



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 HANDBOOK**

博雅學院 / School of Liberal Arts
澳門科技大學 / Macau University of Science and Technology
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TABLE OF CONTENTS

	<u>Page</u>
Contact Information/Telephone List.....	3
Introduction.....	4
Addressing Correspondence.....	4
Communicating with University Supervisor.....	4
Evaluation of Supervisor.....	4
Email Attachment.....	5
Liability Insurance.....	5
 INTERNSHIP	
Purpose of Internship Program.....	6
Description of the Internship Program.....	6
Objectives of Internship Program.....	6
Internship Application Procedure and Flowchart.....	7
Agency Selection.....	7
Site Placement Selection.....	8
Responsibilities of the Agency.....	8
Responsibility of the University Supervisor.....	8
Internship Course Assignments (includes Section I & II).....	9
Internship commence and other issues	9
Attendance at seminars and tutorial class.....	9
Internship Assessment Method.....	16
 INTERNSHIP FORMS	
Internship Confirmation Form (Appendix A).....	17
Internship Biweekly Log (Appendix B).....	18
Internship/Fieldwork/Program Evaluation(Appendix C).....	19
Internship Student Rating Sheet (Mid-term Evaluation-AppendixD).....	24
Internship Student Rating Sheet (Final Evaluation-Appendix E).....	27

CONTACT INFORMATION/TELEPHONE LIST

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INTERNSHIP CORRESPONDENCE TO:

MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY
SCHOOL OF LIBERAL ARTS
ATTENTION: INTERNSHIP COORDINATOR
AVENIDA WAI LONG
TAIPA, MACAU

SCHOOL OF LIBERAL ARTS

INTERNSHIP PROGRAM

INTRODUCTION

The rationale of this handbook provides students with the process for registering for the appropriate internship experiences facilitate completing the appropriate forms and describe the internship experience (e.g assignments) expectations.

Internship program aims to integrate both theories and practice. We aims on learning by doing in enhancing and facilitating the students' learning experience. The combination of theories and practice reflects in the learning for achieving the following outcomes:

- Providing experiential learning opportunities for students to apply foundational knowledge and techniques, demonstrate the ability to design, implement, and evaluate the business and exhibit the management /administrative knowledge and skills.
- Allowing students to take this opportunity to demonstrate the potential to succeed as professionals at supervisory or higher levels.
- Maintaining a quality, accredited program that meets program and learning outcomes.

The internship handbook component of the Bachelor of Commerce (BCOM) and Bachelor of Hospitality Management programs (BOHM) is a critical aspect of the professional preparation of the students. The handbook component consists of an internship and report (BCOM113 and BOHM116) as a capstone experience.

Addressing Correspondence

Until a University supervisor is assigned, internship students should address their mail, fax cover sheets, and report coversheets to:

Macau University of Science and Technology
School of Liberal Arts
Avenida Wai Long
Taipa, Macau
Internship Coordinator

Once a University supervisor has been assigned, it is the responsibility of students to address mail DIRECTLY to their supervisor. Failure to correctly address correspondence may result in missing or delayed papers.

Communicating with University Supervisor

Students should obtain permission to use the various communication channels (phone, email, voice mail, WeChat, and mail) from their site. Students should not assume that they can just fax or call or use the email system. Please note that all internship students must adhere to the agency's policy in terms of assignments and required evaluation.

Evaluation of Supervisor

Must be completed by each student and forwarded with other forms at the end of the term for the internship experience. Students should indicate their assigned supervisor on the

form.

Email Attachment

It is a student's responsibility to send the required documents by email attachment to the University supervisor. The University supervisor asked to acknowledge the receipt of the email attachments in a timely fashion.

Liability Insurance

Students are responsible for arranging for their own professional liability insurance if needed.

BACHELOR OF COMMERCE
BACHELOR OF HOSPITALITY MANAGEMENT
INTERNSHIP PROGRAM

Purpose of the Internship Program

The internship serves several purposes. It furthers students' professional education under the guidance of agency and university supervisors and allows them to apply theory to actual situations. Additionally, 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.

Furthermore, the internship program provides agencies with quality personnel to supplement staff and allows these agencies an opportunity to become involved in the preparation of future professionals. Students will want to save copies of papers, especially the major project. Quality paper and projects are important sources of evidence for a student's career portfolio.

