



LOCAL INTERNSHIP PROGRAMME

Department of Accountancy |
Spring • Summer |
2019 - 2020

Department of Accountancy

Internship
coordinator

Dr Kevin Zhu

Internship
coordinator (Big-4)

Mr David Yip



Daisy Wu



Leon Lai

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)
- Only **AC4383** can be enrolled. Students are 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



AC4383 OPENING SEMESTERS

Semester B 2019/20

- Majority AC students participate in internship
- Peak period for audit firms, learn more about auditing
- Peak hiring period, much more openings, and less competitive (BIG 4 & RSM & BDO)
- Confirmed internship offer before exam period
- Great chance obtaining offer

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

Summer 2020

- Job focus is more on taxation
- Government openings
→ *students exchange in SEM B will be too late to catch up
- Fewer vacancies, higher selection criteria → more competitive
- Lower chance in obtaining offer
- Cantonese language requirement
- Clashes with other activities: study tours, exchange programs etc.

Major Internship Partners

CPA FIRMS, GOVERNMENT BODIES



國富浩華(香港)會計師事務所有限公司
Crowe (HK) CPA Limited



Inland
Revenue
Department



Logos are arranged in alphabetical order

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 (Exchange) |
| | 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 |

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**

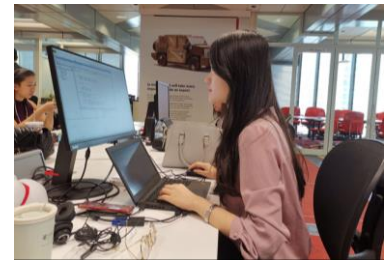
BENEFITS OF INTERNSHIP

- 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
- Cultivate adaptability and professional ethics in a dynamic world
- Personal growth experiences and exposure to different job opportunities



EXPECTATION IN ACCOUNTING FIRM

- Be treated as a full-time staff
- Demanding workload
- Long working hours and business travelling
- Varies job assignment – from associate to consolidation
- Be open minded and try your best to assist your team member to get things done
- Taking leave during internship can only be considered on special circumstances, subject to approval of your supervisor



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 training skill workshop</u> *Some useful training for internship will be provided by an external facilitator | Late Dec/ Early Jan (Saturday) | Mid to late May (Saturday) |
| | 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 |
| | By AC Dept | <u>Pass course grade of AC4383 upon completion of all assessment tasks</u> | after sharing session attended | after sharing session attended |

SPRING PROGRAMME TIMELINE

| Month | Period | Progress | Remarks |
|-------|------------------|-----------------------------------|--|
| Sep | 10 Sep – 23 Sep | Application | <ul style="list-style-type: none"> Via AC website (login required) |
| | 27 Sep – mid Oct | Department interview | <ul style="list-style-type: none"> Group interview in AC Department for both Spring and Summer Internship (except for students currently on exchange) |
| 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 (please inform us immediately after your acceptance) |
| Nov | Oct – Nov | Employer's assessments | |
| | Nov – Dec | Offer confirmation and acceptance | <ul style="list-style-type: none"> Sign and send contract to us |
| Dec | Late Dec | Pre-departure meeting | <ul style="list-style-type: none"> Pre-departure meeting Pre-internship skills training workshop Internship starts |

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 |
|------------|-----------------|--|--|
| 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 |
| May Jun | May - Jun | Internship starts | <ul style="list-style-type: none"> Please observe that most summer internship starts at the beginning of June, please plan your return date accordingly if you are on exchange in Sem B |
| 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 |

APPLICATION



- Application period: 10 Sep to 24 Sep 2019
- Complete online application form via AC homepage under Student Area (login required)
<http://www.cb.cityu.edu.hk/ac/student_area/>
- Upon submission, you will receive a acknowledgement email automatically.
- Documents required
 - Résumé
 - Academic transcript

DEPARTMENT INTERVIEW

- Group interview will be conducted to match individual's attributes to respective employers' criteria
- Interview date will be arranged between 26 September and Mid-October. 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



NOMINATION

Nomination will be disseminated by batches, depending the hiring period of different employers

Priority will be given to

- students who indicate non-Big 4 as the first priority in the online application form
- students who respond to our nomination promptly

You will be offered with one nomination

- If you agree for the nomination, your information will be submitted to the employer for further assessment
- If you wish to wait for your desired employer, you can choose not to accept the nomination and wait for the next nomination

