

MS3404: INTERNSHIP, TRAINING AND CAREER DEVELOPMENT

Effective Term

Semester A 2023/24

Part I Course Overview

Course Title

Internship, Training and Career Development

Subject Code

MS - Management Sciences

Course Number

3404

Academic Unit

Management Sciences (MS)

College/School

College of Business (CB)

Course Duration

Non-standard Duration

Other Course Duration

At least 2 weeks in Full-time or its equivalent for Part-time (75 hours for 2 weeks) in Semester A, Semester B or Summer Term (except for final year)

Credit Units

0

Level

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

Medium of Instruction

Other Languages

Other Languages for Medium of Instruction

English and other languages appropriate to the internship setting

Medium of Assessment

Other Languages

Other Languages for Medium of Assessment

English and other languages appropriate to the internship setting

Prerequisites

Nil

Precursors

Nil

Equivalent Courses

Nil

Exclusive Courses

Nil

Additional Information

Prior approval by department is required.

Part II Course Details**Abstract**

This course is designed to enhance and enrich students' educational experience by integrating the academic component of their degree programme with the practical workplace experience gained at the internship site in local and/or international contexts. The course provides an opportunity for students to apply management sciences theories, practices, and skills in the workplace setting, and to critically reflect on the efficacy of the knowledge learnt in the classroom.

Course Intended Learning Outcomes (CILOs)

| | CILOs | Weighting (if app.) | DEC-A1 | DEC-A2 | DEC-A3 |
|---|---|----------------------------|---------------|---------------|---------------|
| 1 | Show initiative in identifying a suitable internship site. | 10 | x | x | |
| 2 | Describe and explain the nature of the host organisation and how it operates. | 10 | x | x | |
| 3 | Analyse the workplace practices observed in the host organisation and evaluate their effectiveness by applying theories, practices and skills learned in previous courses. | 30 | x | x | x |
| 4 | Critically reflect on the overall internship learning experience and work performance in fulfilling tasks assigned by the host, and creatively propose innovative ways to solve any problems or difficulties encountered during the internship. | 30 | x | x | x |
| 5 | Develop and hone professional competencies, skills and attributes in an authentic workplace setting. | 20 | | 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 placement | Students are engaged in real life working experience in local and/ or international contexts for a period of at least 2 week (full-time) or 75 work hours (part-time) | 1, 2, 3, 4, 5 | - |

Assessment Tasks / Activities (ATs)

| ATs | | CILO No. | Weighting (%) | Remarks (e.g. Parameter for GenAI use) |
|-----|--|---------------|---------------|--|
| 1 | Internship reflection report (200-300 words) | 1, 2, 3, 4, 5 | 100 | Pass/Fail Grading |

Continuous Assessment (%)

100

Examination (%)

0

Additional Information for ATs

Internship reflection report

This paper (about 200-300 words) requires student interns to reflect upon their major learning and personal gain at the internship placement. 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 work colleague who has had special influence on them and describe that influence.

Assessment Rubrics (AR)**Assessment Task**

Internship reflection report

Criterion

Student should demonstrate skills of critical reflection and consolidation on own learning experience in the internship

Pass (P)

Basic or above basic level

Failure (F)

Not reaching basic level

Part III Other Information**Keyword Syllabus**

Internship, professional communication, real world applications, experiential learning, career planning, self-reflective learning.

Reading List

Compulsory Readings

| Title | |
|-------|-----|
| 1 | Nil |

Additional Readings

| Title | |
|-------|-----|
| 1 | Nil |