

# MGT4800: MANAGEMENT INTERNSHIP

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## Effective Term

Semester A 2025/26

## Part I Course Overview

### Course Title

Management Internship

### Subject Code

MGT - Management

### Course Number

4800

### Academic Unit

Management (MGT)

### College/School

College of Business (CB)

### 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/or other languages depending upon the prevailing language used in the placement/internship

### Medium of Assessment

English

### Prerequisites

CB2300

### Precursors

Nil

### Equivalent Courses

Nil

### Exclusive Courses

Nil

## Part II Course Details

### Abstract

The course is designed to enhance student's learning by gaining valuable work experience in the field of Management with Hong Kong and/or overseas organisations during a semester.

This course aims to:

- Acquaint students with actual working conditions in management-related functions.
- Supplement theoretical and academic subject matter with practical experience.
- Enhance student competitiveness in the job market and better qualify them for employment upon graduation.

### Course Intended Learning Outcomes (CILOs)

CILOs	Weighting (if app.)	DEC-A1	DEC-A2	DEC-A3
1 Apply management-related skills that can supplement academic knowledge with practical experience.			x	
2 Communicate effectively with supervisors and colleagues in a real-world work setting as well as with the course examiner effectively.		x		
3 Reflect and identify areas of strengths and weaknesses in order to set own 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.

### Learning and Teaching Activities (LTAs)

LTAs	Brief Description	CILO No.	Hours/week (if applicable)
1 Internship	Students will spend 270 hours at work in sponsor firm under the supervision of a manager.	1, 2	
2 Pre-internship Briefing	Students will complete a 3-hour orientation and classroom training & briefing by trainer.	1, 2	

### Assessment Tasks / Activities (ATs)

ATs	CILO No.	Weighting (%)	Remarks ("- " for nil entry)	Allow Use of GenAI?
1 Pre-internship Training Workshop	1, 2	20	-	No

2	Internship	1, 2, 3	20	-	No
3	Company Evaluation	1, 2, 3	20	-	No
4	Self Reflection	1, 2, 3	40	-	No

**Continuous Assessment (%)**

100

**Examination (%)**

0

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

Pre-internship Training Workshop 20%

**Criterion**

A pre-internship training workshop will be provided for students to prepare them for the internship.

**Pass (P)**

Successful attendance of pre-internship training workshop(s)

**Failure (F)**

Failure to attend pre-internship training workshop(s)

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**Assessment Task**

Internship 20%

**Criterion**

Students spend at least 6 weeks or 240 hours in local and/or overseas organisations to apply management-related skills that can supplement academic knowledge with practical experience.

**Pass (P)**

Successful completion of internship (duration at least 4 weeks)

**Failure (F)**

Failure to complete internship

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**Assessment Task**

Company Evaluation 20%

**Criterion**

Sponsoring organisations are required to fill in a performance appraisal form for each of their interns.

**Pass (P)**

Successful submission of a company evaluation form to a course examiner

**Failure (F)**

Failure to submit a company evaluation form to a course examiner

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**Assessment Task**

Self Reflection 40%

**Criterion**

All students submit a reflection report that describes their aims of enrollment in the course, their major duties and responsibilities carried out. As per CILO 3, they identify the areas of strengths and weaknesses in order to set career goals as a conclusion of the internship experience taking into consideration the extent to which they reflect the DEC outcomes A1 & A3 after the internship.

**Pass (P)**

Satisfactory description of major responsibilities and internship work experience in the context of CILO3. Relevant discussion for learning activities/outcomes from internship experiences to gauge their own changes in DEC outcomes A1 & A3, as per CILO3. Satisfactory evidence of reflection of one's strength and weaknesses.

**Failure (F)**

Unsatisfactory description of major responsibilities and projects/events involved. Below standard discussion for learning activities/outcomes from internship experiences. Little reflection of one's strength and weaknesses and changes in DEC outcomes A1 & A3 as per CILO3. No comments or recommendations for the internship course.

**Part III Other Information****Keyword Syllabus**

Management, career goals, communication, internship placements, professional work setting, working experience

**Reading List****Compulsory Readings**

Title	
1	Nil

**Additional Readings**

Title	
1	Nil