

LOCAL INTERNSHIP PROGRAMME

Department of Accountancy |
Spring • Summer |
2018-2019

Department of Accountancy

Internship
coordinator

Dr Liu Zheng

Internship
coordinator (Big-4)

Mr David Yip



Chloe Tay



Daisy Wu

Internship team

supporting team members

INTERNSHIP PROGRAMME

- Organised by AC department
- A credit-bearing AC elective course
 - **Spring** – Jan to Apr/May (4 to 5 months)
 - **Summer** – Jun to Aug (3 months)
- NOT allowed to take any other courses in the semester
- Make good study plan – If you are joining spring internship, you have to catch up credits in other semesters



BENEFITS OF INTERNSHIP

Before internship:

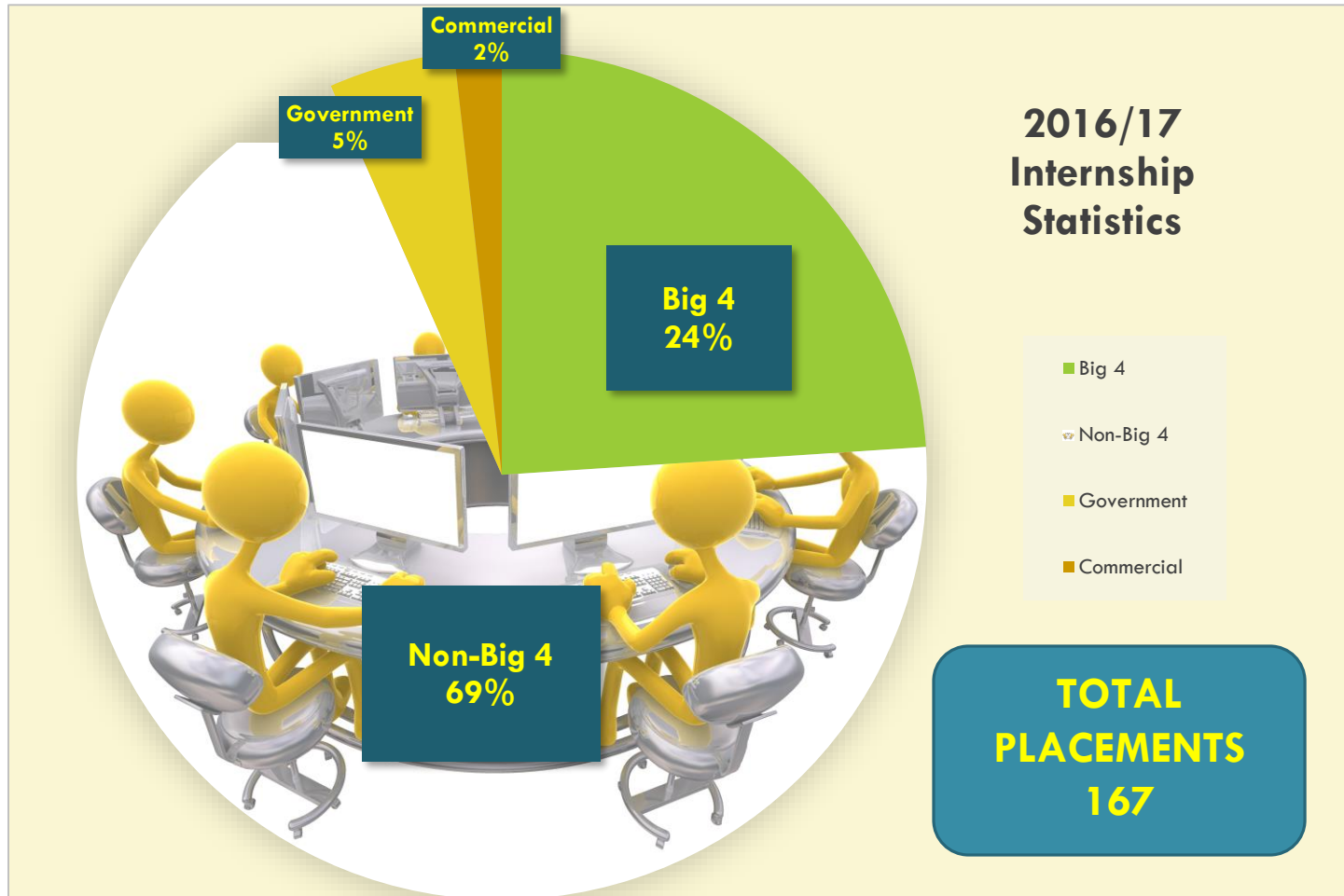
- Receive training from a senior manager with more than ten years' experience in both HR and accounting to enhance your competitiveness in the job market

