



The Hang Seng University of Hong Kong  
School of Business  
ITN3001 Field Experience (Job Placement)

**Internship Tutor Assessment (ITA) Form**

**I. STUDENT INFORMATION (To be completed by student)**

Name of Student: \_\_\_\_\_ Student ID: \_\_\_\_\_  
 Programme: \_\_\_\_\_ Concentration (if any): \_\_\_\_\_  
 Year of Study: \_\_\_\_\_ Internship Arrangement:  Referred by Career Planning and Development Unit  
 Self-Searched

**II. COMPANY INFORMATION (To be completed by student)**

Name of Company: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Internship Period: From \_\_\_\_\_ to \_\_\_\_\_  
 Job Description: \_\_\_\_\_  
 Name of Supervisor: (Ms/Mr/Mrs) \_\_\_\_\_ Post: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_ Email: \_\_\_\_\_

*\*Internship tutor will contact the company supervisor to solicit information for the assessment, if necessary.*

Please rate the student according to the following 3 criteria:

Item	Criteria	Interpretation	Full Marks	Score
A	Progress Report	<i>Detailed description of important elements of progress in the internship</i>	5%	
B	Oral Presentation	<i>Content and overall presentation The ability to articulate ideas and recommendations in a clear, coherent and logical manner</i>	15%	
C	Reflective Report (around 1,000 words)	<i>Quality of Information Structure and Organization Content and Depth of Reflection</i>	30%	
<b>Total = A + B + C →</b>			<b>Max: 50%</b>	

Please note that students will receive a “Fail” grade if they failed to attain a minimum of:

- (a) 30% in the Major Assessment Component (i.e., the ITA); or
- (b) 40% of the overall score (i.e., the CSA plus ITA)

**Comments**

\_\_\_\_\_  
 \_\_\_\_\_  
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Signature of Tutor: \_\_\_\_\_ Name of Tutor: \_\_\_\_\_

Date: \_\_\_\_\_