

MGT4800: MANAGEMENT INTERNSHIP

Effective Term

Semester A 2022/23

Part I Course Overview

Course Title

Management Internship

Subject Code

MGT - Management

Course Number

4800

Academic Unit

Management (MGT)

College/School

College of Business (CB)

Course Duration

One Semester

Credit Units

3

Level

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

Medium of Instruction

Other Languages

Other Languages for Medium of Instruction

English and/or other languages depending upon the prevailing language used in the placement/internship

Medium of Assessment

English

Prerequisites

Completion of BBA Year 2 curriculum (for 3-year BBA Programme)

Completion of BBA Year 3 curriculum (for 4-year BBA Programme)

Precursors

Nil

Equivalent Courses

Nil

Exclusive Courses

Nil

Part II Course Details

Abstract

The course is designed to enhance student's learning by gaining valuable work experience in the field of Management with Hong Kong and/or overseas organisations during a semester.

This course aims to:

- Acquaint students with actual working conditions in management-related functions.
- Supplement theoretical and academic subject matter with practical experience.
- Enhance student competitiveness in the job market and better qualify them for employment upon graduation.

Course Intended Learning Outcomes (CILOs)

| CILOs | Weighting (if app.) | DEC-A1 | DEC-A2 | DEC-A3 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------|--------|--------|
| 1 Learn, develop, and improve management-related skills that can supplement academic knowledge with practical experience. | | | x | |
| 2 Communicate effectively with supervisors and colleagues in a real-world professional work setting as well as with a course examiner throughout the course. | | x | | |
| 3 Reflect and identify the areas of strengths and weaknesses in order to set own career goals. | | 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 spent in sponsor firms | 270 hours spent at work in sponsor firm, under supervision of a manager. | 1, 2 | |
| 2 Pre-internship training workshop(s) | 3-hour orientation and classroom training & briefing by trainer. | 1, 2 | |
| 3 Internship reflection report assessed by course leader. | 1000-words reflection report about the internship. | 1, 2, 3 | |

Assessment Tasks / Activities (ATs)

| ATs | | CILO No. | Weighting (%) | Remarks (e.g. Parameter for GenAI use) |
|-----|-------------------------------------|----------|---------------|----------------------------------------|
| 1 | Pre-internship Training Workshop(s) | 1, 2 | 20 | |
| 2 | Internship | 1, 2, 3 | 20 | |
| 3 | Company Evaluation | 1, 2, 3 | 20 | |
| 4 | Reflection Report | 1, 2, 3 | 40 | |

Continuous Assessment (%)

100

Examination (%)

0

Assessment Rubrics (AR)**Assessment Task**

Pre-internship Training Workshop(s) 20%

Criterion

A pre-internship training workshop(s) will be provided for students to prepare them for the internship.

Pass (P)

Successful attendance of pre-internship training workshop(s)

Failure (F)

Failure to attend pre-internship training workshop(s)

Assessment Task

Internship 20%

Criterion

Students must spend a sufficient amount of time (i.e., 4 weeks to three months) in local and/or overseas organisations to learn, develop, and improve management-related skills that can supplement academic knowledge with practical experience.

Pass (P)

Successful completion of internship (duration at least 4 weeks)

Failure (F)

Failure to complete internship

Assessment Task

Company Evaluation 20%

Criterion

Sponsoring organisations are required to fill in a performance appraisal form for each of their interns.

Pass (P)

Successful submission of a company evaluation form to a course examiner

Failure (F)

Failure to submit a company evaluation form to a course examiner

Assessment Task

Reflection Report 40%

Criterion

All students submit a reflection report that describes their aims of enrollment in the course, their major duties and responsibilities carried out. As per CILO 3, they identify the areas of strengths and weaknesses in order to set own career goals as a conclusion of the internship experience taking into consideration the extent to which they comprise their changes in DEC outcomes A1 & A3 after the internship.

Pass (P)

Satisfactory description of major responsibilities and internship work experience in the context of CILO3. Relevant discussion for learning activities/outcomes from internship experiences to gauge their own changes in DEC outcomes A1 & A3, as per CILO3. Satisfactory evidence of reflection of one's strength and weaknesses.

Failure (F)

Unsatisfactory description of major responsibilities and projects/events involved. Below standard discussion for learning activities/outcomes from internship experiences. Little reflection of one's strength and weaknesses and changes in DEC outcomes A1 & A3 as per CILO3. No comments or recommendations for the internship course.

Part III Other Information

Keyword Syllabus

Management, career goals, communication, internship placements, professional work setting, working experience

Reading List

Compulsory Readings

| Title | |
|-------|-----|
| 1 | Nil |

Additional Readings

| Title | |
|-------|-----|
| 1 | Nil |