Through internship:

- Gain exposure to real-world work life as a full-time employee
- Hands-on opportunities to work with seniors and managers that may not be available on campus
- Increase self-confidence in the workplace while developing an expanded network of associates and professionals
- Résumé-building experiences while applying academic concepts and principles
- Personal growth experiences and exposure to different job opportunities



PREVIOUS STATISTICS



AC4383 OPENING SEMESTERS

Semester B 2018/19

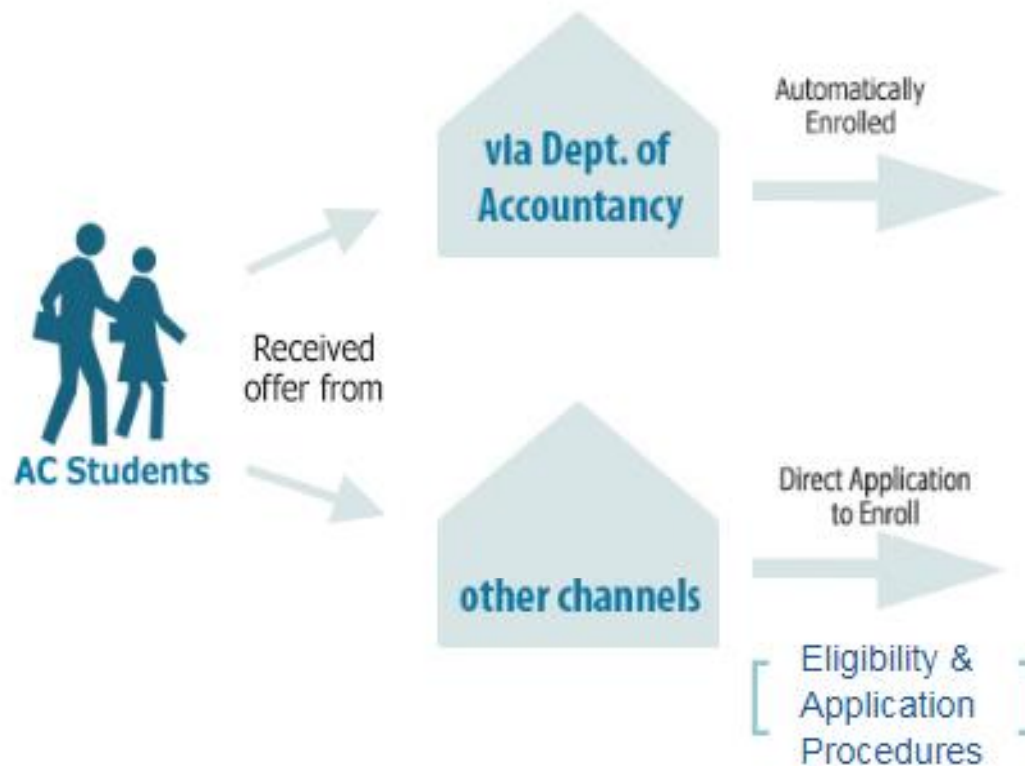
- Majority AC students participate in internship
- Peak period for audit firms, learn more about auditing
- Peak hiring period, less competitive
- Confirmed internship offer before exam period
- Great chance obtaining offer

i.e. **99%**
Successful Rate

Summer 2019

- Job focus is more to taxation
- Less vacancies → more competitive
- Lower chance of obtaining offer

