

**City University of Hong Kong  
Course Syllabus**

**offered by Department of Information Systems  
with effect from Semester A in 2017 / 2018**

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**Part I Course Overview**

<b>Course Title:</b>	<u>Internship I</u>
<b>Course Code:</b>	<u>IS4238*</u>
<b>Course Duration:</b>	<u>One Semester</u>
<b>Credit Units:</b>	<u>3</u>
<b>Level:</b>	<u>B4</u>
<b>Proposed Area:</b> <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
<b>Medium of Instruction:</b>	<u>English</u>
<b>Medium of Assessment:</b>	<u>English</u>
<b>Prerequisites:</b> <i>(Course Code and Title)</i>	<u>Nil</u>
<b>Precursors:</b> <i>(Course Code and Title)</i>	<u>Nil</u>
<b>Equivalent Courses:</b> <i>(Course Code and Title)</i>	<u>Nil</u>
<b>Exclusive Courses:</b> <i>(Course Code and Title)</i>	<u>Nil</u>

\*Students are allowed to take CB3800, IS4238, IS4239 but in different semesters and the nature of the internship should be different.

Students should be aware that financial support for internship programme is available at maximum once per academic year in line with the university guidelines.

## Part II Course Details

### 1. Abstract

(A 150-word description about the course)

*This course aims to:*

- Provide work experience in local and/or overseas businesses or organizations for at least 6 weeks;
- Develop a basic and practical understanding of business operations and the professional environment by applying the theories and practical skills of information systems learnt in the curriculum;
- Develop students' skills in effective communication, individual and team work, time management, data analysis and reporting, and creative problem solving.

### 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 <sup>#</sup>	Weighting* (if applicable)	Discovery-enriched curriculum related learning outcomes (please tick where appropriate)		
			A1	A2	A3
1.	Communicate a basic and practical understanding of how a business operates, and how information systems and current technology support various business functions.	20%	✓	✓	
2.	Demonstrate the ability to apply the knowledge and skills developed in previous courses to the practical business situations of the internship.	40%	✓	✓	
3.	Reflect on personal professional strengths and weaknesses and set strategic goals for advancing along an intended career path.	10%			
4.	Demonstrate good communication, interpersonal skills and the attitude and ability in eliciting user requirements, discovering existing practices and offering innovative preliminary business solutions.	30%	✓	✓	
		100%			

\* If weighting is assigned to CILOs, they should add up to 100%.

<sup>#</sup> 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.)

Indicative of likely activities and tasks students will undertake to learn in this course. Final details will be provided to students in their first week of attendance in this course.

TLA	Brief Description	CILO No.				Hours/week (if applicable)
		1	2	3	4	
TLA1. Internship / Field Study	Students will spend reasonable amount of time at real-world organisations to observe, analyse, solve and document the problem and possible solutions.	✓	✓	✓	✓	
TLA2. Interim Reflection	This can take the form of on-line discussion or the submission of interim reports. It is a means of self reflection and sharing of concepts, techniques, and methods associated with the implementation or project management of company internship assignments.	✓	✓	✓	✓	
TLA3. Student Advising	Students will discuss their initial findings, the preliminary business solutions and works with project supervisors.	✓	✓	✓	✓	

### 4. Assessment Tasks/Activities (ATs)

(ATs are designed to assess how well the students achieve the CILOs.)

Indicative of likely activities and tasks students will undertake to learn in this course. Final details will be provided to students in their first week of attendance in this course.

