

**City University of Hong Kong  
Course Syllabus**

**offered by Department of Accountancy  
with effect from Semester A 2022/23**

---

---

**Part I Course Overview**

**Course Title:** Advanced Professional Internship

**Course Code:** AC4384

**Course Duration:** One semester (minimum 240 hours or 6 weeks)

**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:** English

**Medium of Assessment:** English

**Prerequisites:**  
*(Course Code and Title)* AC4383 AC Professional Internship and Professional Attachment

**Precursors:**  
*(Course Code and Title)* Nil

**Equivalent Courses:**  
*(Course Code and Title)* Nil

**Exclusive Courses:**  
*(Course Code and Title)* Nil

**Special requirement:** **The students should have completed AC4383 AC Professional Internship and Professional Attachment and obtained a satisfactory performance report before taking AC4384 Advanced Professional Internship. The advanced internship must be related to accounting profession and/or related professional services. The Course Leader and Major Leader decide and endorse the advanced internship if a second internship is deemed to broaden the student's perspective in a new area or advance the student's' knowledge and skills in the same arena.**

## Part II Course Details

### 1. Abstract

(A 150-word description about the course)

- Advanced internship is a continuation of the internship experience, which allows students to complete more than one semester of internship;
- Provide real life working experience in local and/or international contexts;
- Develop an in-depth and practical understanding of business operations and the professional environment by applying the theoretical knowledge, concepts and practical skills of accounting and business learnt in the formal curriculum;
- Sharpen students' skills in effective communication, individual and team work, time management, data analysis and reporting; and
- Develop students' ability to explore different ways and knowledge to solve real-life problem(s) during the internship period.

### 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.	Understand the practical applications of rules and regulations of accounting profession.		✓	✓	
2.	Communicate, work and manage themselves effectively in a real-world professional work setting.		✓	✓	✓
3.	Identify one or more of the difficult problems encountered during the internship period and explore the effective way to solve the problem(s).		✓	✓	✓
4.	Reflect on personal strengths and weaknesses and set improvement plans with reference to career goals.		✓	✓	

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

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.)

TLA	Brief Description	CILO No.						Hours/week (if applicable)
		1	2	3	4			
Internship <sup>#</sup>	Students will spend reasonable amount of time in local and/or overseas organizations to observe, analyse, solve and document the problems and possible solutions for the accounting-related issues they face during the internship.	2	2	2	1			
Interim Reflection Report <sup>#</sup>	It is a means of self-reflection and sharing of experience such as challenges, difficulties, etc encountered in mid-internship period.	1	1	2	2			
Final Reflection Report <sup>#</sup>	Students will be required to identify the most difficult problem faced during the internship period and explore various alternatives to solve the problem. Students will evaluate the effectiveness and efficiency of the possible alternatives in coping with the most difficult problem.	1	1	2	2			

# DEC TLA element

(1: Indirectly supporting ILO; 2: Directly supporting ILO)

#### 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			
<b>Continuous Assessment: 100%</b>							
<u>Interim reflection report</u> <sup>#</sup> In the interim report, students are required to share challenges and/or difficulties encountered as well as their planned improvement in the remaining internship period.	✓	✓	✓	✓		NA	
<u>Company evaluation by the participating organization</u> <sup>#</sup> Employer will evaluate students along the following dimensions: job knowledge and related skills, performance and productivity, attitude and adaptability, initiative and creativity and an overall assessment of students' performance.	✓	✓	✓	✓		NA	
<u>Final reflection report</u> <sup>#</sup> In the final report, students are required to demonstrate the ability and self-initiative to successfully complete internship assignments, demonstrate the ability to integrate and apply knowledge and skills developed in various core to real-world situation and reflect on personal and professional development.	✓	✓	✓	✓		NA	
						100%	

\* The weightings should add up to 100%.

# DEC AT element

***Students are required to pass all components in order to pass the course.***

## 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.	Company evaluation by the participating organization	1.1 ABILITY to COMMUNICATE, WORK and MANAGE themselves in a real-world professional work setting.	Satisfactory or above satisfactory level	Not even reaching satisfactory level
		1.2 CAPACITY to UNDERSTAND the practical applications of rules and regulation of accounting profession.	Satisfactory or above satisfactory level	Not even reaching satisfactory level
2.	Interim and Final reflection reports	2.1 ABILITY to IDENTIFY the problem and EXPLORE an effective way to solve it.	Satisfactory or above satisfactory level	Not even reaching satisfactory level
		2.2 ABILITY to SOLIDIFY the internship experience and DEVELOP a set of improvement plans with reference to the career goals.	Satisfactory or above satisfactory level	Not even reaching satisfactory level

**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, solving problems in real-life situations, reflection, career planning.

**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
2.	
3.	

**2.2 Additional Readings**

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

1.	Training notes in preparation for advanced internship
2.	
3.	