

**City University of Hong Kong
Course Syllabus**

**offered by Department of Accountancy
with effect from Semester A 2018/19**

Part I Course Overview

Course Title:	Professional Internship
Course Code:	AC6780
Course Duration:	One semester
Credit Units:	3
Level:	P6
Medium of Instruction:	English and other languages appropriate to the attachment setting
Medium of Assessment:	English
Prerequisites: <i>(Course Code and Title)</i>	AC5511 Financial and Management Accounting or AC5601 Corporate Accounting I or AC5710 Advanced International Financial Accounting
Precursors: <i>(Course Code and Title)</i>	Nil
Equivalent Courses: <i>(Course Code and Title)</i>	Nil
Exclusive Courses: <i>(Course Code and Title)</i>	Nil

Part II Course Details

1. Abstract

- Provide real-life working experience in local and/or international contexts for at least 4 weeks or 150 work hours;
- Develop an in-depth and practical understanding of business operations and the professional environment by applying the theoretical knowledge, concepts and practical skills of accounting and business learnt in the formal curriculum;
- Sharpen students' skills in effective communication, individual and team work, time management, data analysis and reporting; and
- Develop students' ability to apply theoretical knowledge and explore different ways to solve real-life problem(s) during the internship period.

2. Course Intended Learning Outcomes (CILOs)

(CILOs state what the student is expected to be able to do at the end of the course according to a given standard of performance.)

No.	CILOs	Weighting (if applicable)	Discovery-enriched curriculum related learning outcomes (please tick where appropriate)		
			A1	A2	A3
1.	Understand the practical applications of rules and regulations of professional requirements.	NA	✓	✓	
2.	Communicate, work and manage themselves effectively in a real-world professional work setting.	NA	✓	✓	✓
3.	Identify one of the difficult problems encountered during the internship period and explore an effective way to solve the problem.	NA	✓	✓	✓
4.	Reflect on personal strengths and weaknesses and set career goals and plans.	NA	✓	✓	
		100%			

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 self-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.

3. Teaching and Learning Activities (TLAs)

(TLAs designed to facilitate students' achievement of the CILOs.)

TLA	Brief Description	CILO No.				Hours/week (if applicable)
		1	2	3	4	
Pre-internship training workshop	A pre-internship training workshop will be provided to get the students to well prepare themselves for the internship.	1	2	1	1	
Internship [#]	Students will spend a reasonable amount of time in local and/or overseas professional or commercial firms/organizations to observe, analyse and solve the problems and issues they encounter during the internship.	2	2	2	1	
Final Reflection Report [#]	Students will be required to submit a self-reflection report to share their internship experience. Specifically, they need to identify the most challenging problem faced during the internship period and describe how they have explored various alternatives to solve the problem. Students will also evaluate the effectiveness and efficiency of the other possible alternatives.	1	1	2	2	

[#]DEC TLA element.

(1: Indirectly supporting ILO; 2: Directly supporting ILO)

4. Assessment Tasks/Activities (ATs)

(ATs are designed to assess how well the students achieve the CILOs.)

Assessment Tasks/Activities	CILO No.				Weighting	Remarks
	1	2	3	4		
Continuous Assessment: 100%						
Pre-internship training workshop	✓	✓	✓	✓	10%	Assessed on a Pass/Fail basis.
Company evaluation by the participating organization [#]	✓	✓	✓	✓	50%	
Final reflection report [#]	✓	✓	✓	✓	40%	
					100%	

[#]DEC AT element.

Students are required to pass all components in order to pass the course.

5. Assessment Rubrics

(Grading of student achievements is based on student performance in assessment tasks/activities with the following rubrics.)

	Assessment Task	Criterion	Pass (P)	Failure (F)
1.	Pre-internship training workshop and Company evaluation by the participating organization	1.1 ABILITY to COMMUNICATE, WORK and MANAGE themselves in a real-world professional work setting	Basic or above basic level	Not even reaching basic level
		1.2 CAPACITY to UNDERSTAND the practical applications of rules and regulations of professional requirements	Basic or above basic level	Not even reaching basic level
2.	Final reflection report	2.1 ABILITY to IDENTIFY the problem and EXPLORE an effective way to solve it	Basic or above basic level	Not even reaching basic level
		2.2 ABILITY to SOLIDIFY the internship experience and DEVELOP a set of career goals and plans	Basic or above basic level	Not even reaching basic level

Part III Other Information (more details can be provided separately in the teaching plan)

1. Keyword Syllabus

Internship; real-life working experience; understanding of business operations and the professional environment; skills in effective communication, individual and team work, time management, data analysis and reporting; application of theoretical accounting and business knowledge, and concepts learnt in the formal curriculum; real-life problem(s) solving; reflection of personal strengths and weaknesses; career planning.

2. Reading List

2.1 Compulsory Readings

(Compulsory readings can include books, book chapters, or journal/magazine articles. There are also collections of e-books, e-journals available from the CityU Library.)

None

2.2 Additional Readings

(Additional references for students to learn to expand their knowledge about the subject.)

None