SM1700A: PROFESSIONAL INTERNSHIP I

Effective Term
Semester B 2025/26

Part I Course Overview

Course Title
Professional Internship I

Subject Code
SM - School of Creative Media
Course Number
1700A

Academic Unit
School of Creative Media (SM)

College/School
School of Creative Media (SM)

Course Duration
Non-standard Duration

Other Course Duration
At least 2 consecutive weeks Full-time / 80 work hours Part-time in Semester A, Semester B or Summer Term

Credit Units
0

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 setting

Medium of Assessment
Other Languages

Other Languages for Medium of Assessment
English and other languages appropriate to the internship setting

Prerequisites
The internship should be programme-related. Pre-registration is required and pre-approval must be sought by relevant party of the School before taking up internships

Precursors
Nil

Equivalent Courses

Nil

Exclusive Courses

Nil

Additional Information

Each student is only allowed to register once within each academic year. Internship hours cannot be double counted for other internship courses. Only self-solicited internships that are not arranged by the School, or not associated with an existing course (e.g. SM4709 or SM4711), and/or not entitled to any other university / government grants or public subsidies or the schemes that are not coordinated by the University are eligible. Job assignments under ITC STEM Internship Scheme administered by CLC are not eligible. CIS projects (that are considered by Project PIs to be study-related in job nature) will be eligible only on a case-by-case basis. All internship offers will be evaluated by Internship Coordinator, subject to approval.

Part II Course Details

Abstract

This course is designed to enhance and enrich students' educational experience by integrating the academic component of their degree programme with the practical workplace experience gained at the internship site in local and/or international contexts. The course provides an opportunity for students to apply theories, practices, and skills in the workplace setting, and to critically reflect on the efficacy of the knowledge learnt in the classroom. Students work at their host organisations for a minimum of 2 consecutive weeks (full-time) or 80 hours (part-time).

Course Intended Learning Outcomes (CILOs)

	CILOs	Weighting (if app.)	DEC-A1	DEC-A2	DEC-A3
1	Show initiative in identifying a suitable internship site		x	x	
2	Describe and explain the nature of the host organisation and how it operates		x	x	
3	Analyse the workplace practices observed in the host organisation and evaluate their effectiveness by applying theories, practices and skills learned in previous courses		x	x	x
4	Critically reflect on the overall internship learning experience and work performance in fulfilling tasks assigned by the host, and creatively propose innovative ways to solve any problems or difficulties encountered during the internship		x	x	x
5	Develop and hone professional competencies, skills and attributes in an authentic workplace setting			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/placement	Students are engaged in real life working experience in local and/ or international contexts for a period of at least 2 weeks (full-time) or 80 work hours (part-time)	1, 2, 3, 4, 5	

Assessment Tasks / Activities (ATs)

	ATs	CILO No.	Weighting (%)	Remarks ("-" for nil entry)	Allow Use of GenAI?
1	Internship reflective report (500 words)	1, 2, 3, 4, 5	20	Pass/Fail Grading	Yes
2	Evaluation report from host organisation/ employer	2, 3, 4, 5	80	Pass/Fail Grading	No

Continuous Assessment (%)

100

Examination (%)

0

Minimum Continuous Assessment Passing Requirement (%)

0

Minimum Examination Passing Requirement (%)

0

Additional Information for ATs

Internship reflective report (500 words)

-This paper (about 500 words) requires student interns to reflect upon their major learning and personal gain at the internship placement. 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.

Evaluation report from host organisation/employer

-Evaluation by workplace supervisor should be given to the intern throughout the period accumulating in a formal evaluation form with quantitative and qualitative comments from the supervisor.

Assessment Rubrics (AR)

Assessment Task

Pre-Internship Preparation

Criterion

Student should prepare, complete and submit the online registration form and get approval by relevant party of the School before taking up internships

Pass (P)

Preparation completed

Failure (F)

Preparation incomplete

Assessment Task

Internship reflective report for School’ s approval

Criterion

Student should demonstrate skills of critical reflection and consolidation on own learning experience in the internship

Pass (P)

Basic or above basic level

Failure (F)

Not reaching basic level

Assessment Task

Evaluation report from host organisation / employer for School’ s approval

Criterion

Student should be recognised by host organisation of the capacity for good working attitude and teamwork (if applicable) throughout the internship

Pass (P)

Basic or above basic level; positive / satisfactory comments from workplace supervisor

Failure (F)

Not reaching basic level; negative comments / complaints from workplace supervisor

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Part III Other Information

Keyword Syllabus

Internship, professional communication, real world applications, experiential learning, career planning, self-reflective learning.

Reading List

Compulsory Readings

	Title
1	Berger, Lauren. (Jan 3, 2012). All Work, No Pay: Finding an Internship, Building Your Resume, Making Connections, and Gaining Job Experience. Danvers, MA. USA. Ten Speed Press. Crown Publishing Group

Additional Readings

	Title
1	Nil