Description of the Internship Program

The internship is a required course designed to SLA full-time students to gain work experience and increase their exposure in the industry. Students must be successfully completed prior to graduation. The internship is the capstone experience of an SLA student's academic career. Students need to be fully involved in the experience, entirely committed, and fully responsible for the completion of the requirements in a timely and professional manner. *Failure to do so may result in a student being removed from the experience, receiving an incomplete, being required to complete additional weeks of experiences, or simply having to repeat the entire term, in result delayed their graduation (include the force majeure cause)* . Students who have successfully completed the course prerequisites are eligible to be registered for an internship. *The internship must be at one site and equal to 800 TOTAL HOURS for a student in Bachelor of Commerce or Bachelor of Hospitality .*

Objectives of the Internship Program

The internship should provide the following opportunities:

- A. Learn first-hand what it means to be a professional practitioner.
- B. Observe, practice, and apply theory to specific situations by comparing, evaluating, adapting, and adopting what has been done in practice to what has been previously experienced in theory.
- C. Engage in intensive self-evaluation by looking at strengths and limitations in light of practical work situations.
- D. Transition from undergraduate student to professional practitioner.
- E. Reinforce and expand upon an understanding of a variety of programming and leadership techniques and their theoretical backgrounds.
- F. Develop leadership and skills in the creative use of community resources for a more meaningful program.
- G. Develop better communication skills, both oral and written.
- H. Gain basic knowledge of the organization and administration of the various types of business entities.
- I. Understand principles of inter departmental relationships.
- J. Acquire the ability to work with people individually or in groups.

Internship Application Procedure and Flowchart

For the course code (BCOM113 and BOHM116) (INTERSHIP)

1. Students will be registered by the WeMust system in the fourth academic year-
2. Students fill out the internship confirmation form after accepting an internship offer (both hard copy and soft copy - via SLA internship QR code);
3. Program Director reviews and approves the internship confirmation form;
4. Upon the internship confirmation form being approved, the administrative office inputs the information to the spreadsheet;
5. During the add/drop period, Program Director checks 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.
6. ***Students must complete the internship confirmation form; otherwise their course will be dropped during the add/drop period, which may potentially lead to delay graduation.***

Agency Selection

Selection of an agency as a field site is based on the following procedures and criteria. Agencies not meeting all requirements may discuss those differences with the Internship Program Director.

Bachelor of Hospitality Management (Internship and Report) allows students to work at all departments in the hospitality sectors which includes hotels and accommodations, food and beverage operations, travel agencies, tourism-related areas, MICE industry, retailing, theme parks, transportation and handling companies and casinos or entertainment. If any other agencies have not been listed, the pre-approval from the internship Program Director is required.

Bachelor of Commerce (Internship and Report) allows students to work at all departments in a commercial firm which includes banks, accounting firms, technology organizations, governmental office and non-governmental organization. Acceptable in the hospitality sectors which includes hotels and accommodations, food and beverage operations, travel agencies, tourism-related areas, MICE industry, retailing, transportation and handling companies and casinos or entertainment. If any other agencies have not been listed, the pre-approval from the Internship Program Director is required.

A. Procedures for Selection

1. For approval, agencies must indicate that a contribution to professional in relate to commerce and hospitality education is important to the agency and that there is management approval for using the agency as an internship site.
2. Agencies should submit following information:
 - a. Description of facilities including program brochures
 - b. Job descriptions and application forms for student interns
 - c. Indication of any stipends available (i.e. housing, meals, travel allowances)

B. Criteria for Selection

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 the faculty or agency outside Macau, its request to be have a background check for final approval. University provides the final reserved right to determinate the unqualified agencies for handling the internship program.

Site Placement Selection

It is the student's responsibility to adhere to the term due dates. It is the responsibility of the student to secure an internship site and to schedule an interview or telephone conversation to discuss the details of the position with the potential agency supervisor. Approval as an internship site is based on the level of the student's internship responsibilities, the length of work time at each responsibility, and the qualification as organization, and functions. University suggests and recommends a first priority for selecting an agency should be in Macau . For students who choose an agency outside Macau , this should be pre-approved by SLA background checked for final confirmation. Students are requested to provide all the information from this agency and submit to SLA office. SLA reserves the right to reject any disqualified agency for implementation.

