

Dean's Outstanding Internship Award – Certificate of Merit
院長優秀實習生獎表揚狀 (2025/26)

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Internship Reflection

During my 9-week internship as an Administrative Service Intern, I have gained invaluable experiences across different disciplinary of government work, ranging from writing meeting summary to organizing community-based youth volunteering activities. This report highlights some of the notable achievements and insights that I have obtained working in the Home Affairs Department.

The three main types of work that I have done are paperwork, event organisation and coordination, and artistic design. In the initial phase of my internship, I focused on researching and revising different documents, which helped me familiarise jargon, formatting and the overall bureaucracy process in the government. By going through event rundowns with my mentor, I learned that we shall ask a lot of questions, ask for clarity, ask ourselves, “Is it detailed and clear enough?” to make sure everything is sound and comprehensive. Later, I had a lot of opportunities to work on Tai Po Youth Network with my colleagues. One of the major responsibilities I had was to lead and organise an event that should be both cultural and meaningful. I proposed an acrylic art workshop, in which participants will finish a painting of Tai Po scenery under the guidance of art instructors. These paintings were later gifted to the isolated elderly in the community. In the proposing stage, I pitched my idea to my District Officer to get her approval. Fortunately, she fancied the idea and provided constructive feedback on the event's execution. After coordinating with various stakeholders, the event was successfully held. I was so delighted to see that the teenagers enjoyed the event, and they all created stunning art pieces depicting the scenery of Tai Po, whilst embedding their warmth and care for the elderly in the community. In addition, I was also asked by my District Officer to paint paintings portraying the Tai Po Youth Network Kayaking Team, which will be presented to the Secretary of Home and Youth Affairs on behalf of Tai Po Youth Network.

Moreover, I had the honour of attending and assisting in various types of meetings, site visits, and community events. I helped set up the venue for the Care Teams Award Ceremony, ensuring a pleasant environment with functional equipment. Other events, such as the National Security Law video screening event and

establishment day celebration, also offered me the opportunity to meet and connect with local dignitaries, and to get a grasp of the dynamic of the community. This prepared me for a series of district meetings that I observed, including Tai Po Joint-School Principals Meeting, District Council Meeting, Traffic and Transport Meeting, etc., in which I learnt about the shifting power dynamic in the discussions and effective diplomatic response strategies.

Another major project I undertook during my internship was proposing and presenting a policy initiative. I was assigned to a group with five other Administrative Service Interns to formulate a policy initiative for a specific bureau or department. Since all the interns in my group work in different district offices, including myself, we proposed a policy initiative that targets the needs and responsibilities of the Home Affairs Department. The policy initiative was then formally presented to the Secretary of Civil Service. Working on this project was by no means undemanding, yet it was truly a transformative learning experience. Coming from different district offices and not having met each other in person before, the initial stages of digital coordination and collaboration posed significant challenges. Scheduling meetings in different locations and time commitments was particularly difficult. Nevertheless, we overcame these obstacles by quickly exchanging contact information, organising online meetings regularly, and dividing tasks in a way that showcased both our flexibility and adaptability as a team. This policy initiative project offered numerous insightful takeaways, one of which was the importance of effective communication and presentation. I came to understand that how an idea is delivered can often be as critical as the idea itself, if not surpassing it. We learnt that we should always include multiple options rather than a single proposal. On one hand, offering alternatives can complementarily contrast the main subject, making the main subject stand out; On the other hand, this practice can demonstrate our thoughtfulness and inclusivity by considering multiple perspectives before arriving at our proposed idea or solution.

The Civil Service Bureau have kindly arranged a wide range of guided visits for us interns to gain a comprehensive understanding of the political and social landscape of Hong Kong in multiple aspects. These visits exposed us to the intersection of governance, community development, and innovation in ways that extend beyond theories and papers. For example, at the City Gallery, we were introduced to the government's long-term developmental and city planning strategies. This allowed us to get a grasp of the complexities involved in balancing heritage preservation, economic needs, and population growth. Our visit to the Legislative Council was also memorable. The guided tour provided us with valuable insights into the Hong Kong Legislative Council's history, role, function, and day-to-day operation. At the Hong Kong Jockey Club Drug Info Centre, we learned about the evolving challenges posed by substance abuse. Taking etomidate as an example, it is a drug substance that is prevalent among teenagers in Hong Kong right now that we should all be concerned about. Equally enriching was our visit to Cyberport. We had visits and seminars with representatives from the locally incubated technology companies. They shared their innovative products that are aligned with the global trend and government policies. For instance, a company have the leading technology to produce drones with AI identification to do infrastructure check-ups, which echoes the government's focus on developing low-

altitude economy. There are more visits beyond the abovementioned and they collectively painted a multidimensional picture of how different facets of society intersect and influence the community we live in.

Apart from the practical insights from all the hands-on work and outing experiences, I have come to realise that one of the most invaluable gifts this internship has given me is the relationships I have built along the way. The mentorship, trust, and friendships I experienced have not only enriched my professional development, but also left a lasting impression on me. My mentor and supervisor had both been very kind to me. My mentor, in particular, was a great source of support. He checked in with me almost daily to see what I was working on, and what assistance he could provide. The consistent guidance allowed us to develop a trusting bond. Hence, we dined out together on several occasions and in which he generously imparted life lessons that one cannot easily learn from the four corners of books, but often merely through years of experience. These conversations were deeply formative and has shaped the way I think about perseverance, confidence, and integrity in both professional and personal contexts. I am equally grateful to my supervisor, whose trust in me was empowering. She provided me with numerous opportunities to participate in, and take the lead in youth-based projects. Taking on different responsibilities pushed me out of my comfort zone and widened my horizon. Her confidence in my abilities helped me grow significantly during this internship. In addition, I was fortunate to build close relationships with the other interns. They were all incredibly bright and dedicated students. We all have diverse academic and cultural backgrounds, from Cambridge to Tsinghua University, from Law to Education major. Therefore, engaging with them was both fun and intellectually stimulating. Our conversations spanned from casual chit-chatting to discussions on different issues. As everyone contributed distinct insights shaped by their expertise and experiences, each discussion was eye-opening. We have gotten so close that, despite interning at different bureaux, we would meet up for meals and hang out occasionally, which made the internship even more fulfilling. Last but not least, my colleagues in the Tai Po District Office were nothing short of helpful and friendly. They helped me settle in pretty well and swiftly. We always greeted each other with a smile. On my last day of working, when I expressed my gratitude through handwritten thank-you cards and pastries, their warm and infectious smiles left me with a sense of belonging and appreciation that I will never forget.

Looking ahead, if I have the privilege of joining the government in the future, I expect myself to be versatile, competent, and open-minded to excel in my role. I believe that Administrative Officers are the pillars of the Hong Kong Government, safeguarding public interest and coordinating different stakeholders. If I become an Administrative Officer, I expect to help create a more inclusive and responsive government that not only meets the needs of our citizens, but also empowers them to actively participate in the policy-making process in this fast-changing world. Even if I may not be working in the political sector in the future, the internship experiences are undeniably beneficial to my development. The three key takeaways that I have are logical thinking, passion and compassion, and effective communication skills. These

insights can most definitely be applied to all sorts of careers, and I will always bring them with me in my skills pocket, no matter where I go.



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