

MS3403: INTERNSHIP FOR MANAGEMENT SCIENCES

Effective Term

Semester A 2024/25

Part I Course Overview

Course Title

Internship for Management Sciences

Subject Code

MS - Management Sciences

Course Number

3403

Academic Unit

Management Sciences (MS)

College/School

College of Business (CB)

Course Duration

Non-standard Duration

Other 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

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

Medium of Instruction

Other Languages

Other Languages for Medium of Instruction

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

Medium of Assessment

English

Prerequisites

Nil

Precursors

Nil

Equivalent Courses

Nil

Exclusive Courses

Nil

Additional Information

Remark : Prior approval by the department is required.

Part II Course Details**Abstract**

This course aims to enrich students' learning experience through interactions with professionals in the business world through internship tasks. And 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. Additionally, enhance student competitiveness in the job market and discovery experience before their graduation.

Course Intended Learning Outcomes (CILOs)

	CILOs	Weighting (if app.)	DEC-A1	DEC-A2	DEC-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	x		
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		x	
3	Reflect on personal strengths and weaknesses, and identify development needs and set strategic goals for the future career path	20			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.

Learning and Teaching Activities (LTAs)

LTAs	Brief Description	CILO No.	Hours/week (if applicable)
1	<p>Internship</p> <p>Students will 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.</p> <p>Students will be 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.</p> <p>Students will be 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.</p>	1, 2, 3	
2	<p>Pre-internship workshop</p> <p>Students will be required to attend the compulsory pre-internship workshop and complete the tasks required by the workshop and Department of Management Sciences.</p>	1, 2, 3	

3	Internship, Sharing Session	Students will be required to attend the sharing session and share their internship experience with other students.	1, 2, 3	
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Assessment Tasks / Activities (ATs)

	ATs	CILO No.	Weighting (%)	Remarks (e.g. Parameter for GenAI use)
1	Pre-internship Workshop Students prepare for their upcoming internships by equipping essential professional skills, knowledge about workplace etiquette, and an understanding of internship expectations.	1, 2, 3	5	
2	Sharing Sessions The Sharing Session is an interactive event where students present their internship experiences to peers and faculty members. Students discuss their roles, achievements, challenges, and learning outcomes.	1, 2, 3	15	
3	Student Reports Students are required to submit a report documenting their internship activities, progress, and reflections. These reports should include detailed descriptions of tasks performed, skills acquired, challenges encountered, and solutions implemented.	1, 2, 3	50	

4	Firm' s Supervisor Evaluation The Firm' s Supervisor Evaluation involves feedback from the internship supervisor regarding the student' s performance, professionalism, and contribution to the organization. This evaluation covers aspects such as work quality, punctuality, teamwork, and initiative.	1, 2	30	
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Continuous Assessment (%)

100

Examination (%)

0

Additional Information for ATs

Pass/Fail Grading is used. Students must earn at least 50% of the marks in each of the continuous assessments for passing the course.

Assessment Rubrics (AR)**Assessment Task**

Pre-internship Workshop

Criterion

CAPACITY for SELF-DIRECTED LEARNING to understand the principles of internship

Failure (F)

Does not demonstrate understanding or application of professional skills and workplace etiquette. Lacks participation in activities and discussions, showing no readiness for the internship.

Assessment Task

Sharing Session

Criterion

ABILITY to EXPLAIN in DETAIL and with ACCURACY what have learnt

Failure (F)

Fails to present a coherent summary of the internship experience. Lacks clarity in describing roles, achievements, challenges, and learning outcomes. Does not engage the audience.

Assessment Task

Student Reports

Criterion

CAPACITY for SELF-DIRECTED LEARNING to understand the principles of internship and what have learnt

Failure (F)

Fails to submit reports or submits inadequate reports with insufficient descriptions of tasks, skills, challenges, and solutions. Shows no reflections. Consistently misses deadlines and does not follow report guidelines.

Assessment Task

Firm' s Supervisor Evaluation

Criterion

CAPACITY for showing the working attitude in internship

Failure (F)

Receives negative feedback from the supervisor, indicating significant errors and a lack of thoroughness, failing to meet professional standards.

Part III Other Information

Keyword Syllabus

Nil

Reading List

Compulsory Readings

Title	
1	Nil

Additional Readings

Title	
1	Nil