



香港大學

THE UNIVERSITY OF HONG KONG

SCHOOL OF ENGLISH
LANGUAGE & COMMUNICATION PROGRAMME

<http://hku.hk/english/langcom.htm>

Coordinator: Dr Lisa Lim

The Language & Communication Internship Scheme – LCIS 2010/11

<http://hku.hk/english/langcom/lcis.htm>

Partners

(A) Semester internships

Organisation	Internship positions	Working days/hours	Minimum period	Stipend
Hong Kong International Literary Festival http://www.festival.org.hk/	2, with the following personality/traits: outgoing (not shy), independent and reliable, mature, and able to work under stress; work involves making phone calls to follow up, get information or help promote the Festival to potential advertisers, handling enquiries that are received when ticketing begins, being the first point of contact for the public and writers	Part-time: Mon – Fri 11am – 3pm	December 2010 or January 2011 – 18 March 2011	None
Hong Kong Reads www.hkreads.org.hk	2 (10 were offered; 5 students applied), to learn first-hand how a non-profit campaign is coordinated, prepare internal and external publications, implement PR and marketing events with media, schools, sponsors and other related parties, update and develop content on Hong Kong Read's official website, assist in ad-hoc projects as assigned	Part-time: 56/112 hours total (8/16 hours/week for 2/4 sessions/week)	7 weeks: 1 March – 16 April 2011	HK\$2,000/ HK\$4,000
Man Asian Literary Prize http://www.manasianliteraryprize.org	1 dealing with media relations and Chinese media assisting the Press Officer 1 dealing with event planning, author/ guest hospitality & on-site assistance	Part-time (half days): 1-18 March: 2-3 times/week (extra assistance 16-17 March); 19-31 March: 1-2 times/week	1–31 March 2011	None

(B) Summer internships

Organisation	Internship positions	Working days/hours	Minimum period	Stipend
The Economist Group http://www.economist.com/	1 event marketing intern, 1 programme intern – both in the department that develops, markets and runs conferences in the region For details, please see: http://www.interns.economist.com/asia/hong-kong/programme/hong-kong-event-marketing-intern and http://www.interns.economist.com/asia/hong-kong/programme/hong-kong-programme-intern	Full-time: Mon – Fri 9.30am – 5.30pm	2 months, starting July	US\$1,000/mth
Grameen Foundation http://www.grameenfoundation.org/	2 on a development project involving: researching trends in HK to identify ideas for fundraising, analysing fundraising strategies of leading global organisations raising funds locally, identifying potential donors, drafting communication material for potential donors	Full-time: Mon – Fri 9.30am – 5.30pm	12 weeks	None
Hong Kong University Press http://www.hkupress.org/	1 in editorial (language/ education/ linguistics publications list), 1 in marketing	Part-time: 20 hrs per week	6 weeks (preferably in June – July)	HK\$800/week
iLearner of Nebula Group Limited http://www.i-learner.com.hk	3, in editorial: to coordinate the production of web-based English learning programmes, develop and edit educational materials; in marketing: to plan and execute online marketing campaigns, promote online language programmes to school teachers and other potential customers through phone and face to face presentation; in school programme: to develop educational materials and curriculum, provide support to large group activities; in customer service: to provide customer service to schools, individual users and a learning studio, administer office operations and enhance operation efficiency	Full-time: Mon – Sat 9.30am – 6pm	1 month 1 June – 31 August	HK\$5,000/mth
Man Asian Literary Prize http://www.manasianliteraryprize.org	3, involving: doing research on new publications by Asian novelists, liaising with Asian bookstores, handling submissions, marketing, media relations, translation (English to Chinese), and event organisation for a MALP writer's event during the Hong Kong Book Fair (21 July 2011)	Part-time: 2 hrs per week (min) flexible work hrs	2 months (June – July/ July – August)	None
MOEI Programme (Migrant Outreach Education Initiative), Faculty of Social Sciences http://www.hku.hk/socsc/moei/2011/	Depending on interview process (Deadline 25 March) (12 credits as inter-Faculty broadening credits)	Full-time	1 week initial training; 6–10 weeks in-class teaching; Jun – Aug	None

Notes on the application process:

- Unless specified otherwise (below), please apply for an internship with a host organisation by submitting (i) the LCIS application form and (ii) your resume (CV) to the Coordinator of the Language and Communication programme, preferably as electronic documents, to lisalim@hku.hk. The summer internships application deadline unless specified otherwise is 14 April 2011, 5pm.
- For The Economist Group, please submit your application online at the relevant Economist links listed in the table above, but also submit the LCIS application form as per instruction (i) above, which will be forwarded to the Editorial Director and Conference Director, so that they can identify your online applications as being from the L&C programme.
- For Hong Kong University Press, please submit (i) a cover letter, in addition to (ii) the LCIS application form and (iii) your resume.
- If you are applying to more than one host organisation, please submit a separate LCIS application form for each, as these will be forwarded to the different organisations.
- Note that some of the host organisations will conduct interviews as part of the selection process.