

LT3199: PROFESSIONAL INTERNSHIP I

Effective Term

Semester A 2025/26

Part I Course Overview

Course Title

Professional Internship I

Subject Code

LT - Linguistics and Translation

Course Number

3199

Academic Unit

Linguistics and Translation (LT)

College/School

College of Liberal Arts and Social Sciences (CH)

Course Duration

Non-standard Duration

Other Course Duration

5-6 weeks

Credit Units

3

Level

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

Medium of Instruction

Other Languages

Other Languages for Medium of Instruction

English on campus; English and/or Chinese as required by individual internship partners

Medium of Assessment

English

Prerequisites

Nil

Precursors

Nil

Equivalent Courses

CTL3199 Professional Internship I

Exclusive Courses

CLA3100 Summer Professional Internship I, CTL3299 Professional Internship II, LT3299 Professional Internship II, CTL4531 Internship

Part II Course Details

Abstract

The internship is designed to enable students to discover for themselves 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 creatively 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 forms of organisation and work environments across diverse contexts, and analyse the social, cultural, and technological processes through which they have evolved.		x	x	x
2	Describe the core values, principles, and operational processes of a specific assigned work organisation.		x	x	x
3	Demonstrate detailed knowledge in one or more designated areas of the work experience, with a focus on areas requiring advanced language competencies.		x	x	x
4	Identify diverse attitudes and values arising in complex work relations, and formulate appropriate and creative responses to them.		x	x	x
5	Evaluate personal work experience using academic and/or professional frameworks, and articulate reflections with reference to relevant debates and conventions.		x	x	x
6	Demonstrate flexible, creative, and independent work practices, supported by evidence of self-discipline, initiative, and reflective thinking.		x	x	x
7	Gather, organise, and present information and ideas to formulate coherent arguments and communicate them effectively in written, oral, or other formats.		x	x	x
8	Communicate clearly and effectively in interpersonal contexts, written formats, and multiple media channels.		x	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.

Learning and Teaching Activities (LTAs)

LTAs	Brief Description	CILO No.	Hours/week (if applicable)
1	Readings	Students will engage with assigned readings on business ethics, business etiquette, and interpersonal communication to prepare for in-class discussions and workplace applications.	1, 2
2	Briefing/training sessions	Students will acquire the business ethics, business etiquette and interpersonal communication skills needed for succeeding in a workplace.	1, 2
3	Meetings before and during internship	Students will obtain the related information and raise their concerns or problems about the internship at different stages.	1, 2, 3, 4, 5, 7, 8
4	Five to six weeks full-time internship	Students will undertake real-life working experience in local and/or international contexts for a period of at least five weeks. Students will demonstrate 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.	1, 2, 3, 4, 5, 6, 7, 8
5	Literature search & review	Students will collect and analyse the information, using critical reasoning, from a range of sources, including company reports, operation instructions, books, articles, television, Internet, documentaries, and the mass media.	1, 2, 3, 5, 7

Assessment Tasks / Activities (ATs)

	ATs	CILO No.	Weighting (%)	Remarks ("- for nil entry)	Allow Use of GenAI?
1	Reflection short paper (1000 words) Student interns reflect upon their discovery of 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.	1, 2, 3, 4, 5, 7, 8	10	Students can use GenAI tools to brainstorm, gather information, solve problems, format references, and edit language. Students should not present texts generated or translated by GenAI tools as their own original work.	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.	3, 4, 5, 6	30	-	No
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3	Written report (3000 words) Student interns write a report to discuss and sum up their work experience in a concise and precise manner. 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.	1, 2, 3, 4, 5, 7, 8	60	Students can use GenAI tools to brainstorm, gather information, solve problems, format references, and edit language. Students should not present texts generated or translated by GenAI tools as their own original work.	Yes
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Continuous Assessment (%)

100

Examination (%)

0

Assessment Rubrics (AR)**Assessment Task**

1. Reflection short paper

Criterion

Content of the paper and English writing skills

Pass (P)

Satisfactory

Failure (F)

Less than satisfactory

Assessment Task

2. Evaluation by on-site supervisor

Criterion

Evaluation marks and feedbacks

Pass (P)

Satisfactory

Failure (F)

Less than satisfactory

Assessment Task

3. Written report

Criterion

Content of the report and English writing skills

Pass (P)

Satisfactory

Failure (F)

Less than satisfactory

Part III Other Information

Keyword Syllabus

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

Reading List

Compulsory Readings

Title	
1	Nil

Additional Readings

Title	
1	Nil