 2023** completion of all the progress for the application(wrap up)
3. Internship will start on **15 Jan 2024**
4. **Assignments due dates**
  - Progress report: **26 Feb , 2024 on or before,** upload to Moodle platform
  - Final report: **30 Apr ,2024 on or before ,** upload to Moodle platform

# Part II

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## ASSIGNMENTS



| Assignment                       | Content                                                                                                                           | Due day                           |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <b>Section I Progress report</b> | Job analysis report, Biweekly Logs ( appendix B) and analysis of the organization                                                 | Feb 26,2024 on or before 0900 am  |
| <b>Section II Final report</b>   | Major Project , Reflective Report , Appendix and Agency Evaluation(mid-term and final evaluation form ). See appendix A, C, D & E | May 06, 2024 on or before 0900 am |

# Section I- Progress report

## Section II –Final report

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1. Assignments should be submitted electronically via email or **MOODLE** to the internship teacher. Documents requiring signatures must **be scanned** and submitted with **PDF file**.

2. Assignment due date:

Uploaded to Moodle platform (combines all the documents with PDF file )

# Section I & II- Progress Report & Final Report

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| <b>Section I – Progress Report</b>                                   | <b>marks</b> |
|----------------------------------------------------------------------|--------------|
| 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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1. See the internship handbook for details information of the assignment
2. A **quality assignment** is important for a high grade in the student's Internship.
3. Ensure you have **“good” time management**

# Download Internship Handbook

中文繁體 | 中文简体 | English

學生 | 教職員 | 訪客 | 校友 | 傳媒



澳門科技大學  
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

關於科大 | 入讀科大 | 學院設置 | 學術研究 | 學術支援 | 行政部門 | 校園生活

首頁 >> 博雅學院 >> 學位課程 >> 學生園地 >> 表格下載

## 學生園地

網上選科系統

學院通告

學生手冊

表格下載

校曆

獎助學金

個人資料收集聲明

## 聯繫我們

交通資訊

辦公時間：

## 表格下載

| 表 格          | 附 件      | 作業流程 |
|--------------|----------|------|
| 延期入學申請表      |          | 作業流程 |
| 休學(保留學籍)申請表  | 個人資料確認表格 | 作業流程 |
| 恢復學籍申請表      | 個人資料確認表格 | 作業流程 |
| 辦理離校(退學)申請表格 | 個人資料確認表格 | 作業流程 |
| 轉讀專業申請表      | 個人資料確認表格 | 作業流程 |
| 轉讀課程申請表      | 個人資料確認表格 | 作業流程 |
| 轉讀學院申請表      | 個人資料確認表格 | 作業流程 |
| 更改個人資料申請表    |          | 作業流程 |
| 加退選表         |          | 作業流程 |
| 成績覆核申請表      |          | 作業流程 |
| 補考申請表        |          | 作業流程 |

# Download Internship Handbook

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  
中心

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資料，可發電郵  
至sla@must.edu.mo，並提供閣下之  
電郵地址，標題主旨為“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

|       |
|-------|
| 實習確認表 |
| 實習手冊  |





# Q & A

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Q: 實習企業是否學院會安排？

Q: 實習的崗位上，商學士和款待服務各有什麼要求？

Q: 實習時數是否有固定要求？800小時以上會延畢嗎？

Q: 如果找不到實習的企業，會延畢嗎？

Q: 如一些原因未能完成800小時的實習，可後補嗎？

Q: 實習期間需要參加面授課堂嗎？

# A successful internship like a “ Big Mac”

Learn from your mentor

Good time management

Claim & professional

Quality assignments

Faculty support

Positive attitudes



Thank You !

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