

# CLA3100: PROFESSIONAL INTERNSHIP I

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## Effective Term

Semester A 2025/26

## Part I Course Overview

### Course Title

Professional Internship I

### Subject Code

CLA - College of Liberal Arts and Social Sciences

### Course Number

3100

### Academic Unit

College of Liberal Arts and Social Sciences (CH)

### College/School

College of Liberal Arts and Social Sciences (CH)

### Course Duration

One Semester

### Credit Units

3

### Level

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

### Medium of Instruction

Other Languages

### Other Languages for Medium of Instruction

English and other languages appropriate to the internship settings

### Medium of Assessment

English

### Prerequisites

Nil

### Precursors

Nil

### Equivalent Courses

FH3100 FHS Summer Professional Internship I  
CH3100 CHASS Summer Professional Internship I

### Exclusive Courses

AIS3800 Professional Internship  
PIA3800 Professional Internship  
CAH3399 Chinese Professional Internship I

CAH3499 Chinese Professional Internship II  
 CTL3199/LT3199 Professional Internship I  
 CTL3299/LT3299 Professional Internship II  
 CTL4531/CAH4531 Internship  
 CAH4589 Internship  
 CAH4599 Internship

## Part II Course Details

### Abstract

The internship is designed to provide students with real life working learning 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.

### Course Intended Learning Outcomes (CILOs)

CILOs	Weighting (if app.)	DEC-A1	DEC-A2	DEC-A3
1 Identify core values, principles and processes of the management and operation of an assigned work organization.		x		
2 Develop substantive and detailed knowledge and understanding in one or more designated areas of the work experience.		x		
3 Consider and evaluate their own work experience in a reflexive manner, with reference to academic and/or professional issues, debates and conventions.			x	
4 Work in flexible, creative and independent ways, showing self-discipline, self-direction and reflexivity.		x		
5 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	
6 Communicate effectively in inter-personal settings, in writing and in a variety of media.			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.

### Learning and Teaching Activities (LTAs)

	<b>LTAs</b>	<b>Brief Description</b>	<b>CILO No.</b>	<b>Hours/week (if applicable)</b>
1	Literature search before the internship	Analysis of information from a range of sources, including company or organization reports, operation instructions, books and articles, internet and the mass media.	1, 2	
2	Training workshop before the internship	Training workshops to help students acquire the ethics and interpersonal communication skills needed for succeeding in a workplace.	1, 2	
3	Meetings before and during internship	Related information will be released and students can raise their concerns or problems about the internship at different stages.	1, 2, 3, 5, 6	
4	Four to eight weeks full-time internship	Provide students with real life working experience in local and/or international contexts for a period of at least four 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.	1, 2, 3, 4, 5, 6	
5	On-site supervisor evaluation	Feedback from on-site supervisor on the performance of student intern for the latter's self-improvement and course assessment.	2, 3	
6	Report writing	Written presentation of the understanding and reflection on work experience in a concise and precise manner.	1, 3, 5, 6	

### Assessment Tasks / Activities (ATs)

	ATs	CILO No.	Weighting (%)	Remarks ("-" for nil entry)	Allow Use of GenAI?
1	Reflective paper – The paper (about 800 words) 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 work colleague who has had special influence on them and describe that influence.	1, 2, 3, 5, 6	10	-	Yes

2	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.	2, 3, 4	50	-	Yes
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3	Written portfolio prepared by students – The written portfolio requires student interns to discuss and sum up their experience in about 2,500 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 in work. They may include example of work produced by themselves during the internship.	1, 2, 3, 5, 6	40	-	Yes
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**Continuous Assessment (%)**

100

**Examination (%)**

0

**Assessment Rubrics (AR)****Assessment Task**

1. Reflective paper

**Criterion**

Presentation of the major learning and personal reflection on internship experience

**Pass (P)**

Demonstrate adequate learning and reflection. Present ideas in a comprehensible manner.

**Failure (F)**

Demonstrate very limited learning and reflection. Unable to present ideas in a comprehensible manner.

**Assessment Task**

2. Evaluation from internship on-site supervisor

**Criterion**

Evaluation and feedback of on-site supervisor on the quality of work of the intern

**Pass (P)**

Satisfactory feedback from on-site supervisor and the quality of work is good.

**Failure (F)**

Unsatisfactory feedback from on-site supervisor and the quality of work is very poor.

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**Assessment Task**

3. Written portfolio prepared by students

**Criterion**

Summing up the learning processes and showing the discovery of the internship experience

**Pass (P)**

Adequate presentation of the learning processes and accomplishments. Demonstrate discovery with creativity.

**Failure (F)**

Unsatisfactory presentation of the learning processes and accomplishments. Demonstrate no discovery.

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## **Part III Other Information**

**Keyword Syllabus**

Real-life work, values of organisation, organisation management, communication, inter-personal skills, self-reflective, self-development, community building, global citizenship

**Reading List**