IS4238: INTERNSHIP I

Effective Term
Summer Term 2023

Part I Course Overview

Course Title
Internship I

Subject Code
IS - Information Systems
Course Number
4238

Academic Unit
Information Systems (IS)

College/School
College of Business (CB)

Course Duration
One Semester

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
*Students are allowed to take CB3800, IS4238, IS4239 but in different semesters and the nature of the internship should be different.

Students should be aware that financial support for internship programme is available at maximum once per academic year in line with the university guidelines.

Part II Course Details

Abstract

Provide work experience in local and/or overseas businesses or organizations for at least 6 weeks; Develop a basic and practical understanding of business operations and the professional environment by applying the theories and practical skills of information systems learnt in the curriculum; Develop students' skills in effective communication, individual and team work, time management, data analysis and reporting, and creative problem solving.

Course Intended Learning Outcomes (CILOs)

	CILOs	Weighting (if app.)	DEC-A1	DEC-A2	DEC-A3
1	Communicate a basic and practical understanding of how a business operates, and how information systems and current technology support various business functions.	20	x	x	
2	Demonstrate the ability to apply the knowledge and skills developed in previous courses to the practical business situations of the internship.	40	x	x	
3	Reflect on personal professional strengths and weaknesses and set strategic goals for advancing along an intended career path.	10	x	x	
4	Demonstrate good communication, interpersonal skills and the attitude and ability in eliciting user requirements, discovering existing practices and offering innovative preliminary business solutions.	30	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	TLA1.Internship / Field Study	Students will spend reasonable amount of time at real-world organisations to observe, analyse, solve and document the problem and possible solutions.	1, 2, 3, 4	

| 2 | TLA2.Self-Reflection | This is done through the preparation of the final report. Stimulating questions are provided to guide students to reflect upon their learnings, strengths and weaknesses, and to contemplate the need for changing their career plan as a result of the internship experience. | 1, 2, 3, 4 | |
| 3 | TLA3.Student Advising | Students will discuss their initial findings, the preliminary business solutions and works with project supervisors. | 1, 2, 3, 4 | |

Assessment Tasks / Activities (ATs)

	ATs	CILO No.	Weighting (%)	Remarks (e.g. Parameter for GenAI use)
1	AT1.Pre-internship Training/Report:This can be in the form of a seminar organized by the University or College or Department. Those who are unable to attend should produce an article on "Pre-internship Preparation".	1, 2, 3, 4	10	
2	AT2.Internship Report:A formal documentation of the responsibilities and achievements, how the business operates, what the IT environment is like, the existing practices and innovative ways on how they can be improved, challenges and problems faced during the internship period and so on.	1, 2, 3, 4	45	
3	AT3.Company Evaluation:Evaluation made by the immediate supervisor of the business organization on the student's performance.	1, 2, 3, 4	45	

Continuous Assessment (%)

100

Examination (%)

0

Assessment Rubrics (AR)

Part III Other Information

Keyword Syllabus

Integration and application of knowledge in business environments; Effective communication; Tackling problems in real-life situations; Information systems used to support organizations' activities; Strengths and weaknesses identified during the internship period.

Reading List

Compulsory Readings

	Title
1	Nil

Additional Readings

	Title
1	Nil