Responsibilities of the Agency

- A. Interview and select student interns in conjunction with the internship Program Director.
- B. If necessary, submit an application to be approved as an internship site.
- C. Supervise and aid the student in their professional growth through constructive and objective criticism, and encourage self-evaluation by the intern.
- D. Consider the intern as part of the regular staff and encourage high work standards.
- E. Prepare staff for the arrival of the intern. Let personnel know they will need to assist in the professional development of the intern.
- F. Develop a work scheme with the student for areas that should be covered (budgeting, personnel management, fiscal control, maintenance, evaluations and meetings with student).
- G. Complete midterm and final evaluations.
- H. Include the student in regular staff meetings.
- I. Designate work assignments to benefit the student and the agency.
- J. Conduct an exit interview with the student and provide any recommendations for improvement.
- K. Agencies suggest to provide one day off for every 6 consecutive working days if possible .

Responsibilities of the University Supervisor

- A. Represent the University in all official arrangements with cooperating agencies in the conduct of the on or off-campus internship program.
- B. Supervise arrangements for and give final approval of all internship assignments.
- C. Host two workshops for the student interns and explain the internship procedure in details. At least, one face-to-face meeting is required.
- D. Meet with the student intern and agency supervisor according to location. In general, 50% of the internship sites should be visited.

- E. Evaluate student intern reports and discuss these reports with the student as necessary. Respond to student intern's enquiries and assignment submissions in a timely fashion.
- F. Complete midterm and final intern evaluations.
- G. Evaluate the student intern's experience in cooperation with the agency supervisor. It is the responsibility of the university supervisor to assign the intern's final grade.
- H. Serve as a resource person for both the agency supervisor and the student.
- I. Study, evaluate, and exchange ideas directed toward improvement of the internship program
- J. Work closely with the internship program director in case of emergency for the student intern.

Internship commence and other issues

- A. The starting date of the internship recommend ***the first day of the second semester***, student need to communicate with an agency for the starting date of the internship to ensure without delay for their work arrangement. Failing to do so, might potentially lead to the delay assignment submission.
- B. For students with retake issues, SLA highly recommends and make suggestions to them in maintaining their internship planning and arrangement in Macau .

Attendance at seminars and tutorial class

- A. Students request to attend all the seminars provided by industry practitioners for a better understanding of the industry's expectations from interns. The seminars as include one of the marking components. Participation in the internship briefing seminar worth a total 50 marks in the internship report. Student encourages high participation in the seminars as their benefit.
- B. In facilitating students to write up their internship report, we provide a tutorial class for students and highly recommend attending the tutorial class. Tutorial classes are delivered in a hybrid mode, student can either choose online or off-line mode for their convenience to attend the tutorial class.

** The above-mentioned, SLA reserves the right for the final decision and explanation in regards to all the terms and conditions.*

Internship arrangement

Students should follow the below process in apply their internship arrangements, see table 1

Table 1 show SLA internship arrangement 2024/2025

一、2024 年 9 月至 11 月

出席全部場次的實習講解會

無法出席的同學請到學院櫃檯提交請假文件，講解會出勤率將納入「實習與報告」科目的分數計算

二、2024 年 11 月 30 日前

填寫實習確認表、取得擬實習公司蓋章並提交學院審核

公司蓋章規定必須為紙本實體章，由學院審批是否符合資格

三、提交後

查看審批結果

審批結果及補交文件通知將統一發送至學生郵箱，同學須自行定時查看郵箱

四、2025 年 1 月 13 日起

按需出席學院實習與報告課堂

「實習與報告」科目將以線上線下並行形式進行，老師將在課上講解報告要求並解答同學的問題

五、2025 年 2 月 28 日

提交期中進度報告

內容詳見《實習手冊》第 11 頁

六、2025 年 4 月 11 日

提交期末報告

內容詳見《實習手冊》第 12 至 16 頁

Internship Course Assignments (includes section I & II)

Section I –Progress report (includes: Job analysis, Biweekly Logs(Appendix B) and Analysis of the organization)

