

THE UNIVERSITY OF HONG KONG  
DEPARTMENT OF STATISTICS AND ACTUARIAL SCIENCE

**STAT4766 Statistics Internship**

Guidelines on Written Report's Format

There are 3 major assessment criteria for the written report, namely (a) relevance to your statistical discipline (Decision Analytics, Risk Management, or Statistics); (b) learning from the internship; and (c) presentation, i.e. clarity, organisation, grammatical accuracy, etc. In addition to the above, students may choose to write their report according to the guidelines below:

**Pre-Internship Preparation (200-300 words)**

- a. How did you prepare for the job interview?
- b. What were the selection procedures? Were there any challenging questions or tasks during the job interview? How did you respond to them?

**Internship Experience (800-1,000 words)**

- a. What is the business nature of your company? What do you think about this field of industry?
- b. What were your job duties? How did the knowledge you have acquired from the Decision Analytics/Risk Management/Statistics major fit in your position?
- c. What have you gained from the internship? What did you find the most enjoyable about your work? Were there any unforgettable things happened during the internship period?
- d. Did you encounter any difficulties during the internship period? How did you overcome the problems?
- e. How did you influence decision-makers in your internship work through analytics and business considerations?

**Post-Internship Experience (200-300 words)**

- a. What is your career goal? How do you adjust your study plan to work towards it?
- b. Would you consider re-joining the company upon graduation?
- c. What advice do you have for students who wish to apply for a similar position?

Should you have any enquiries, please contact Dr. C.W. Kwan, course coordinator for more details on the report.

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