ENROLLMENT TO AC4383



AC4383 AC Professional Internship and Professional Attachment

Requirements:

Students will be required to undertake related teaching and learning activities (TLAs) and complete all assessment tasks (ATs) as stated in the course curriculum, which include:

1. A one-day pre-internship training workshop
2. Satisfactory completion of internship as supported by company's evaluation of intern performance
3. Submission of interim reflection report and final reflection report

ELIGIBILITY

AC Undergraduate Penultimate Year Students

- ✓ 3rd year in 4-year curriculum,
- ✓ 2nd year in 3-year curriculum, or
- ✓ 1st year in 2-year curriculum



We are also looking for the following qualities in you:

- ✓ Good attitude
- ✓ Responsible
- ✓ Serious and committed to work
- ✓ Join us only if you are **READY**

SPRING PROGRAMME TIMELINE

Month	Period	Progress	Remarks
Sep	Sep - Sep	Application	<ul style="list-style-type: none"> Via AC website (login required)
	Sep – Oct	Department interview	<ul style="list-style-type: none"> Group interview in AC Department
Oct	Oct – Nov	Nomination	<ul style="list-style-type: none"> Acceptance of nomination Interview skills training workshop Site interview, aptitude tests, etc.... Acceptance of offer
	Oct – Nov	Employer's assessments	
Nov	Nov – Dec	Offer confirmation and acceptance	<ul style="list-style-type: none"> Sign and send contract to us
	Late Dec	Pre-departure meeting	<ul style="list-style-type: none"> Pre-departure meeting Pre-internship skills training workshop Internship starts
Dec			

SPRING PROGRAMME TIMELINE

Month	Period	Progress	Remarks
Jan	Jan	Internship starts	▪ Commence of internship
Mar	Mar	Interim	▪ Submission of interim report
Apr May	Apr – May	Completion of internship	▪ Submission <ul style="list-style-type: none">○ Final reflection report○ Appraisal report ▪ Attend post-internship sharing session

SUMMER PROGRAMME TIMELINE

Month	Period	Progress	Remarks
Jan Feb	Jan	Application	<ul style="list-style-type: none"> Mainly opens for summer Big4 Application for <u>other accounting firms and government</u> should be done in Sep
	Feb – Mar	Department interview	<ul style="list-style-type: none"> Group interview in AC Department (for summer big4 applicants and students who were not able to interview due to exchange)
Mar Apr	Mar – May	Nomination Employer's assessments	<ul style="list-style-type: none"> Acceptance of nomination Site interview, aptitude tests, etc.... Acceptance of offer (For big4 and other firms)
May	May	Offer confirmation and acceptance	<ul style="list-style-type: none"> Sign and send contract to us Pre-departure meeting Pre-internship skills training workshop Internship starts

SUMMER PROGRAMME TIMELINE

Month	Period	Progress	Remarks
May Jun	May - Jun	Internship starts	<ul style="list-style-type: none"> ▪ Commence of internship
Jul	Mid Jul	Interim	<ul style="list-style-type: none"> ▪ Submission of interim report
Aug	Mid to Late Aug	Completion of internship	<ul style="list-style-type: none"> ▪ Submission <ul style="list-style-type: none"> ○ Final reflection report ○ Appraisal report ▪ Attend debriefing session

DEPARTMENT INTERVIEW



- Group interview will be conducted to match individual's attributes to respective employers' criteria
- Students will be notified the exact date of interview through CityU email.
- Students will be assessed in 2 sections
 - An individual question
 - A group discussion



