



Internship Report Guidelines

Maritime Silk Road Society

Deadline:

- Within one week upon return to Hong Kong after completion of internship

Objectives:

- Reflect upon your internship experience and show your growth and learnings
- Show understanding and appreciation towards host country's lifestyle and culture

Possible Topics:

- A typical day in internship
- The most fascinating thing I discovered
- How I learnt to do a specific task
- My biggest achievement
- How to fit in a foreign work environment
- An unforgettable experience
- Compare and contrast between Hong Kong and the destination
- What is your experience on "Belt and Road"
- Other creative ideas...

Format:

1. One 500-word written English report
2. One 500-word written Chinese report
3. The topics of the Chinese and English report can vary
4. Craft an appropriate content title for each report (within 20 words)
5. Include your name, company, and position in the reports
6. Incorporate at least 2 relevant photo per report
7. All photos should be unique and owned by the intern
8. Title the reports with your company and own name as follow:
 - o English: **Bank of China - Chan Siu Ming Report ENG**
 - o Chinese: **Bank of China - Chan Siu Ming Report CH**
9. Submit the two reports in Microsoft Word format (.doc or .docx) to intern@maritimesilkroad.org.hk

10. A template of the report will be sent to each intern by email
11. All reports will be sent to the respective host companies and education institutions
12. Top 10 reports will be uploaded on the MSRS website and respective students will be invited to a presentation session