

# MS3403: INTERNSHIP FOR MANAGEMENT SCIENCES

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## Effective Term

Semester A 2023/24

## Part I Course Overview

### Course Title

Internship for Management Sciences

### Subject Code

MS - Management Sciences

### Course Number

3403

### Academic Unit

Management Sciences (MS)

### College/School

College of Business (CB)

### Course Duration

Non-standard Duration

### Other Course Duration

At least 6 weeks in Full-time in the Summer Semester or its equivalent for Part-time (at least 240 work hours) in Semester A or Semester B

### 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

Nil

### Precursors

Nil

### Equivalent Courses

Nil

**Exclusive Courses**

Nil

**Additional Information**

Remark : Prior approval by the department is required.

**Part II Course Details****Abstract**

This course aims to:

- Enrich students' learning experience through interactions with professionals in the business world through internship tasks.
- Enable students to gain valuable work experience to acquire an in-depth and practical understanding of business analysis and operation management in business organization for a minimum of six weeks in the summer semester or its equivalent for Part-time (a minimum of 240 work hours) in Semester A or Semester B.
- Enhance student competitiveness in the job market and discovery experience before their graduation

**Course Intended Learning Outcomes (CILOs)**

CILOs		Weighting (if app.)	DEC-A1	DEC-A2	DEC-A3
1	Communicate effectively with the supervisor to demonstrate the ability and self-initiative to complete the internship tasks successfully; Communicate with a course leader to demonstrate continuous learning experience	40	x		
2	Demonstrate the ability to integrate and apply knowledge and skills acquired from different courses in business analysis and operation management to real-world situations of business organization	40		x	
3	Reflect on personal strengths and weaknesses, and identify development needs and set strategic goals for the future career path	20			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)**

TLAs	Brief Description	CILO No.	Hours/week (if applicable)
1	<p>Internship</p> <p>Students need to work at least six weeks in the Summer semester (or its equivalent for Part-time (at least 240 work hours) in semester A or B) in a company in Hong Kong or overseas.</p> <p>Students are required to seek the approval of an academic staff member from the Department of Management Sciences to be their academic supervisor before they enroll in the course. Students who have taken up employment may consult the academic supervisor as to whether their current employment's job nature meets the course's internship and academic requirements.</p> <p>Students are expected to secure internships by themselves. Students who obtain internships through the assistance of the career office or the department are also eligible. Internship with business analysis or operation management job nature is highly desirable. Professional internship for non-business analysis or non-operation management job nature is also acceptable, subject to the prior approval of the academic supervisor.</p>	1, 2, 3	
2	<p>Pre-internship workshop</p> <p>Students must attend the pre-internship workshop and complete the tasks required by the workshop and Department of Management Sciences.</p>	1, 2, 3	

3	Internship, Sharing Session	A sharing session would be organized for students to learn from each other. Students are required to attend the sharing session and share their internship experience with other students.	1, 2, 3	
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**Assessment Tasks / Activities (ATs)**

ATs	CILO No.	Weighting (%)	Remarks (e.g. Parameter for GenAI use)
1	Pre-internship Workshop	1, 2, 3	5
2	Sharing Session	1, 2, 3	15
3	Student Reports	1, 2, 3	50
4	Firm' s Supervisor Evaluation	1, 2	30

**Continuous Assessment (%)**

100

**Examination (%)**

0

**Additional Information for ATs**

Pass/Fail Grading is used. Students must earn at least 50% of the marks in each of the continuous assessments for passing the course.

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

Pre-internship Workshop

**Criterion**

CAPACITY for SELF-DIRECTED LEARNING to understand the principles of internship

**Failure (F)**

Not even reaching marginal levels

**Assessment Task**

Sharing Session

**Criterion**

ABILITY to EXPLAIN in DETAIL and with ACCURACY what have learnt

**Failure (F)**

Not even reaching marginal levels

**Assessment Task**

Student Reports

**Criterion**

CAPACITY for SELF-DIRECTED LEARNING to understand the principles of internship and what have learnt

**Failure (F)**

Not even reaching marginal levels

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**Assessment Task**

Firm' s Supervisor Evaluation

**Criterion**

CAPACITY for showing the working attitude in internship

**Failure (F)**

Not even reaching marginal levels

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## Part III Other Information

**Keyword Syllabus**

Nil

**Reading List**

**Compulsory Readings**

Title	
1	Nil

**Additional Readings**

Title	
1	Nil