- A. Basic Information
1. Submit all forms, reports, and paperwork in English according to the due date designated by the University supervisor. Font size should be 12 with double line spacing and with Times New Roman. Students are to inform their supervisors of the assignments selected from the internship Handbook.
- B. Assignments Guideline
1. **Job Analysis** (In a total of 1500 words, double line spacing, 12 font size with Times New Roman)
 - 1) General description of the agency, including organizational chart
 - 2) Statement of duties -- time schedule, activities
 - a) Nature and description of customers served
 - b) List and description of facilities, special equipment – brief
 - c) Agency emergency procedures (e.g., fire, medical, weather)
 - d) Sick day policy – to whom do you report?
 - e) Chain of Command – administrative structure summarized
 - f) Is there a company directory available for interns and others
 - g) Dress codes – required?
 - h) Sexual harassment policy – is there a guideline, if any?
 - 3) Risk Management plan—is it covered in your orientation?
 - 4) Orientation or training program for new employees
 2. **Biweekly Logs.** Please have the agency supervisor verify the documentation of hours by initialing each log. This is a type of journal that allows the student to reflect on the experience as it relates to him/her professionally and personally. Areas that may be addressed are programs, co-workers, clientele, actual experiences, immediate and long-range objectives, new skills learned, etc.
 3. **Analysis of the Organization**
Administrative Analysis of Internship Agency: In total of 1500 words , double line spacing , typed pages with Times New Roman. Critically evaluate a specific administrative function of the agency and outline a plan to improve its effectiveness and produce service quality. Consider such functions to evaluate as management-flow charts, personnel development such as hiring, training, and employee evaluation, financing, volunteers, budgeting and public relations.

Section II-Final Report (includes Major Project , Reflective Report ,Appendix and Agency Evaluation ,Appendix A, C,D,E)

4. **Major Project** - The major project is to be chosen based on consultation with the agency supervisor. The project should in some way benefit the internship agency. Choose **ONE** out of **FOUR** from the major projects as below. Report should clearly indicate which project had been selected for your choice.

A) **Marketing Analysis.** In total 3000 words, double line spacing, typed pages with Times New Roman. Use the traditional P mix (e.g., price, product, promotion, distribution) in which the student is located and critically analyze an administrative function such as provision of service quality, in-depth analysis on the delivery of customer service, marketing plan, and facility layout.

Then outline a plan to improve its effectiveness. This report should also include, but is not limited to, the internship agency name, interviewee, title, address, mission of organization, questions you asked the answer (briefly), marketing methods for each department of the agency, and overall marketing strategies of the internship agency. Include brochures that assist in explaining the analysis of the agency. You may include the company website and different social media platforms and indicate how to promote their business. The marketing mix can include hybrid mode (online and offline methods)for more in-depth- discussion.

B) **Special Event Plan (execution may or may not be possible before the due date):** In total 3000 words, double-spaced, typed pages with Times New Roman. This paper will allow the student to evaluate a special event program for which he/she is totally responsible. Enclosed all pertinent materials. The report should include the following components:

- a) Goals of the organization in hosting the event and event objectives.
- b) Themes of the event and why the theme was selected.
- c) The benefits the participants will receive from the event.
- d) Profile of the event participants.
- e) Describe the forecasting tools for the number of participants.
- f) Describe the event plan through Frames that address each stages of the actual event and address each of the following six program elements in each frame (e.g., interacting people, physical setting, leisure objects, rules, relationships, and animation).
- g) Staffing requirements for each frame with instructions and directions for the staff to follow for each frame.
- h) Detailed budget including all costs and revenues. If possible, list the supplies and equipment for each frame.
- i) Contingency Plan in case of bad weather or problems with the facility.
- j) Scheduling Tasks - basic timeline for organizing the

- program.
 - k) Registration Procedures-Describe the forms of registration for the program.
 - l) Risk Management Concerns- prioritize the highest three (3) risks associated with the entire program and explain the risk management strategies.
 - m) Promotion Plan- target market and news release and program flyer.
 - n) An evaluation form for participants.
 - o) Self-analysis or with the intern supervisor, describe the strengths and weaknesses of the event. (The final project is an event plan that could be handed to any event planner without any experience and he/she could organize the event).
- C) **SWOT (strengths, weaknesses, opportunities and threats) analysis** - In total 3000 words, double line spacing, typed pages with Times New Roman.
- a) **Step1:** Describe the mission, goals and service concept to plan an organization
 - b) **Step 2:** Provide a detailed description and analysis with supporting evidence for each of the strengths, weaknesses, opportunities, and threats. Provide detailed description and analysis with supporting evidence for each of the strengths, weaknesses, opportunities
 - i. Describe the internal attributes of the organization that refers to the strengths and weaknesses that are internal elements that may impact the organization's performance. This analysis is relative to the competition so identify the competing organizations. Analyze the organizational structure, marketing plan, funding, service experience, etc.
 - ii. Describe the external forces that may impact the success of the destination or organization which are divided into opportunities and threats. These external forces are common to other organizations with a similar service. (Examples: each would need further explanation, research, and description) are technology, government regulations, changes in market, customers' preferences, globalization attributes, and competition.) Further assess opportunities based on benefits to the organization and threats based on impact to the organization.
 - c) **Step 3:** Based on the analysis and written narrative of SWOT, develop a plan to capitalize on the opportunities and strengths and address the threats and weaknesses.
- D) **Analysis of service development and service quality of the internship organization.** In total of 3000 words, double line spacing, typed pages with Times New Roman.
 Student's internship organization will be analyzed in each of the

following areas (student can select one area of his/her organization to analyze).