PREPARATION FOR EMPLOYERS' ASSESSMENT



Aptitude test



Group
interview



Individual
interview



Written test

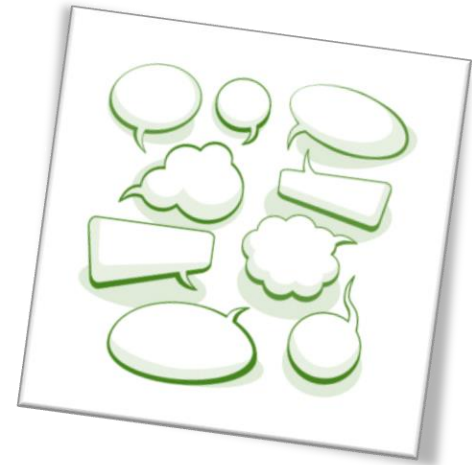
○ Depends on different employers

PREPARATION

- **Excel skills**

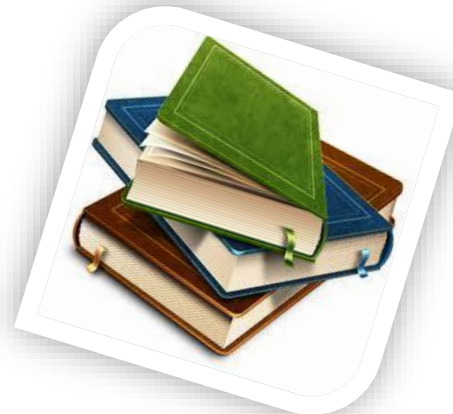


- **Language Skills**



Academics

- **CA1/CA2, Tax, Audit etc.**



ASSESSMENTS TASKS

<u>Period</u>	<u>Action</u>	<u>Particulars</u>	<u>For spring internship</u>	<u>For summer internship</u>
Before internship	Attend	<u>Pre-internship skill training workshop</u> *Some useful training for internship will be provided by an external facilitator	Late Dec/ Early Jan	Mid to late May
	Submit	<u>Action plan</u> * Your preparation/ expectation about the internship	Early Jan	Mid to late May
During internship	Submit	<u>Interim reflection report</u> *Keep us updated about your situation	Mid Mar	Mid Jul
	Submit	<u>Intern appraisal report</u> *Your performance assessment by employer during the internship	Before contract ends	Before contract ends
Completion of Internship	Submit	<u>Final reflection report</u> * Share your experience and describe what you have gained	1 week after internship	1 week after internship
	Attend	<u>Post internship sharing session</u>	after submission of final report	after submission of final report

STUDY PLANS

Year	Semester	Original plan (credits)	Internship (credits)	Internship & Exchange (credits)
Year 1	Sem A	15	15	15
	Sem B	15	15	15
Year 2	Sem A	18	18	18
	Sem B	18	18	18
Year 3	Sem A	15	15	12
	Sem B	15	3	3
	Summer	-	6	6
Year 4	Sem A	12	15	15
	Sem B	12	15	18
TOTAL CREDITS		120	120	120

BDO SHINER



You are invited to join the BDO SHINER

BDO SHINER

BDO SHINER is a student club organised by BDO as a focal point of connection with university students through a range of career development programmes and networking events

Privileges for BDO SHINER Members

- Opportunity to join the BDO Spring Internship Programme
- Receive BDO's publications
- Eligible to join
 - I. training workshops
 - II. career sharing sessions
 - III. recreational/networking activities
 - IV. job shadowing

Eligibility:

- Students of Year 1 - Year 3 in the 2017/2018 academic year
- Major in accounting

To join BDO SHINER, please send us your application letter, resume, and the latest transcript **By email to bdoshiner@bdo.com.hk** on or before Nov 24, 2017

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OUR SUPPORTING TEAM MEMBERS



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Kitty Wong

- Administrative matter
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- Tel: 3442 7931



Chloe Tay

- Other firms related matter
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- Tel: 3442 5665

Q & A

LIP Internship Programme



USEFUL RESOURCES FROM THE UNIVERSITY

Career and Leadership Centre

<http://www6.cityu.edu.hk/caio/city-u/index.asp>

Cut-e

<http://www.cut-e.com/online-assessment/aptitude-tests/>

Verbal Reasoning Examples

<http://www.shldirect.com/verbal.html>

Numerical Reasoning Examples

<http://www.shldirect.com/numerical.html>

Verbal Critical Reasoning Practice Test

<http://www.psychometric-success.com/practice-papers/Psychometric Success Verbal Ability - Critical Reasoning Practice Test 1.pdf>

*Look forward to receiving
your application!*



Any questions on study plan and tuition fee, please consult Major Leader.