

**City University of Hong Kong  
Course Syllabus**

**offered by Department of Economics and Finance  
with effect from Semester A 2017/18**

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**Part I Course Overview**

**Course Title:** Internship

**Course Code:** EF4600

**Course Duration:** Year-long

**Credit Units:** 3

**Level:** B4

**Proposed Area:**  Arts and Humanities  
(for GE courses only)  Study of Societies, Social and Business Organisations  
 Science and Technology

**Medium of Instruction:** English

**Medium of Assessment:** English

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

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

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

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

## Part II Course Details

### 1. Abstract

This course aims to:

- enrich students' learning experience through interactions with professionals in the business world and internship tasks;
- provide valuable work experience to students so that they will acquire in-depth and practical understanding of business operations;
- help students transform into ethically-minded professionals who are good at both soft skills and technical know-how; and
- offer solid independent learning and discovery experience to students before their graduation.

### 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.	Demonstrate ability to follow instructions from the firm supervisor, follow through on these instructions, interact and communicate with the firm supervisor on how to perform the assigned tasks.	30%	√	√	√
2.	Describe how the internship work has added to the operations of the division/unit of the firm employing the student intern and how it has helped the student to discover the business nature or operations of the firm.	30%	√	√	√
3.	Demonstrate how they apply some of the management skills and knowledge they acquired from foundation (applicable to students who have completed foundation year), core and major courses, if any, to the assigned internship tasks, and describe how they use innovative methods, wherever applicable, in their assigned tasks.	40%	√	√	√
		100%			

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

<sup>#</sup> 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	
Internship/Field Work	Students need to work at least 150 hours for a firm within 2 semesters. Depending on the needs of the firms, students may start the internship anytime during the semester. Registration of the course can be done after the endorsement from the academic supervisor, and the grade will be given at the end of the second semester after registration. Students are not expected to work too many hours in semester A or B, such that their progress in other courses in the semester is adversely affected. Students are not expected to work more than 17 hours per week during Semesters A or B.	√	√	√	

### 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		
Continuous Assessment: 100%					
AT1. Continuous monitoring and assessment by the firm's supervisor	√	√	√	40%	
AT2. Internship report	√	√	√	60%	
Examination: 0% (duration: hours, if applicable)					
				100%	

\* The weightings should add up to 100%.

#### **AT 1. Continuous monitoring and assessment**

Students are expected to liaise with the supervisor from the firm and the academic supervisor grading the internship. As the student is in contact with the firm's supervisor, the assessment on continuous monitoring of student performance will be done by the firm's supervisor. The student is required to write a summary of about 20-30 words in a log report for the day of the internship. An academic staff member would continuously monitor student's on-the-job performance and log reports but continuous assessment is done by the firm's supervisor. The student is expected to liaise with the academic staff member from the Department of Economics and Finance during the internship.

The supervisor of the firm will be requested to submit an evaluation form for the student's overall performance during the internship. This will form part of the course assessment.

#### **AT 2. Internship Report**

The student will be required to submit a written report to the academic staff member supervising the project at the end of the semester. The report will have at least 4,000 words excluding references. The report will contain the tasks that a student has done during the internship, focusing on what has been learned, accomplished or completed.

**5. Assessment Rubrics**

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

Assessment Task	Criterion	Excellent (A+, A, A-)	Good (B+, B, B-)	Fair (C+, C, C-)	Marginal (D)	Failure (F)
Continuous monitoring and assessment by the firm's supervisor	Demonstrate the ability to follow instructions from the firm supervisor to perform the assigned tasks effectively and efficiently.	High	Significant	Moderate	Basic	Not even reaching marginal levels
Internship report	Demonstrate ability to add value to the firm and apply some of the management skills and knowledge they acquired from foundation (applicable to students who have completed foundation year), core and major courses, if any, to the assigned internship tasks, and describe how they use innovative methods, wherever applicable, in their assigned tasks.	High	Significant	Moderate	Basic	Not even reaching marginal levels

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

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

None

#### **Further Notes to students:**

##### **1. Approval Procedures for the Internship**

Students are required to seek the approval of an academic staff member to be his/her academic supervisor before he/she enroll in the course.

Students who have taken up employment may consult an academic staff member as to whether the job nature of his/her current employment meets the internship and academic requirements of the course.

2. 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 financial services companies is highly desirable. Professional internship for non-financial services companies is also acceptable, subject to the prior approval of the academic supervisor.
3. Students must seek approval from individual course instructors for leave of absence if they cannot attend classes due to the internship. Students are reminded to check the course requirements for attendance and in-class discussion before they enroll in a course.
4. Students may also take this course during the summer semester.
5. This internship may be taken during the student's second- or third-year of study within the existing three-year program structure and in the student's second-, third- or fourth-year of studies in the 4-year structure subject to the department's approval.

#### **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.)*

Nil

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

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