- a) Explain the organization's service concept. The service concept is a picture or statement that encapsulates the nature of the service business and captures the value, form and function, experience, and outcomes associated with the service concept. Describe each of the following components of the service concept:
 - i. **Form and function:** The overall shape of the service, how it is created, and how it operates.
 - ii. **Experience:** The experience as perceived by the customers.
 - iii. **Value:** Why are the customers willing to pay money for this service?
 - iv. **Outcomes:** The benefits the service concept provides the customer and the organization. Please use specific details of the organization to describe each component.
- b) Analyze the Technical Components of the service such as the tangibles that compose quality and functional aspects such as service personnel and atmosphere.
 - i. Describe the organization's important technical attributes and functional aspects of the customer's satisfaction.
 - ii. Utilize any of the organization's evaluation information (if available).
- c) Describe the organizations procedures to evaluate service quality such as the use of comments cards, and surveys of quality (SERVQUAL-RATER including) or interviews. Include examples if possible.
- d) What are the strengths and weaknesses of the organization's service quality based on the service concept, technical and function features, and evaluation procedures for service quality?
- e) Based on the analysis of service quality and guest satisfaction, how would the student improve quality or sustain quality at the internship organization? Please indicate specific areas of the organization where the resources should be used to improve quality.

5. Reflective Report

In total of 2000 words, double line spacing and typed pages with Times New Roman. For individual self-reflective report is to help students for reflection on their own practical experiences from third parties such as the supervisor, organization, tutor or fellow classmates. This report aims to engage you to review your goals and evaluate to what extent you have attained them. Recommend students could have done and will do to achieve the academic and /or career goals.

Report should contain the following information:

- a) **Introduction** – briefly describe the background of the job such as your expectation, the actual job duties during internship and the goals (academic or career) you had set before the internship started .
- b) **Personal issues and development** – in the section of this report/identify what you did and what issues have been encountered during the internship period.
- c) **Reflection** – share your feelings about thoughts and about a particular issues(i.e., Good / bad /difficult) and compare with your past experience . Identify the gap between the knowledge you have and the knowledge you need to perform the tasks assigned.
- d) **Solution /Recommendation** – in this section, suggest the solutions that can minimize the gap of knowledge which you have identify in section c. Propose solutions and directions for your future development .
During the solution development process, you may seek the third party’s opinions .The people you may approach include:
 - Direct superior at placement
 - Human Resources officers /Managers
 - Consultancy project supervisor
 - Your subject tutor; and or
 - other peers

**A quality project is important for a high grade in the student’s Internship. In addition, a quality project will provide evidence of the student’s work for future employers. Students should save a copy of their project to add to their portfolio.*

- 6. **Evaluations for agency.** These should include:
 - 1) **Mid-term evaluation(see appendix D)**
 - 2) **Final evaluation(see appendix E)**
- 7. **Internship Site Final Evaluation Form**
- 8. **Arrange Site Visit** with University supervisor (if located within China which is the approximate distance that University supervisors may travel)
- 9. **Submission of Assignments.** Assignments should be submitted electronically via email or MOODLE to the internship teacher. Documents requiring signatures must be scanned and submitted with PDF file .

Assignment due dates:
 Uploaded to Moodle platform (combines all the documents with PDF file)

Assignment	Content	Due day
Section I Progress report	Job analysis report, Biweekly Logs (appendix B) and analysis of the organization	Feb 28,2025 on or before 0900 am
Section II Final report	Major Project , Reflective Report , Appendix and Agency Evaluation(mid-term and final evaluation form). See appendix A, C, D& E	April 11 , 2025 on or before 0900 am

Format :

Your written report should be typed or produced on a PC.

- Use standard white paper, A4 size
- Must be type-set with Time New Roman, 12pt font size, double line spacing with one-inch margin on all sides of the report. Number the pages in the lower middle of the page.
- The cover page of the report should contain the following information:
 - Program name
 - Student name and student no
 - Date of submission
- Clear headings should be use in each section
- Diagrams and charts should be utilized throughout the report where appropriate
- The report should be properly bound and professionally packaged. It should be presented in the form of a typical business communications format .
- Use of reference –full reference cited in APA format in the project should be provided, except those that are obviously common knowledge.

