

**City University of Hong Kong
Course Syllabus**

**offered by Department of Management
with effect from Semester A 2020/21**

Part I Course Overview

Course Title:	Organization Analysis Project/ Internship
Course Code:	MGT6800
Course Duration:	One Semester
Credit Units:	3
Level:	P6
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

Special requirement:

1. The internship must be management-related and approved by the course examiner.
2. Students can also find internship by themselves; those who do must obtain approval from the course examiner.

Part II Course Details

1. Abstract

The course is designed to enhance student's learning by gaining valuable work experience in the field of Management with Hong Kong and/or overseas organisations. Announcements are made prior to the beginning of Semester B for students with initiative, positive attitude, and a satisfactory academic record to apply for this course.

This course aims to:

- Acquaint students with actual working conditions in management-related functions.
- Supplement theoretical and academic subject matter with practical experience.
- Enhance student competitiveness in the job market and better qualify them for employment upon 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.	Learn, develop, and improve management-related skills that can supplement academic knowledge with practical experience.	-		✓	
2.	Communicate effectively with supervisors and colleagues in a real-world professional work setting as well as with a course examiner throughout the course.	-	✓		
3.	Reflect and identify the areas of strengths and weaknesses in order to set own career goals.	-			✓
		100%			

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		✓			-
Pre-internship training workshop(s), Internship			✓		-
Internship, Reflection report				✓	-

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 Training Workshop(s)	✓			20%	
Internship	✓	✓		20%	
Company Evaluation	✓	✓	✓	20%	
Reflection Report	✓		✓	40%	
Examination: 0% (duration: , if applicable)				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	Failure (F)
1. Pre-internship Training Workshop(s) 20%	A pre-internship training workshop(s) will be provided for students to prepare them for the internship.	Successful attendance of pre-internship training workshop(s)	Failure to attend pre-internship training workshop(s)
2. Internship 20%	Students must spend a sufficient amount of time (i.e., 4 weeks to three months) in local and/or overseas organisations to learn, develop, and improve management-related skills that can supplement academic knowledge with practical experience.	Successful completion of internship (duration at least 4 weeks)	Failure to complete internship
3. Company Evaluation 20%	Sponsoring organisations are required to fill in a performance appraisal form for each of their interns.	Successful submission of a company evaluation form to a course examiner	Failure to submit a company evaluation form to a course examiner
4. Reflection Report 40%:	All students must submit a reflection report that describes their aims of enrollment in the course, major duties and responsibilities, learning activities/outcome, comments/recommendations/feedback to the internship course.	Satisfactory description of major responsibilities and projects/events involved. Relevant discussion for learning activities/outcomes from internship experiences. Satisfactory evidence of reflection of one's strength and weaknesses. Some comments or recommendations for the internship course.	Poor description of major responsibilities and projects/events involved. Poor discussion for learning activities/outcomes from internship experiences. Little evidence of reflection of one's strength and weaknesses. No comments or recommendations for the internship course.

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.)

Management, career goals, communication, internship placements, professional work setting, working experience

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.	N/A
2.	
3.	
...	

2.2 Additional Readings

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

1.	N/A
2.	
3.	
...	