

City University of Hong Kong
Course Syllabus

offered by Department of Linguistics and Translation
with effect from Semester A 2017/18

Part I Course Overview

Course Title: Professional Internship II

Course Code: LT3299

Course Duration: 10-12 weeks

Credit Units: 6

Level: B3

Arts and Humanities

Proposed Area: Study of Societies, Social and Business Organisations
(for GE courses only) Science and Technology

Medium of Instruction: English on campus; English and/or Chinese as required by individual internship partners

Medium of Assessment: English

Prerequisites: Nil
(Course Code and Title)

Precursors: Nil
(Course Code and Title)

Equivalent Courses: CTL3299 Professional Internship II
(Course Code and Title)

Exclusive Courses: CLA3100 Summer Professional Internship I, CTL3199 Professional Internship I,
(Course Code and Title) LT3199 Professional Internship I, CTL4531 Internship

Part II Course Details

1. Abstract

(A 150-word description about the course)

The internship is designed to provide students with real life working experience in local and/or international contexts for a period of time. Students are expected to gain in-depth and practical understanding of private or public sector operations and the professional contexts in which they are expected to apply the theory and skills they have learned in the formal curriculum.

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. | Identify forms of organization and work environment as they have emerged under different contexts and appreciate the processes through which they have come into being, with reference to social, cultural and technological change. | | ✓ | ✓ | ✓ |
| 2. | Identify core values, principles and processes of the management and operation of an assigned work organization. | | ✓ | ✓ | ✓ |
| 3. | Develop substantive and detailed knowledge and understanding in one or more designated areas of the work experience. Emphasis will be put on areas requiring strong language abilities. | | ✓ | ✓ | ✓ |
| 4. | Show insight into the range of attitudes and values arising from the complexity and diversity of work relations, and an ability to consider and respond to these. | | ✓ | ✓ | ✓ |
| 5. | Consider and evaluate their own work experience in a reflective manner, with reference to academic and/or professional issues, debates and conventions. | | ✓ | ✓ | ✓ |
| 6. | Work in flexible, creative and independent ways, showing self-discipline, self-direction and self-reflection. | | ✓ | ✓ | ✓ |
| 7. | Gather, organize and deploy ideas and information in order to formulate arguments cogently, and express them effectively in written, oral or in other forms. | | ✓ | ✓ | ✓ |
| 8. | Communicate effectively in inter-personal settings, in writing and in a variety of media. | | ✓ | ✓ | ✓ |

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

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 | 5 | 6 | 7 | 8 | |
| 1 | Readings – Assigned readings on business ethics, business etiquette and interpersonal communication skills | ✓ | ✓ | | | | | | | |
| 2 | Briefing/training Sessions – Briefing/training sessions to help students acquire the business ethics, business etiquette and interpersonal communication skills needed for succeeding in a workplace. | ✓ | ✓ | | | | | | | |
| 3 | Meetings before and during internship – Related information will be released and students can raise their concerns or problems about the internship at different stages. | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | |
| 4 | Ten to Twelve weeks full-time internship – Provide students with real life working experience in local and/or international contexts for a period of at least five weeks. Students can gain in-depth and practical understanding of private or public sector operations and the professional contexts to apply the theory and skills they have learned in the formal curriculum. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| 5 | Literature search & review – Discovery and analysis of information, using critical reasoning, from a range of sources, including company reports, operation instructions, books, articles, television, Internet, documentaries, and the mass media. | ✓ | ✓ | ✓ | | ✓ | | ✓ | | |
| 6 | On-site supervisor evaluation – Feedback from on-site supervisor on the performance of student intern for the latter's self-improvement and course assessment. | | | ✓ | ✓ | ✓ | | | | |
| 7 | Report writing – Written presentation of the understanding and reflection on work experience in a concise and precise manner. | ✓ | ✓ | | ✓ | ✓ | | ✓ | ✓ | |

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 | 5 | 6 | 7 | 8 | | |
| Continuous Assessment: 100% | | | | | | | | | | |
| <p>Reflection short paper The 1,000 words paper requires student interns to reflect upon their major learning and personal gain at the early stage of the internship. They may describe or evaluate a significant experience or achievement that has special meaning for them, describe how they have grown and developed over the period, or write about a teammate or colleague who has had special influence on them and describe that influence.</p> | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | 10% | |
| <p>Evaluation from internship on-site supervisor Each intern is assigned an individual on-site supervisor who will coordinate the work, look-after the welfare, and monitor the performance of the student intern. Evaluation by the supervisor will be given to the intern throughout the period accumulating in a formal report at the end. These feedbacks are essential for the intern's self-improvement and the final course assessment.</p> | | | ✓ | ✓ | ✓ | ✓ | | | 30% | |
| <p>Written report prepared by students The written report requires student interns to discuss and sum up their experience in 3,000 words. They may describe the work experience of a typical day, compare and contrast the work styles of people they have met, discuss the cutting edge knowledge and ideas that hit them, or analyze how their knowledge acquired in class help them solve problems encountered at work. The report allows student interns to demonstrate their achievement of the addressed CILOs after completion of the internship.</p> | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | 60% | |
| | | | | | | | | | | |

Examination: 0% (duration: _____, if applicable)

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

100%

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. Reflection short paper | Content of the paper and English writing skills | Satisfactory | Less than satisfactory |
| 2. Evaluation by on-site supervisor | Evaluation marks and feedbacks | Satisfactory | Less than satisfactory |
| 3. Written report | Content of the report and English writing skills | Satisfactory | Less than satisfactory |

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.)

Workplace organisations, the nature of jobs, work environment, organisational culture, values of organization, organisation management, organisation policy, division of labour, differing roles in organizations, work experience, workplace relationships, work planning, leadership, coordination, communication, language in the workplace, information collection, work discipline, team work, self-motivation, learning at work.

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. | Nil |
|----|-----|

2.2 Additional Readings

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

| | |
|----|-----|
| 1. | Nil |
|----|-----|