

# CB3800: BUSINESS PRACTICE INTERNSHIP

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## Effective Term

Summer Term 2023

## Part I Course Overview

### Course Title

Business Practice Internship

### Subject Code

CB - College of Business (CB)

### Course Number

3800

### Academic Unit

College of Business (CB)

### College/School

College of Business (CB)

### Course Duration

Non-standard Duration

### Other Course Duration

Summer Semester

### Credit Units

3

### Level

B1, B2, B3, B4 - Bachelor's Degree

### Medium of Instruction

Other Languages

### Other Languages for Medium of Instruction

English and/or other languages dependent upon the prevailing language used in the placement/internship

### Medium of Assessment

English

### Prerequisites

Completion of BBA Year 2 (for 3-year BBA Programme)

Completion of BBA Year 2 or 3 (for 4-year BBA Programme)

Completion of BScCFIN Year 3 curriculum

Completion of BScCFFT Year 2 curriculum

### Precursors

Nil

### Equivalent Courses

Nil

**Exclusive Courses**

Nil

**Part II Course Details****Abstract**

The internship is designed to provide students with real life working experience in local and overseas contexts between 6 to 12 weeks. With placements in international businesses, banking, financial services, insurance, accountancy firms, etc., students are expected to gain in-depth and practical understanding of business operations and the professional contexts in which they are expected to apply the theory and skills they have learned in the formal curriculum.

**Course Intended Learning Outcomes (CILOs)**

CILOs		Weighting (if DEC-A1 DEC-A2 DEC-A3 app.)			
1	Communicate an in-depth and practical understanding of how a business actually operates	20	x		
2	Demonstrate the ability to integrate and apply knowledge and skills developed in various core and foundation courses to real-world situation of a specific business organization	25		x	
3	Demonstrate the ability and self-initiative to successfully complete internship assignments	20		x	
4	Reflect on personal and professional development needs and set strategic goals for advancing along an intended career path	10		x	x
5	Demonstrate integrity and professionalism in the fulfilment of all internship requirements	25	x		x

**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 real-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.

**Teaching and Learning Activities (TLAs)**

TLAs	Brief Description	CILO No.	Hours/week (if applicable)
1	Internship	1, 2, 3, 4, 5	

**Assessment Tasks / Activities (ATs)**

ATs		CILO No.	Weighting (%)	Remarks (e.g. Parameter for GenAI use)
1	Training Workshops [a. Performance and Attendance of training workshop: 10%;b. Attendance of mid-term sharing and review session: 5%]	5	15	
2	Company Evaluation [CILO1: 10%; CILO2: 10%;CILO3: 10%; CILO5: 10%]	1, 2, 3, 5	40	
3	Student Internship Report [CILO1: 10%; CILO2: 15%;CILO3: 10%; CILO4: 10%]	1, 2, 3, 4	45	

**Continuous Assessment (%)**

100

**Examination (%)**

0

**Assessment Rubrics (AR)****Assessment Task**

Training Workshops (15%)

**Criterion**Performance and Attendance of training workshop(s);  
Attendance of mid-term sharing and review session**Excellent (A+, A, A-)**

High

**Good (B+, B, B-)**

Significant

**Fair (C+, C, C-)**

Moderate

**Marginal (D)**

Basic

**Failure (F)**

Not even reaching marginal levels

**Assessment Task**

Company Evaluation (40%)

**Criterion**

Communicate an in-depth and practical understanding of how a business actually operates;  
Demonstrate the ability to integrate and apply knowledge and skills developed in various core and foundation courses to real-world situation of a specific business organization;  
Demonstrate the ability and self-initiative to successfully complete internship assignments;  
Demonstrate integrity and professionalism in the fulfilment of all internship requirements

**Excellent (A+, A, A-)**

High

**Good (B+, B, B-)**

Significant

**Fair (C+, C, C-)**

Moderate

**Marginal (D)**

Basic

**Failure (F)**

Not even reaching marginal levels

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**Assessment Task**

Student Internship Report (45%)

**Criterion**

Communicate an in-depth and practical understanding of how a business actually operates;  
Demonstrate the ability to integrate and apply knowledge and skills developed in various core and foundation courses to real-world situation of a specific business organization;  
Demonstrate the ability and self-initiative to successfully complete internship assignments;  
Reflect on personal and professional development needs and set strategic goals for advancing along an intended career path

**Excellent (A+, A, A-)**

High

**Good (B+, B, B-)**

Significant

**Fair (C+, C, C-)**

Moderate

**Marginal (D)**

Basic

**Failure (F)**

Not even reaching marginal levels

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## Part III Other Information

### Keyword Syllabus

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

Further Notes to students:

1. All eligible students will be invited to apply online for the course around February and the applied students can indicate their preferences of job choices during the application period.
2. Since CB3800 is a credit-bearing course and the assessment needs to be in line with CityU's quality assurance mechanism, only internship as arranged by the College could be incorporated into the scheme. Students are not expected to secure internships by themselves.

### Reading List

#### Compulsory Readings

Title	
1	Nil

#### Additional Readings

Title	
1	Nil