

**City University of Hong Kong
Course Syllabus**

**offered by Department of Asian and International Studies
with effect from Semester A 2017/18**

Part I Course Overview

Course Title:	AIS Postgraduate Internship
Course Code:	AIS5800
Course Duration:	One Semester
Credit Units:	3
Level:	P5
Medium of Instruction:	The on-campus medium of instruction of the course is English and the off-campus language of instruction will depend on the predominant language used in the off-campus host organisation (which could be a combination of English and Cantonese, or predominantly one or the other)
Medium of Assessment:	English
Prerequisites: (Course Code and Title)	Nil
Precursors: (Course Code and Title)	Nil
Equivalent Courses: (Course Code and Title)	Nil
Exclusive Courses: (Course Code and Title)	Nil

Part II Course Details

1. Abstract

This course helps to prepare and bolster the prospects of students in their future employment search amidst a highly competitive job market that demands not only knowledge-intensive skills acquired at university, but prior work experience. Hence, in this course, students will be able to apply their knowledge, oral presentation, research, writing, and critical thinking skills in a workplace setting. Students will also develop further skills not always emphasized in university education, such as initiative, teamwork, workplace social and networking skills, being able to interface with strangers from very divergent life experiences and being exposed to very different norms and values, and general familiarity with a professional environment. The internship hosts will be drawn from a wide variety of governmental, intergovernmental, nongovernmental, media, business, and other organizations in both Hong Kong and abroad — as befits the international, normative, and thematic diversity of our Department of Asian and International Studies.

2. Course Intended Learning Outcomes (CILOs)

(CILOs state what the student is expected to be able to do at the end of the course according to a given standard of performance.)

No.	CILOs	Weighting (if applicable)	Discovery-enriched curriculum related learning outcomes (please tick where appropriate)		
			A1	A2	A3
1.	To excel in a professional work environment, from employing skills gained through education to practicing initiative and interpersonal skills, incl. communication.	30%	√	√	√
2.	To deepen knowledge in issue-specific areas according to the nature of the internship	30%	√	√	
3.	To experience self-evaluation of one's own work performance and areas for self-improvement.	20%			√
4.	To be able to work as a team, under management, and independently.	20%	√	√	√
		100%			

A1: Attitude

Develop an attitude of discovery/innovation/creativity, as demonstrated by students possessing a strong sense of curiosity, asking questions actively, challenging assumptions or engaging in inquiry together with teachers.

A2: Ability

Develop the ability/skill needed to discover/innovate/create, as demonstrated by students possessing critical thinking skills to assess ideas, acquiring research skills, synthesizing knowledge across disciplines or applying academic knowledge to self-life problems.

A3: Accomplishments

Demonstrate accomplishment of discovery/innovation/creativity through producing /constructing creative works/new artefacts, effective solutions to real-life problems or new processes.

3. Teaching and Learning Activities (TLAs)

(TLAs designed to facilitate students' achievement of the CILOs.)

TLA	Brief Description	CILO No.						Hours/week (if applicable)
		1	2	3	4			
Pre-Internship Training	Attend a workshop before the internship begins, on cultivating workplace & interpersonal skills	√			√			
Internship	Interns work roughly 150 hours in a semester, according to the host organization's needs.	√	√		√			
Faculty Supervision	During the internship, students can contact their AIS faculty supervisor for any questions or concerns.			√				
Internship Evaluation Report	Intern completes an Internship Report with set questions evaluating performance, experience, and feedback.		√	√	√			
Post-Internship Interview	After the internship, the intern meets with her/his designated AIS Faculty supervisor to discuss the Report and anything else related to the Internship.	√		√				

4. Assessment Tasks/Activities (ATs)

(ATs are designed to assess how well the students achieve the CILOs.)

Assessment Tasks/Activities	CILO No.						Weighting	Remarks
	1	2	3	4				
Continuous Assessment: <u>100</u> %								
Host Supervisor Evaluation Report	√			√			45%	Each intern is assigned a host supervisor; the report will be concluded after the Internship
Intern Self-Evaluation Report		√	√				45%	The report will be concluded after the internship, and before the AIS supervisor meeting
AIS Faculty Supervisor Interview	√		√	√			10%	To pass the course, the interns MUST have this meeting, it can be done by Skype if they are not physically available
Examination: <u>0</u> % (duration: N/A , if applicable)								
							100%	

Remarks:

This course is assessed in a Pass/Fail basis.

5. Assessment Rubrics

(Grading of student achievements is based on student performance in assessment tasks/activities with the following rubrics.)

Assessment Task	Criterion	Pass (P)	Failure (F)
1. Host Supervisor Evaluation Report	Overall average or above evaluation	Get “Satisfactory” or above in all assessment items; no major negative incidents that would lead to termination of internship	Get below “Satisfactory” in two or more assessment items; major negative incidents that would lead to termination of internship
2. Intern Self-Evaluation Report	Self-evaluate the internship experience, including how it relates to studies at AIS	Average or above effort put into report, meets requirements	Poor effort, does not meet requirements
3. AIS Faculty Supervisor Interview	Discuss the issues in both the Reports above, as well as the overall experience	Student is well prepared & able to talk about internship experience	Student did not prepare, unable to talk about experience, or did not attend Interview

** The weightings should add up to 100%.*

Part III Other Information (more details can be provided separately in the teaching plan)

1. Keyword Syllabus

(An indication of the key topics of the course.)

Internship; Workplace Environment; Workplace & Interpersonal Skills; Governmental, Intergovernmental, Nongovernmental, Media, Business and Other Organizations; Initiative; Work Experience; Self-Evaluation; Applied Knowledge & Skills; Management; Policy; Advocacy Group; Leadership; Communication; Teamwork; Self-Motivation; Employability.

2. Reading List

2.1 Compulsory Readings

(Compulsory readings can include books, book chapters, or journal/magazine articles. There are also collections of e-books, e-journals available from the CityU Library.)

None

2.2 Additional Readings

(Additional references for students to learn to expand their knowledge about the subject.)

1.	Covey, S. (2003) <i>The Seven Habits of Highly Effective People</i> New York: Simon & Schuster
2.	Norton, Michael (2007) <i>365 Ways to Change the World: How to Make a Difference — One Day at a Time</i> New York: Free Press.
3.	Roberts, Lelia (2006) <i>After You Graduate: Finding and Getting Work You Will Enjoy</i> New York: Open University Press.
4.	Vogt, Peter (2007) <i>Career Wisdom for College Students: Insights You Won't Get In Class, on the Internet, or from your Parents</i> New York: Ferguson
5.	Wallace, Harold and Masters, L. Ann Masters (2001) <i>Personal Development for Life and Work</i> Cincinnati, Ohio: South-Western
6.	Heinemann, H., DeFalco, A., Smelkinson, M. (1992) <i>Work-Experienced Enriched Learning in Journal of Cooperative Education</i> 28, 1: 17-33.