

**City University of Hong Kong  
Course Syllabus**

**offered Department of Asian and International Studies  
with effect from Semester B 2019-20**

---

---

**Part I Course Overview**

**Course Title:** Professional Internship

**Course Code:** AIS 3800

**Course Duration:** One semester

**Credit Units:** 3

**Level:** B3

Arts and Humanities

Study of Societies, Social and Business Organisations

Science and Technology

**Proposed Area:**  
*(for GE courses only)*

**Medium of Instruction:** The on-campus medium of instruction is English while the language in workplace will depend on the requirement of the workplace.

**Medium of Assessment:** English

**Prerequisites:**  
*(Course Code and Title)* Nil

**Precursors:**  
*(Course Code and Title)* Nil

**Equivalent Courses:**  
*(Course Code and Title)* Nil

**Exclusive Courses:**  
*(Course Code and Title)* Nil

**Remarks:**

- (1) Students must have completed at least 24 credit units at the time of being offered an internship;
- (2) Prior to the commencement of internships, a satisfactory completion of workshops/ seminars as required and directed by the Department.

## Part II Course Details

### 1. Abstract

This course equips students with good attitude, skills and knowledge for future job-seeking and career development. It provides internship training workshops and work experiences in various work sectors (including government office, NGOs, political parties, private companies and media). Through working in organizations in Hong Kong and overseas that have Asian or International perspectives, students are able to apply their knowledge and problem-solving skills in real-life situations. The course will improve their communication skills, foster team-work spirits and enhance their understanding of the key components of a successful career.

### 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 <sup>#</sup>	Weighting* (if applicable)	Discovery-enriched curriculum related learning outcomes (please tick where appropriate)		
			A1	A2	A3
1.	Enhance students' job-seeking skills and capability				
2.	Enhance students' work ethics and sense of responsibilities				
3.	Apply their knowledge and skills in work settings		√	√	
4.	Communicate effectively in both oral and written forms				
5.	Acquire work experiences relevant to their future applications for employment		√	√	√
6.	Reflect on one's own strengths and weaknesses in a work environment				
		100%			

\* If weighting is assigned to CILOs, they should add up to 100%.

# Please specify the alignment of CILOs to the Gateway Education Programme Intended Learning outcomes (PILOs) in Section A of Annex.

**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	5	6	
1	Students will attend pre-internship training workshops to familiarize with preparation work for job-searching, interview skills, work ethics, and other matters related to work.	√	√					
2	Students will participate in an internship of not less than 150 hours (8-10 weeks) in an organization. The recipient organization will assign a supervisor to the intern. The supervisor will assign tasks to the intern, and provide direction and feedback to him or her. Duties of an internship vary from organization to organization, but will allow students to apply their knowledge and skills in duties including data collection and analysis, program planning and implementation, client contacts, report writing, editorial work, and other service deliveries contributing to the operations of the organization.		√	√	√	√	√	
3	<p>The intern is required to report to the departmental advisors the progress of their work in interim briefings and submit an internship portfolio upon the accomplishment of the internship:</p> <ol style="list-style-type: none"> <li>1. Analysis of what has been done, and what aspects of knowledge and skills have been put into application;</li> <li>2. Samples of written work completed during the internship;</li> <li>3. A reflection paper that shows the student's understanding of the practical issues in a workplace</li> </ol>				√		√	

**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	5	6		
Continuous Assessment: ____%								
Participation in workshops and debriefing sessions	√	√		√	√	√	25%	
Performance evaluation by the supervisor of the recipient organization	√	√	√	√	√	√	40%	
Internship portfolio	√	√	√	√	√	√	35%	
Examination: ____% (duration: _____, if applicable)								
* The weightings should add up to 100%.							100%	

## 5. Assessment Rubrics

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

Assessment Task	Criterion	Pass	Failure (F)
1. Work supervisor evaluation.	The supervisor will decide whether the student's performance is up to some minimum standards according to his/her expectations. This is a fail/pass course.	Performance up to minimum standards.	Performance not up to minimum standards.
2. Internship portfolio.	Being able to reflect critically on one's performance. Connecting workplace learning with overall knowledge acquired in the AIS programme.	Good reflection on one's performance.	Inadequate reflection on one's performance, or failure to submit the portfolio.
3. Participation in workshops.	Students are required to participate in all the workshops organized for them.	Attending the workshops.	Not attending the workshops.

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

#### **1. Keyword Syllabus**

*(An indication of the key topics of the course.)*

Inter-personal skills; time-management skills; work ethics, business ethics; reflexive self-awareness; pre-internship workshop; on-the-job experience; internship, operation of an organization or work unit; oral and written communications; debriefing sessions; employability.

#### **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.)*

##### **2.2 Additional Readings**

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