Assessment Tasks/Activities	CILO No.				Weighting*	Remarks
	1	2	3	4		
Continuous Assessment: 100%						
AT1. Interim Reflection Reports or Blogs: A self-reflection of the problems encountered and the insights developed by individual students during the course of their field study.	✓	✓	✓	✓	20%	
AT2. Internship Report: A formal documentation of the responsibilities and achievements, how the business operates; what the IT environment is like; the existing practices and innovative ways on how they can be improved; challenges and problems faced during the internship period and so on.	✓	✓	✓	✓	40%	
AT3. Company Evaluation: Evaluation made by the immediate supervisor of the business organization on the student's performance.	✓	✓	✓	✓	30%	
AT4. Presentation: Can take the form of a video presentation and/or a live presentation to communicate the different aspects of the internship experience.	✓	✓	✓	✓	10%	
					100%	

\* The weightings should add up to 100%.

## 5. Assessment Rubrics

(Grading of student achievements is based on student performance in assessment tasks/activities with the following rubrics.)

Assessment Task (AT)	Criterion	Excellent (A+, A, A-)	Good (B+, B, B-)	Fair (C+, C, C-)	Marginal (D)	Failure (F)
AT1. Interim Reflection Reports or Blogs	Ability to identify and analyse major competitors and distinguishing services/features from the business organization; ability to compare/contrast business practice of company with principles/theories learnt in the curriculum	High	Significant	Moderate	Basic	Not even reaching marginal levels
	Capability to creatively apply knowledge learnt and problem solving techniques to drive the internship assignments	High	Significant	Moderate	Basic	Not even reaching marginal levels
	Ability to solidify the internship experience thoroughly and develop a set of goals and strategies that enhance the chance of clinching a dream job	High	Significant	Moderate	Basic	Not even reaching marginal levels
	Capability to demonstrate the attitude and a cogent ability to discover existing practices and propose innovative solutions	High	Significant	Moderate	Basic	Not even reaching marginal levels
AT2. Internship Report	Ability to identify and analyse major competitors and distinguishing services/features from the business organization; ability to compare/contrast business practice of company with principles/theories learnt in the curriculum	High	Significant	Moderate	Basic	Not even reaching marginal levels
	Capability to creatively apply knowledge learnt and problem solving techniques to drive the internship assignments	High	Significant	Moderate	Basic	Not even reaching marginal levels
	Ability to solidify the internship experience thoroughly and develop a set of goals and strategies that enhance the chance of clinching a dream job	High	Significant	Moderate	Basic	Not even reaching marginal levels
	Capability to demonstrate the attitude and a cogent ability to discover existing practices and propose innovative solutions	High	Significant	Moderate	Basic	Not even reaching marginal levels

AT3. Company Evaluation	Ability to demonstrate the ability to successfully complete internship assignments	High	Significant	Moderate	Basic	Not even reaching marginal levels
	Capability to creatively apply knowledge learnt and problem solving techniques to drive the internship assignments	High	Significant	Moderate	Basic	Not even reaching marginal levels
	Ability to solidify the internship experience thoroughly and develop a set of goals and strategies that enhance the chance of clinching a dream job	High	Significant	Moderate	Basic	Not even reaching marginal levels
	Capability to demonstrate the attitude and a cogent ability to discover existing practices and propose innovative solutions	High	Significant	Moderate	Basic	Not even reaching marginal levels
AT4. Presentation	Ability to identify and analyse major distinguishing services/features from the business organization; ability to compare/contrast business practice of company with principles/theories learnt in the curriculum	High	Significant	Moderate	Basic	Not even reaching marginal levels
	Capability to creatively apply knowledge learnt and problem solving techniques to drive the internship assignments	High	Significant	Moderate	Basic	Not even reaching marginal levels
	Ability to solidify the internship experience thoroughly and develop a set of goals and strategies that enhance the chance of clinching a dream job	High	Significant	Moderate	Basic	Not even reaching marginal levels
	Capability to demonstrate the attitude and a cogent ability to discover existing practices and propose innovative solutions	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.)*

Integration and application of knowledge in business environments; Effective communication; Tackling problems in real-life situations; Information systems used to support organizations' activities; Strengths and weaknesses identified during the internship period.

**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.	Nil
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**2.2 Additional Readings**

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

1.	Nil
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