

City University of Hong Kong
Course Syllabus

offered by Department of Management Sciences
with effect from Semester Summer 2021/22

Part I Course Overview

Course Title:	Internship for Business Analysis and Operations Management
Course Code:	MS3403
Course Duration:	At least 6 weeks in Full-time in the Summer Semester or its equivalent for Part-time (at least 240 work hours) in Semester A or Semester B
Credit Units:	3*
Level:	B3
Proposed Area: <i>(for GE courses only)</i>	<input type="checkbox"/> Arts and Humanities <input type="checkbox"/> Study of Societies, Social and Business Organisations <input type="checkbox"/> Science and Technology
Medium of Instruction:	English and/or other languages depending upon the prevailing language used in the placement/internship
Medium of Assessment:	English
Prerequisites: <i>(Course Code and Title)</i>	Nil
Precursors: <i>(Course Code and Title)</i>	Nil
Equivalent Courses: <i>(Course Code and Title)</i>	Nil
Exclusive Courses: <i>(Course Code and Title)</i>	Nil

Remark 1. *Students are allowed to take both CB3800 and MS3403. If both courses are taken, (a) they must be taken in different academic years and under different organizations, (b) only one of them can be used to satisfy major elective requirements and the other can be used to fulfill free elective course requirements.

Remark 2. Prior approval by the department is required.

Part II Course Details

1. Abstract

(A 150-word description about the course)

This course aims to:

- Enrich students' learning experience through interactions with professionals in the business world through internship tasks.
- Enable students to gain valuable work experience to acquire an in-depth and practical understanding of business analysis and operation management in business organization for a minimum of six weeks in the summer semester or its equivalent for Part-time (a minimum of 240 work hours) in Semester A or Semester B.
- Enhance student competitiveness in the job market and discovery experience before their graduation

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.	Communicate effectively with the supervisor to demonstrate the ability and self-initiative to complete the internship tasks successfully; Communicate with a course leader to demonstrate continuous learning experience	40%	✓		
2.	Demonstrate the ability to integrate and apply knowledge and skills acquired from different courses in business analysis and operation management to real-world situations of business organization	40%		✓	
3.	Reflect on personal strengths and weaknesses, and identify development needs and set strategic goals for the future career path	20%			✓
		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				
Internship	<ul style="list-style-type: none"> Students need to work at least six weeks in the Summer semester (or its equivalent for Part-time (at least 240 work hours) in semester A or B) in a company in Hong Kong or overseas. Students are required to seek the approval of an academic staff member from the Department of Management Sciences to be their academic supervisor before they enroll in the course. Students who have taken up employment may consult the academic supervisor as to whether their current employment's job nature meets the course's internship and academic requirements. Students are expected to secure internships by themselves. Students who obtain internships through the assistance of the career office or the department are also eligible. Internship with business analysis or operation management job nature is highly desirable. Professional internship for non-business analysis or non-operation management job nature is also acceptable, subject to the prior approval of the academic supervisor. 	✓	✓	✓				
Pre-internship workshop	Students must attend the pre-internship workshop and complete the tasks required by the workshop and Department of Management Sciences.	✓	✓	✓				
Internship, Sharing Session	A sharing session would be organized for students to learn from each other. Students are required to attend the sharing session and share their internship experience with other students.	✓	✓	✓				

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					
Continuous Assessment: 100 %								
Pre-internship Workshop	✓	✓	✓				5%	
Sharing Session	✓	✓	✓				15%	
Student Reports	✓	✓	✓				50%	
Firm's Supervisor Evaluation	✓	✓					30%	
Examination: 0 % (duration: , if applicable)								
* The weightings should add up to 100%.							100%	Pass/Fail Grading is used. Student must earn at least 50% of the marks in each of the continuous assessments for passing 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	Excellent (A+, A, A-)	Good (B+, B, B-)	Fair (C+, C, C-)	Marginal (D)	Failure (F)
1. Pre-internship Workshop	CAPACITY for SELF-DIRECTED LEARNING to understand the principles of internship	High	Significant	Moderate	Basic	Not even reaching marginal levels
2. Sharing Session	ABILITY to EXPLAIN in DETAIL and with ACCURACY what have learnt	High	Significant	Moderate	Basic	Not even reaching marginal levels
3. Student Reports	CAPACITY for SELF-DIRECTED LEARNING to understand the principles of internship and what have learnt	High	Significant	Moderate	Basic	Not even reaching marginal levels
4. Firm's Supervisor Evaluation	CAPACITY for showing the working attitude in internship	High	Significant	Moderate	Basic	Not even reaching marginal levels

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.)

Nil

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.)

Nil

2.2 Additional Readings

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

Nil