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:	CAH4599
Course Duration:	a minimum of 4 weeks or 150 work hours
Credit Units:	3
Level:	B4
Proposed Area: *(for GE courses only)*	☐ Arts and Humanities ☐ Study of Societies, Social and Business Organisations ☐ Science and Technology
Medium of Instruction:	The on-campus medium of instruction is English while the language to be used in workplace may be English and/or Chinese
Medium of Assessment:	English
Prerequisites: *(Course Code and Title)*	Nil
Precursors: *(Course Code and Title)*	Nil
Equivalent Courses: *(Course Code and Title)*	CTL4531 Internship, CAH 3399 Chinese Professional Internship I, CAH4531 Internship, CAH4892 Internship
Exclusive Courses: *(Course Code and Title)*	CLA3100 Summer Professional Internship I, CTL3199 Professional Internship I, CTL3299 Professional Internship II, CAH3499 Chinese Professional Internship II

Part II   Course Details

1.   Abstract
(A 150-word description about the course)

The internship aims to enable students to gain real life working experience in local and/or international contexts for a period of time.   Students are expected to achieve in-depth and practical understanding of private or public sector operations and the professional contexts in which they are expected to apply creatively the theories and skills they have learnt 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.	Discover 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.	10%	√		
2.	Discover core values, principles and processes of the management and operation of an assigned work organization.	10%	√		
3.	Develop substantive and detailed knowledge and understanding in one or more designated areas of the work experience. Emphasis will be put on areas requiring strong language abilities.	10%	√		
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 creatively.	10%	√		
5.	Consider and evaluate their own work experience in a reflective manner, with reference to academic and/or professional issues, debates and conventions.	10%	√		√
6.	Work in flexible, creative and independent ways, showing self-discipline, self-direction and self-reflection.	10%	√		√
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.	20%		√	√
8.	Communicate effectively in inter-personal settings, in writing and in a variety of media.	20%		√	√
	If weighting is assigned to CILOs, they should add up to 100%.	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 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	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 discover and 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.	√	√	√	√	√		√	√	
Five to six weeks full-time internship	Enable students to discover 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 creatively 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%										
Evaluation from internship on-site supervisor 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 throughout the period accumulating in a formal report at the end. These feedbacks are essential for the intern's self-improvement and the final course assessment.			√	√	√	√			50%	
Written report prepared by students The written report requires student interns to discuss and sum up their experience in 1,500 words. They may describe the work experience of a typical day, compare and contrast the work styles of people they have met, discuss the cutting edge knowledge and ideas that hit them, or analyze how their knowledge acquired in class help them solve problems encountered at work. The report allows student interns to demonstrate their achievement of the addressed CILOs after completion of the internship.	√	√	√	√	√		√	√	50%	
Examination: 0% (duration: Nil)										

* The weightings should add up to 100%.

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. Evaluation from internship on-site supervisor	Good understanding of the organization, job nature, duties, and requirements	1. Receive satisfactory evaluation from the on-site work supervisor; 2. Demonstrate acceptable understanding of the assigned organization's job nature and its work environment; 3. Show at least adequate discovery and understanding of the core values and operation of the organization assigned.	1. Receive less than satisfactory evaluation from the on-site work supervisor; 2. Poor understanding of the assigned organization's job nature and its work environment; 3. Poor discovery and understanding of the core values and operation of the organization assigned.
2. Written report prepared by students	Good understanding of the organization, job nature, duties, and requirements; Ability to identify the main challenges of the job and ways of future improvement	1. Successfully complete all the assessment tasks for the course and attend full-time the assigned duration of the internship programme; 2. Acceptable writing and presentation skills as demonstrated in the coursework; 3. Demonstrate acceptable understanding of the assigned organization's job nature and its work environment; 4. Show at least adequate discovery and understanding of the core values and operation of the organization assigned; 5. Express self-evaluation of one's own work experience in a reflexive manner.	1. Has not completed all the assessment tasks for the course or has not attended full-time the assigned duration of the internship programme; 2. Poor writing and presentation skills as demonstrated in the coursework; 3. Poor understanding of the assigned organization's job nature and its work environment; 4. Poor discovery and understanding of the core values and operation of the organization assigned; 5. Has no intention in making self-evaluation of one's own work experience in a reflexive manner.

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.)
    Workplace organizations, the nature of jobs, work environment, organizational culture, values of organization, organization management, organization policy , 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.)

    N/A

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

    N/A