Papers may be submitted as attachments in PDF format. Individual supervisors may require different submission methods. All written work will be held to the same standards as if on campus.

- 10. Biweekly Contact.** Students are required to maintain regular contact with their University internship supervisor. Phone calls or WeChat to the supervisor must be made every 10-14 days. Individual supervisors may require different contact methods.
- 11. Mandatory seminar and workshop for students.** Students need to attend to Internship Briefing Seminar as includes one of the marking component.
- 12. Absence.** If student call sick or any reason may cause for absence, student need to inform your direct supervisor for their attention.

Internship Assessment Method

Students are required to hand in all coursework on the due dates designated by the University supervisor. Papers and reports are evaluated by the University supervisor. Both the agency supervisor and University supervisor conduct the mid- term and final evaluations. The University supervisor has the responsibility to assign all grades.

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

The Total Mark will be converted to 100%



實習確認表 (只由學生填寫)
Internship Confirmation Form (Fill by student only)

Appendix A

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.

請選擇課程代號/Please select your Course Code:

商學學士學位 BCOM 款待服務管理學士學位 BOHM

學生姓名/Student Name : _____

學生編號/Student ID : _____

地址/Address : _____

個人電話/Phone No. : _____

電子郵箱/E-mail Address : _____

實習公司資料/Information of Internship Company

公司名稱/Company Name : _____

公司地址/Company Address : _____

公司電話/Company Phone No : _____

主管姓名/Name of Responsible Personnel : _____

主管職稱/Title of Responsible Personnel : _____

聯絡電話及電郵/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

總週數/Approximate Weeks : _____ 總小時數/Approximate Hours : _____

職稱/Position : _____

實習類型/Internship Type :

BCOM : BCOM Others : _____ BOHM : BOHM Others : _____

學生簽名/Student Signature : _____

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

院長/課程主任批示

Dean's/Program Director Approval :

Approved

Denied

院長/課程主任建議

Dean's/Program Director 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*

Appendix B

Internship Biweekly Log # _____

Student: _____

Agency: _____

Dates: From _____ To _____

Contact Hours for two weeks

Day of Week	Mon: Total Hours Worked	Tues: Total Hours Worked	Wed: Total Hours Worked	Thurs: Total Hours Worked	Fri: Total Hours Worked	Sat: Total Hours Worked	Sun: Total Hours Worked	Total Hours
Week 1 of biweekly								
Week 2 of biweekly								

Supervisor’s initials to verify hours _____

Write or type a brief description of the kinds of activities and tasks you experienced.

What are some new skills you learned or experiences you were exposed to?

Reflect about your professional fit and satisfaction.

4. In summary, what recommended changes would you make in the fieldwork program?

5. Overall, what would you rate this fieldwork program on a **grade oriented scale from A-F**, and why? (If you need additional space, please continue on another page.)

6. In terms of the overall quality of the professional preparation program of SLA please rate from 1 (Low) to 5 (High) how well each one of the following was accomplished.

	LOWEST			HIGHEST	
	1	2	3	4	5
Understanding of the conceptual foundations and the theories in the program.					
Understanding of and ability to implement principles and procedures related to operation and care of resources, areas, and facilities.					
Understanding of various techniques of financing, budgeting, and fiscal accountability.					
Understanding of and ability to implement public relations marketing, and promotion strategies.					
Ability to utilize effectively the tools of communication, including technical writing, speech, and audio-visual techniques.					
Ability to utilize computers for basic functions, including word processing, spreadsheets, specialized programs related to the industries.					
Knowledge of the legal foundations and responsibilities of business or hospitality service agencies, and of the legislative process and the impact of policy formation on hospitality and tourism behaviors and service in all levels of government, local organizations, and business enterprise.					
Understanding of legal concepts, including contracts, property, and torts, as applied to the different business sectors.					
Understanding of the principles of risk management planning, and the ability to participate in the development and implementation of a risk management plan.					
Previous experience in business organization and hospitality organization.					
Internship, essentially a full-time continuing experience in a different organization services assignment.					
Understanding of the psychological, sociological, and physiological significance of service organization from an historical perspective for diverse populations and destinations.					
Understanding of the technological, economic, and political impact of business environment in contemporary society.					
Understanding of the significance of an organization in commercial business or tourism and hospitality business throughout the life cycle relative to the individual's attitudes, values, behaviors, and use of resources.					
Knowledge of the interrelationship between customer behavior and the natural environment.					
Understanding of environmental ethics, the relationship of environmental ethics to the philosophy of planning, design and development, and the potential impact of planning, design and development upon the environment.					
Understanding of the history and development of the customer and services profession.					
Understanding of contemporary professional issues and how they impact the delivery of business to their target customers.					
Understanding of the concept of a profession and professional organization as related to different business sectors.					
Understanding of ethical principles and professionalism as applied to all professional practices, attitudes and behaviors in tourism and services delivery for the customers.					