Nomination

Agree

Proceed for
employer's
interview/
Accept offer

****Accepting
nomination
means a
commitment to
the job offer. You
have to decline
other offers you
might receive.**

Decline

Wait for the next
batch of
nomination

**Less opportunity
to obtain offer**

PREPARATION FOR EMPLOYERS' ASSESSMENT



Aptitude test



Group
interview



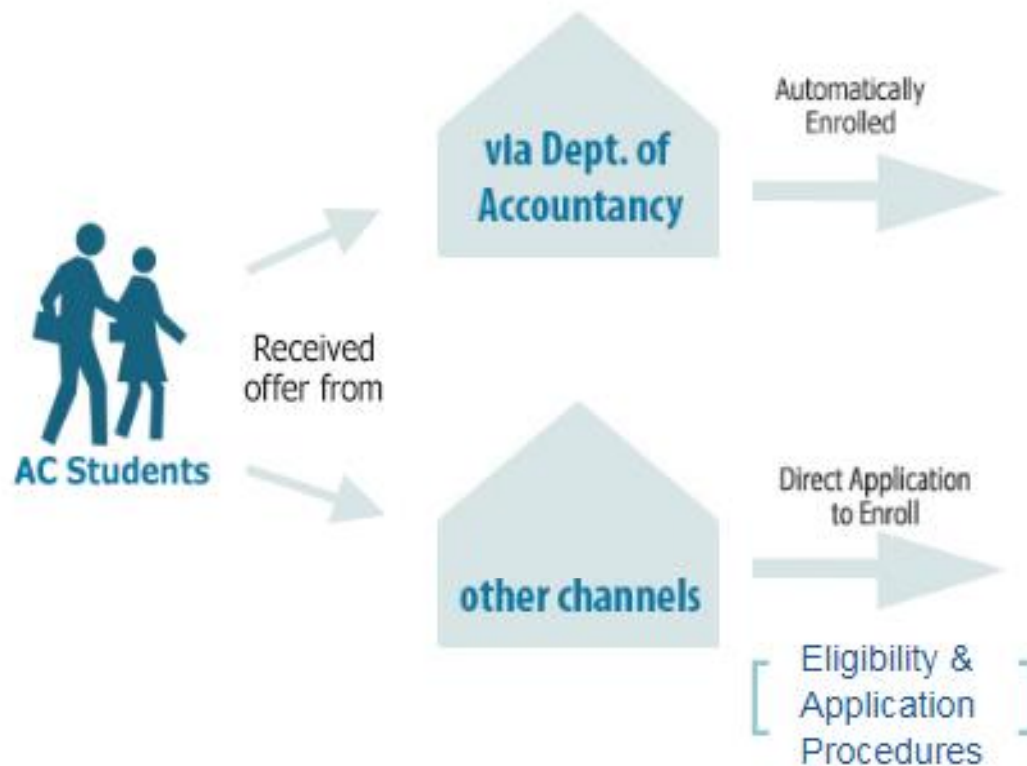
Individual
interview



Written test

○ Depends on different employers

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

DIRECT APPLICATION

- An invitation email to all penultimate year students will be sent in due course (Nov). Students can apply online via the link (available in the invitation email)
- Supporting Documents for applying AC4383 include:
 - Written notification of the offer of the internship / contract / letter of appointment;
 - Latest grade report downloaded from AIMS; and
 - General information of the accounting firm / government department / reputable organization.
- Direct application cases will be reviewed and considered by the Internship Coordinator / Course Leader of AC4383 with no guarantee that they would be all accepted.
- Your application must be submitted online to the Department of Accountancy prior to the commencement of internship. Retrospective application will NOT be considered.

TUITION FEE DEDUCTION



I am only taking one subject during the internship semester. Why can't I apply for tuition fee deduction?

Except for special cases, tuition fee is not collected based on the number of credits taken in each semester. Deduction will not be approved for less subjects enrolled during the internship semester. Vice versa, students are not required to pay additional when more (than planned) subjects are enrolled to capture up credits during other semesters.

OVERSEAS EXCHANGE



Since I'm now on my exchange studies overseas, I may not be able to attend the interview in HK. Is it still possible for me to apply the program?

Yes, you can still apply for internship through our on-line system which will be open for application between Sep 10th – Sep 23th. After you log into the system, you can see the detailed information we want you to provide.

OUR SUPPORTING TEAM MEMBERS



Leon Lai

Internship
Administrator

- Email:
leon.lai@cityu.edu.hk
- Tel: 3442 5206



Daisy Wu

Internship
Administrator

- Email:
disiwu@cityu.edu.hk
- Tel: 3442 7935

Kitty Wong

• Administrative
support

- Email:
mekywong@cityu.edu.hk
- Tel: 3442 7931



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>