

# AC4384: ADVANCED PROFESSIONAL INTERNSHIP

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## Effective Term

Semester A 2022/23

## Part I Course Overview

### Course Title

Advanced Professional Internship

### Subject Code

AC - Accountancy

### Course Number

4384

### Academic Unit

Accountancy (AC)

### College/School

College of Business (CB)

### Course Duration

Non-standard Duration

### Other Course Duration

One semester (minimum 240 hours or 6 weeks)

### Credit Units

3

### Level

B1, B2, B3, B4 - Bachelor's Degree

### Medium of Instruction

English

### Medium of Assessment

English

### Prerequisites

AC4383 AC Professional Internship and Professional Attachment

### Precursors

Nil

### Equivalent Courses

Nil

### Exclusive Courses

Nil

### Additional Information

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

### Abstract

- 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.

### Course Intended Learning Outcomes (CILOs)

CILOs		Weighting (if DEC-A1 DEC-A2 DEC-A3 app.)			
1	Understand the practical applications of rules and regulations of accounting profession.		x	x	
2	Communicate, work and manage themselves effectively in a real-world professional work setting.		x	x	x
3	Identify one or more of the difficult problems encountered during the internship period and explore the effective way to solve the problem(s).		x	x	x
4	Reflect on personal strengths and weaknesses and set improvement plans with reference to career goals.		x	x	

#### 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 real-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.

**Teaching and Learning Activities (TLAs)**

	<b>TLAs</b>	<b>Brief Description</b>	<b>CILO No.</b>	<b>Hours/week (if applicable)</b>
1	Internship#	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.	1, 2, 3, 4	
2	Interim Reflection Report#	It is a means of self-reflection and sharing of experience such as challenges, difficulties, etc encountered in mid-internship period.	1, 2, 3, 4	
3	Final Reflection Report#	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, 2, 3, 4	

**Additional Information for TLAs**

# DEC TLA element

Internship : CILOs No. 1, 2, 3 (Directly supporting ILO); CILO No. 4 (Indirectly supporting ILO)

Interim Reflection Report : CILOs No. 1, 2 (Indirectly supporting ILO); CILOs No. 3, 4 (Directly supporting ILO)

Final Reflection Report : CILOs No. 1, 2 (Indirectly supporting ILO); CILOs No. 3, 4 (Directly supporting ILO)

**Assessment Tasks / Activities (ATs)**

ATs	CILO No.	Weighting (%)	Remarks (e.g. Parameter for GenAI use)
<p>1</p> <p>a. Interim reflection report# : 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.</p> <p>b. Company evaluation by the participating organization# : 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.</p> <p>c. Final reflection report# : 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.</p>	1, 2, 3, 4	100	

**Continuous Assessment (%)**

100

**Examination (%)**

0

**Additional Information for ATs**

# DEC AT element

Continuous Assessment: 100%

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

**Assessment Rubrics (AR)**

**Assessment Task**

Company evaluation by the participating organization

**Criterion**

1. ABILITY to COMMUNICATE, WORK and MANAGE themselves in a real-world professional work setting.
2. CAPACITY to UNDERSTAND the practical applications of rules and regulation of accounting profession.

**Pass (P)**

Satisfactory or above satisfactory level

**Failure (F)**

Not even reaching satisfactory level

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**Assessment Task**

Interim and Final reflection reports

**Criterion**

1. ABILITY to IDENTIFY the problem and EXPLORE an effective way to solve it.
2. ABILITY to SOLIDIFY the internship experience and DEVELOP a set of improvement plans with reference to the career goals.

**Pass (P)**

Satisfactory or above satisfactory level

**Failure (F)**

Not even reaching satisfactory level

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**Additional Information for AR**

Integration and application of knowledge in business environments, effective communication, solving problems in real-life situations, reflection, career planning.

## Part III Other Information

**Keyword Syllabus**

Integration and application of knowledge in business environments, effective communication, solving problems in real-life situations, reflection, career planning.

**Reading List**

**Compulsory Readings**

Title	
1	Nil

**Additional Readings**

	Title
1	Training notes in preparation for advanced internship