	LOWEST		HIGHEST		
	1	2	3	4	5
Understanding of the importance of and resources for professional development.					
Understanding of and ability to use diverse community, institutional, natural, cultural and human service resources to promote and enhance the organizational business or hospitality experience.					
Understanding of the roles and interrelationships of diverse tourist service delivery systems, including such specialties in different organizations and the economic development.					
Knowledge of the responsibility of the service profession to make available opportunities for business experiences for all populations of the customers.					
Ability to promote, advocate, interpret, and articulate the impacts of the tourist service systems for all populations of the customers, host community, and strategic partnerships.					
Knowledge of the role and content of business organization and hospitality services and events.					
Ability to organize and conduct events and services in a variety of settings.					
Understanding of and the ability to facilitate the concept of lifestyle for continued individual development and expression throughout the human lifespan.					
Understanding of and the ability to use various leadership techniques and strategies to enhance the individual's experiences for all populations.					
Understanding of the concept and use of business resources to facilitate participant involvement.					
Understanding of and the ability to analyze events, services, and resources in relationship to participation requirements.					
Understanding of procedures and techniques for assessment of business organization and customers needs.					
Understanding of principles and procedures for planning business arrangement, services and events and assessing and evaluating, resources, areas, and facilities, and the associated environmental impacts.					
Knowledge of principles and procedures for proper social, cultural and environmental design of services, areas, and facilities.					
Knowledge of the purpose, basic procedures and interpretation, and application of research and evaluation methodology related to business organization.					
Ability to apply computer and statistical techniques to business management, assessment, planning, and evaluation processes.					
Understanding of principles and procedures for evaluation of business organization or hospitality events and services.					
Ability to formulate, plan for implementation, and evaluate extent to which objectives for quality services and events have been met.					
Knowledge of marketing techniques and strategies.					
Understanding of the concepts of organizational behavior, accountability, interpersonal relations, and decision-making strategies.					
Understanding of and ability to apply personnel management techniques, including job analysis, recruitment, selection, training, motivation, career development and evaluation of staff and volunteers.					

Please indicate your future plans. Check mark an answer and add your comments.

a) I have a full-time job

Please provide title of your position _____

Name of the organization and address _____

b) Job finding resources used in your research _____

c) This internship was my last requirement and I will be looking for a full-time career position. Please indicate the title of the career position that you are pursuing _____

d) I will be attending graduate school after my internship

What subject will you study in your graduate program (e.g. Master in Leisure Management)? _____

What is the name of the college or university you will attend? _____

e) Other - Please Explain

Please feel free to make any additional comments concerning the professional preparation curriculum of SLA.

Signature of Student _____ Date _____



澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY



博雅學院
School of Liberal Arts

中期實習狀況評估表 Internship Student Rating Sheet (Mid-term Evaluation)

Program to be checked by student/課程由學生選擇

- 商學學士學位 BCOM 款待服務管理學士學位 BOHM

尊敬的實習主管：

非常感謝 貴機構給予澳門科技大學博雅學院學生的實習機會。是次實習培訓已到中期，院方希望能獲得 閣下對實習的評價以助本校改善將來實習的安排，請細閱及回答下列問題。

多謝 閣下的支持和寶貴的時間！

Dear Internship Supervisor,

Thank you very much for providing the internship opportunities to the students at the School of Liberal Arts (SLA), Macau University of Science and Technology (MUST). We would like to seek your feedback to the student intern. Your evaluation will help us improve quality of the internship program.

Thank you for your time and support !

