

AC4383: AC PROFESSIONAL INTERNSHIP AND PROFESSIONAL ATTACHMENT

Effective Term

Semester A 2022/23

Part I Course Overview

Course Title

AC Professional Internship and Professional Attachment

Subject Code

AC - Accountancy

Course Number

4383

Academic Unit

Accountancy (AC)

College/School

College of Business (CB)

Course Duration

Non-standard Duration

Other Course Duration

One semester (minimum 240 hours or 6 weeks)

Credit Units

3

Level

B1, B2, B3, B4 - Bachelor's Degree

Medium of Instruction

English

Medium of Assessment

English

Prerequisites

Nil

Precursors

Nil

Equivalent Courses

Nil

Exclusive Courses

Nil

Additional Information

Special Requirements :

1. Completion of the 1st year of study in the 4-year undergraduate curriculum.
2. The internship and professional attachment must be related to accounting profession and/or related services. The Course Leader and Major Leader decide and endorse whether students' internship is accounting related and study/curriculum related respectively.

Part II Course Details**Abstract**

Course Aims :

- a. Provide real life working experience in local and/or international contexts;
- b. 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 learnt in the formal curriculum;
- c. Sharpen students' skills in effective communication, individual and team work, time management, data analysis and reporting; and
- d. Develop students' ability to explore different ways and knowledge to solve real-life problem(s) during the internship period.

Course Intended Learning Outcomes (CILOs)

	CILOs	Weighting (if app.)	DEC-A1	DEC-A2	DEC-A3
1	Understand the practical applications of rules and regulations of accounting profession.		x	x	
2	Communicate, work and manage themselves effectively in a real-world professional work setting.		x	x	x
3	Identify one of the difficult problems encountered during the internship period and explore the effective way to solve the problem.		x	x	x
4	Reflect on personal strengths and weaknesses and set career goals and plans.		x	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	Pre-internship training workshop	A pre-internship training workshop will be provided to prepare students how to equip themselves for the internship.	1, 2, 3, 4	
2	Internship#	Students will spend reasonable amount of time in local and/or overseas organizations to observe, analyze, solve and document the problems and possible solutions for the accounting-related issues they face during the internship.	1, 2, 3, 4	
3	Interim Reflection Report#	It is a means of self-reflection and sharing of experience such as challenges, difficulties... etc encountered in mid-internship period.	1, 2, 3, 4	
4	Final Reflection Report#	Students will be required to identify the most difficult problem faced during the internship period and explore various alternatives to solve the problem. Students will evaluate the effectiveness and efficiency of the possible alternatives in coping with the most difficult problem.	1, 2, 3, 4	

Additional Information for TLAs

DEC TLA element

Pre-internship training workshop : CILOs No. 1, 3, 4 (Indirectly supporting ILO); CILO No. 2 (Directly supporting ILO)

Internship : CILOs No. 1, 2, 3 (Directly supporting ILO); CILO No. 4 (Indirectly supporting ILO)

Interim Reflection Report : CILOs No. 1, 2 (Indirectly supporting ILO); CILOs No. 3, 4 (Directly supporting ILO)

Final Reflection Report : CILOs No. 1, 2 (Indirectly supporting ILO); CILOs No. 3, 4 (Directly supporting ILO)

Assessment Tasks / Activities (ATs)

	ATs	CILO No.	Weighting (%)	Remarks (e.g. Parameter for GenAI use)
1	a. Pre-internship training workshop b. Interim reflection report# c. Company evaluation by the participating organization# d. Final reflection report#	1, 2, 3, 4	100	

Continuous Assessment (%)

100

Examination (%)

0

Additional Information for ATs

DEC AT element

Continuous Assessment : 100%

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

Assessment Rubrics (AR)**Assessment Task**

Pre-internship training workshop and Company evaluation by the participating organization

Criterion

1. ABILITY to COMMUNICATE, WORK and MANAGE themselves in a real-world professional work setting.
2. CAPACITY to UNDERSTAND the practical applications of rules and regulation of accounting profession

Pass (P)

Basic or above basic level

Failure (F)

Not even reaching basic level

Assessment Task

Interim and Final reflection reports

Criterion

1. ABILITY to IDENTIFY the problem and EXPLORE an effective way to solve it.
2. ABILITY to SOLIDIFY the internship experience and DEVELOP a set of career goals and plans.

Pass (P)

Basic or above basic level

Failure (F)

Not even reaching basic level

Part III Other Information

Keyword Syllabus

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

Reading List

Compulsory Readings

Title	
1	Nil

Additional Readings

Title	
1	Nil