

**City University of Hong Kong  
Course Syllabus**

**Offered by College of Business  
with effect from Summer Term 2021**

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**Part I Course Overview**

**Course Title:** Business Practice Internship

**Course Code:** CB3800

**Course Duration:** Summer Semester

**Credit Units:** 3

**Level:** B3

Arts and Humanities

**Proposed Area:**  Study of Societies, Social and Business Organisations

*(for GE courses only)*

Science and Technology

**Medium of Instruction:** English and/or other languages dependent upon the prevailing language used in the placement/internship

**Medium of Assessment:** English

**Prerequisites:** Completion of BBA Year 2 (for 3-year BBA Programme)  
Completion of BBA Year 2 or 3 (for 4-year BBA Programme)  
Completion of BScCFIN Year 3 curriculum  
Completion of BScCFFT Year 2 curriculum

*(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

(A 150-word description about the course)

The Internship aims to provide students with real life working experience in local and overseas contexts between 6 to 12 weeks. With placements in international businesses, banking, financial services, insurance, accountancy firms, etc., students are expected to gain in-depth and practical understanding of business operations and the professional contexts in which they are expected to apply the theory and skills they have learned in the formal curriculum.

### 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.	Communicate an in-depth and practical understanding of how a business actually operates	20%	√		
2.	Demonstrate the ability to integrate and apply knowledge and skills developed in various core and foundation courses to real-world situation of a specific business organization	25%		√	
3.	Demonstrate the ability and self-initiative to successfully complete internship assignments	20%		√	
4.	Reflect on personal and professional development needs and set strategic goals for advancing along an intended career path	10%		√	√
5.	Demonstrate integrity and professionalism in the fulfilment of all internship requirements	25%	√		√
		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	4	5	
Internship		√	√	√	√	√	

**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			
Continuous Assessment: 100%								
AT1: Training Workshops [a. Performance and Attendance of training workshop: 10%; b. Attendance of mid-term sharing and review session: 5%]					√		15%	
AT2: Company Evaluation [CILO1: 10%; CILO2: 10%; CILO3: 10%; CILO5: 10%]	√	√	√		√		40%	
AT3: Student Internship Report [CILO1: 10%; CILO2: 15%; CILO3: 10%; CILO4: 10%]	√	√	√	√			45%	
Examination: 0% (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	Excellent (A+, A, A-)	Good (B+, B, B-)	Fair (C+, C, C-)	Marginal (D)	Failure (F)
1. Training Workshops (15%)	Performance and Attendance of training workshop(s)	High	Significant	Moderate	Basic	Not even reaching marginal levels
	Attendance of mid-term sharing and review session	High	Significant	Moderate	Basic	Not even reaching marginal levels
2. Company Evaluation (40%)	Communicate an in-depth and practical understanding of how a business actually operates	High	Significant	Moderate	Basic	Not even reaching marginal levels
	Demonstrate the ability to integrate and apply knowledge and skills developed in various core and foundation courses to real-world situation of a specific business organization	High	Significant	Moderate	Basic	Not even reaching marginal levels
	Demonstrate the ability and self-initiative to successfully complete internship assignments	High	Significant	Moderate	Basic	Not even reaching marginal levels
	Demonstrate integrity and professionalism in the fulfilment of all internship requirements	High	Significant	Moderate	Basic	Not even reaching marginal levels
3. Student Internship Report (45%)	Communicate an in-depth and practical understanding of how a business actually operates	High	Significant	Moderate	Basic	Not even reaching marginal levels
	Demonstrate the ability to integrate and apply knowledge and skills developed in various core and foundation courses to real-world situation of a specific business organization	High	Significant	Moderate	Basic	Not even reaching marginal levels
	Demonstrate the ability and self-initiative to successfully complete internship assignments	High	Significant	Moderate	Basic	Not even reaching marginal levels
	Reflect on personal and professional development needs and set strategic goals for advancing along an intended career path	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**

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

Integration and application of knowledge in business environments, effective communication, solving problems in real-life situations, reflection, career planning

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

1. All eligible students will be invited to apply online for the course around February and the applied students can indicate their preferences of job choices during the application period.
2. Since CB3800 is a credit-bearing course and the assessment needs to be in line with CityU's quality assurance mechanism, only internship as arranged by the College could be incorporated into the scheme. Students are not expected to secure internships by themselves.

#### **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.)*

Nil