

City University of Hong Kong
Course Syllabus

offered by Department of Accountancy
with effect from Semester B 2019/20

Part I Course Overview

Course Title: AC Professional Internship and Professional Attachment

Course Code: AC4383

Course Duration: A minimum of 4 weeks

Credit Units: 3

Level: B4

Arts and Humanities

Study of Societies, Social and Business Organisations

Proposed Area:
(for GE courses only)

Science and Technology

Medium of Instruction: English

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

- Special Requirements:**
- **Completion of the 1st year of study in the 4-year undergraduate curriculum.**
 - **The internship and professional attachment must be related to accounting profession and/or related services. The Course Leader and Major Leader decide and endorse whether students' internship is accounting related and study/curriculum related respectively.**

Part II Course Details

1. Abstract

(A 150-word description about the course)

- Provide real life working experience in local and/or international contexts for at least 4 weeks;
- Develop an in-depth and practical understanding of business operations and the professional environment by applying the theoretical knowledge, concepts and practical skills of accounting and business learnt in the formal curriculum;
- Sharpen students' skills in effective communication, individual and team work, time management, data analysis and reporting; and
- Develop students' ability to explore different ways and knowledge to solve real-life problem(s) during the internship period.

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.	Understand the practical applications of rules and regulations of accounting profession.		✓	✓	
2.	Communicate, work and manage themselves effectively in a real-world professional work setting.		✓	✓	✓
3.	Identify one of the difficult problems encountered during the internship period and explore the effective way to solve the problem.		✓	✓	✓
4.	Reflect on personal strengths and weaknesses and set career goals and plans.		✓	✓	
		100%			

* If weighting is assigned to CILOs, they should add up to 100%.

[#] Please specify the alignment of CILOs to the Gateway Education Programme Intended Learning outcomes (PILOs) in Section A of Annex.

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 workshop	A pre-internship training workshop will be provided to prepare students how to equip themselves for the internship.	1	2	1	1	
Internship [#]	Students will spend reasonable amount of time in local and/or overseas organizations to observe, analyze, solve and document the problems and possible solutions for the accounting-related issues they face during the internship.	2	2	2	1	
Interim Reflection Report [#]	It is a means of self-reflection and sharing of experience such as challenges, difficulties...etc encountered in mid-internship period.	1	1	2	2	
Final Reflection Report [#]	Students will be required to identify the most difficult problem faced during the internship period and explore various alternatives to solve the problem. Students will evaluate the effectiveness and efficiency of the possible alternatives in coping with the most difficult problem.	1	1	2	2	

DEC TLA element

(1: Indirectly supporting ILO; 2: Directly supporting ILO)

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: 100%						
Pre-internship training workshop	✓	✓	✓	✓	NA	
Interim reflection report [#]	✓	✓	✓	✓	NA	
Company evaluation by the participating organization [#]	✓	✓	✓	✓	NA	
Final reflection report [#]	✓	✓	✓	✓	NA	
					100%	

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

DEC AT element

Students are required to pass all components in order to pass the course.

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.	Pre-internship training workshop and Company evaluation by the participating organization	1.1 ABILITY to COMMUNICATE, WORK and MANAGE themselves in a real-world professional work setting	Basic or above basic level	Not even reaching basic level
		1.2 CAPACITY to UNDERSTAND the practical applications of rules and regulation of accounting profession	Basic or above basic level	Not even reaching basic level
2.	Interim and Final reflection reports	2.1 ABILITY to IDENTIFY the problem and EXPLORE an effective way to solve it	Basic or above basic level	Not even reaching basic level
		2.2 ABILITY to SOLIDIFY the internship experience and DEVELOP a set of career goals and plans	Basic or above basic level	Not even reaching basic level

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.)

Integration and application of knowledge in business environments, effective communication, solving problems in real-life situations, reflection, career planning.

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.)

1.	
2.	
3.	

2.2 Additional Readings

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

1.	
2.	
3.	