1. 實習生資料 (由學生填寫) / INFORMATION OF THE INTERN :

實習生姓名： _____
Student Name : _____
學生編號： _____
Student Number : _____
專業方向： _____
Specialization : _____
參加實習的期間： _____
Period of Placement : From _____年_____月_____日至_____年_____月_____日
From Year Month Day to Year Month Day

2. 機構資料 / ORGANIZATION INFORMATION

機構名稱： _____
Organization : _____
部門名稱： _____
Department : _____
直屬主管： _____
Immediate Supervisor : _____
主管職稱： _____
Supervisor's Title : _____
聯絡電話： _____
Telephone Number : _____
傳真： _____
Fax Number : _____
電郵： _____
E-mail : _____

10 = 非常好/Very Good 8 = 好/Good 6 = 標準/Average
 4 = 低於標準/Below Average 2 = 欠佳/Poor N/A = 不適用/Not Applicable

請在下列適當的空格內畫上對號。
 Please tick as appropriate in the space provided below.

10 8 6 4 2 N/A

A. 工作態度表現
Attitudes / Behaviours

(1) 獨立工作的能力 Ability To Work Independently						
(2) 適應能力 Adaptability						
(3) 創新能力 Creativity / Innovation						
(4) 對待同事的態度 Attitude towards Colleagues						
(5) 對待顧客的態度 Attitude towards Customers						
(6) 可靠性 Dependability / Reliability						
(7) 熱心投入 Enthusiasm						
(8) 主動性 Initiative						
(9) 守時 Punctuality						
(10) 樂意接受批評建議 Willingness To Accept Criticism						
(11) 樂意與別人合作 Willingness To Cooperate with Others						

B. 工作專業所需之知識/技能
Adequate Job Knowledge/Skills to Carry Out Work Effectively

(12) 人際溝通技巧 Communication Skills						
(13) 顧客服務技巧 Customer Service Skills						
(14) 操作器材設/施/工具技能 Equipment/Facilities/Tools Handling						
(15) 演繹技巧 Presentation Skills						
(16) 管理知識/潛能 Supervisory/Management						
(17) 技術知識/技能 Technical Knowledge/Skills						

C. 工作績效/表現
Work Achievement/Performance

(18) 準確度 Accuracy						
(19) 工作效率 Productivity						
(20) 工作質量 Quality of Work						

3. 評價 / EVALUATION

 評估主管簽名及公司蓋章
 Authorized Signature with Company's Chop

 日期
 Date



澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY



博雅學院
School of Liberal Arts

期終實習狀況評估表 Internship Student Rating Sheet (Final Evaluation)

Program to be checked by student/課程由學生選擇

- 商學學士學位 BCOM 款待服務管理學士學位 BOHM

尊敬的實習主管：

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Student Number : _____
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Period of Placement : 由 _____ 年 _____ 月 _____ 日至 _____ 年 _____ 月 _____ 日
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Supervisor's Title : _____
聯絡電話： _____
Telephone Number : _____
傳真： _____
Fax Number : _____
電郵： _____
E-mail : _____

3. 評價 / EVALUATION

10 = 非常好/Very Good 8 = 好/Good 6 = 標準/Average
 4 = 低於標準/Below Average 2 = 欠佳/Poor N/A = 不適用/Not Applicable

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 Please tick as appropriate in the space provided below.

10 8 6 4 2 N/A

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(16) 管理知識/潛能 Supervisory/Management						
(17) 技術知識/技能 Technical Knowledge/Skills						

C. 工作績效/表現 *Work Achievement/Performance*

(18) 準確度 Accuracy						
(19) 工作效率 Productivity						
(20) 工作質量 Quality of Work						

 評估主管簽名及公司蓋章
 Authorized Signature with Company's Chop

 日期
 Date

4. 意見/建議 COMMENTS/RECOMMENDATIONS

- i. 請列出實習生之長處及短處。

Kindly identify both the strengths and weaknesses of the intern.

長處/Strengths :

短處/Weaknesses :

- ii. 當實習生完成課程時，閣下會否推薦此學生被貴公司聘用。如否，為什麼？
Will you recommend this student to be recruited by your Company upon completion of his/her studies? If not, why?

- iii. 閣下會否認為實習生合適及具備從事相關行業的條件及潛能？
Would you consider this intern fit and having the potential for a future career in the related industry?

- iv. 請閣下對本實習課程提供改善建議/意見，例如實習課程能怎樣對閣下機構提供幫助？
Would you please provide any improvement comment for our internship program, such as how our program can help for your organization growth?

- v. 其他意見/Any other comments?

評估主管簽名及公司蓋章
Authorized Signature with Company's Chop

日期
Date