

EF4600: INTERNSHIP

Effective Term

Semester A 2022/23

Part I Course Overview

Course Title

Internship

Subject Code

EF - Economics and Finance

Course Number

4600

Academic Unit

Economics and Finance (EF)

College/School

College of Business (CB)

Course Duration

Two Semesters

Credit Units

0-3

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

Part II Course Details

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.

Course Intended Learning Outcomes (CILOs)

CILOs	Weighting (if app.)	DEC-A1	DEC-A2	DEC-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	x	x	x
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	x	x	x
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	x	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	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.	1, 2, 3

Assessment Tasks / Activities (ATs)

ATs	CILO No.	Weighting (%)	Remarks (e.g. Parameter for GenAI use)
1	AT1. Continuous monitoring and assessment by the firm' s supervisor	1, 2, 3	40
2	AT2. Internship report	1, 2, 3	60

Continuous Assessment (%)

100

Examination (%)

0

Assessment Rubrics (AR)**Assessment Task**

Continuous monitoring and assessment by the firm' s supervisor

Criterion

Demonstrate the ability to follow instructions from the firm supervisor to perform the assigned tasks effectively and efficiently.

Excellent (A+, A, A-)

High

Good (B+, B, B-)

Significant

Fair (C+, C, C-)

Moderate

Marginal (D)

Basic

Failure (F)

Not even reaching marginal levels

Assessment Task

Internship report

Criterion

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.

Excellent (A+, A, A-)

High

Good (B+, B, B-)

Significant

Fair (C+, C, C-)

Moderate

Marginal (D)

Basic

Failure (F)

Not even reaching marginal levels

Part III Other Information

Keyword Syllabus

Nil

Reading List

Compulsory Readings

Title	
1	Nil

Additional Readings

Title	
1	Nil