

City University of Hong Kong
Course Syllabus

offered by Department of Chinese and History
with effect from Semester A 2017/18

Part I Course Overview

Course Title: Internship

Course Code: CAH4531

Course Duration: One Summer Term (full-time), or one Semester (part-time equivalent)

Credit Units: 3

Level: B4

Arts and Humanities

Proposed Area:
(for GE courses only)

Study of Societies, Social and Business Organisations

Science and Technology

Medium of Instruction: Depending on the specific language requirement in the workplace

Medium of Assessment: English

Prerequisites:
(Course Code and Title) Nil

Precursors:
(Course Code and Title) Nil

Equivalent Courses:
(Course Code and Title) CTL4531

Exclusive Courses:
(Course Code and Title) CLA3100 Summer Professional Internship I, CTL3199 Professional

Internship I, CTL3299 Professional Internship II

Part II Course Details

1. Abstract

(A 150-word description about the course)

The internship is designed to provide students with real life working experience in local and/or international contexts for a period of time. Students are expected to gain in-depth and practical understanding of private or public sector operations and the professional contexts in which they are expected to apply the theory and skills they have learned in the formal curriculum.

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.	Identify forms of organization and work environment as they have emerged under different contexts and appreciate the processes through which they have come into being, with reference to social, cultural and technological change.			x	
2.	Identify core values, principles and processes of the management and operation of an assigned work organization.		x	x	
3.	Develop substantive and detailed knowledge and understanding in one or more designated areas of the work experience. Such areas will require good knowledge of culture and/or heritage, and strong language abilities.			x	
4.	Show insight into the range of attitudes and values arising from the complexity and diversity of work relations, and an ability to consider and respond to these.			x	x
5.	Consider and evaluate their own work experience in a reflective manner, with reference to academic and/or professional issues, debates and conventions.		x	x	
6.	Work in flexible, creative and independent ways, showing self-discipline, self-direction and self-reflection.		x	x	
7.	Gather, organize and deploy ideas and information in order to formulate arguments cogently, and express them effectively in written, oral or in other forms.			x	x
8.	Communicate effectively in inter-personal settings, in writing and in a variety of media.		x	x	x
		100%			

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

[#] 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

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	4	5	6	7	8		
Readings	Assigned readings on business ethics, business etiquette and interpersonal communication skills	✓	✓								
Briefing/ training sessions	Briefing/training sessions to help students acquire the business ethics, business etiquette and interpersonal communication skills needed for succeeding in a workplace.	✓	✓								
Meetings before and during internship	Related information will be released and students can raise their concerns or problems about the internship at different stages.	✓	✓	✓	✓	✓		✓	✓		
One Summer Term (full-time), or one Semester (part-time equivalent)	Provide students with real life working experience in local and/or international contexts for a period of at least five weeks. Students can gain in-depth and practical understanding of private or public sector operations and the professional contexts to apply the theory and skills they have learned in the formal curriculum.	✓	✓	✓	✓	✓	✓	✓	✓		
Literature search & review	Discovery and analysis of information, using critical reasoning, from a range of sources, including company reports, operation instructions, books, articles, television, Internet, documentaries, and the mass media.	✓	✓	✓		✓		✓			
On-site supervisor evaluation	Feedback from on-site supervisor on the performance of student intern for the latter's self-improvement and course assessment.			✓	✓	✓					
Report writing	Written presentation of the understanding and reflection on work experience in a concise and precise manner.	✓	✓		✓	✓		✓	✓		

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	4	5	6	7	8		
Continuous Assessment: 100%										
Reflection paper	✓	✓	✓	✓	✓		✓	✓	50%	The 2,000-word paper requires student interns to reflect upon their major learning and personal gain at the early stage of the internship. 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 colleague who has had special influence on them and describe that influence.
Evaluation from internship on-site supervisor			✓	✓	✓	✓			50%	Each intern is assigned an individual on-site supervisor who will coordinate the work, look-after the welfare, and monitor the performance of the student intern. Evaluation by the supervisor will be given to the intern in a formal report at the end. These feedbacks are essential for the intern's self-improvement and the final course assessment.
Examination: 0% (duration: Nil , if applicable)										
									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	Criterion	Pass (P)	Failure (F)
1. Reflection paper	Good understanding of the organization, job nature, duties, and requirements	Effective summary of the organizational structure and operations	Little or no evidence of serious effort paid to gain professional knowledge through the internship placement
2. Evaluation from internship on-site supervisor	Ability to identify the main challenges of the job and ways of future improvement	Good understanding of core duties and requirements; sincere efforts in self-evaluation with realistic suggestions for self-improvement	Little or no evidence of self-evaluation

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.)

Cultural industries, heritage programmes, cultural organisations, professional ethics, work environment, organisational culture, values of organization, organisation management, organisation policy, division of labour, differing roles in organizations, work experience, workplace relationships, work planning, leadership, coordination, communication, language in the workplace, information collection, work discipline, team work, self-motivation, learning at work.

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
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2.2 Additional Readings

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

1.	N/A
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