

PIA3800: PROFESSIONAL INTERNSHIP

Effective Term

Semester B 2022/23

Part I Course Overview

Course Title

Professional Internship

Subject Code

PIA - Public and International Affairs

Course Number

3800

Academic Unit

Public and International Affairs (PIA)

College/School

College of Liberal Arts and Social Sciences (CH)

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

AIS3800 Professional Internship

Exclusive Courses

Nil

Additional Information

The on-campus medium of instruction is English while the language in workplace will depend on the requirement of the workplace.

Students must have completed at least 24 credit units at the time of being offered an internship.

Prior to the commencement of internships, a satisfactory completion of workshops/ seminars as required and directed by the Department.

Part II Course Details

Abstract

This course equips students with good attitude, skills and knowledge for future job-seeking and career development. It provides internship training workshops and work experiences in various work sectors (including government office, NGOs, political parties, private companies and media). Through working in organizations in Hong Kong and overseas that have Asian or International perspectives, students are able to apply their knowledge and problem-solving skills in real-life situations. The course will improve their communication skills, foster team-work spirits and enhance their understanding of the key components of a successful career.

Course Intended Learning Outcomes (CILOs)

CILOs		Weighting (if DEC-A1 DEC-A2 DEC-A3 app.)			
1	Enhance students' job-seeking skills and capability				
2	Enhance students' work ethics and sense of responsibilities				
3	Apply their knowledge and skills in work settings		x	x	
4	Communicate effectively in both oral and written forms				
5	Acquire work experiences relevant to their future applications for employment		x	x	x
6	Reflect on one's own strengths and weaknesses in a work environment				

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	1	Students will attend pre-internship training workshops to familiarize with preparation work for job-searching, interview skills, work ethics, and other matters related to work.	1, 2	

2	2	<p>Students will participate in an internship of not less than 150 hours (8-10 weeks) in an organization. The recipient organization will assign a supervisor to the intern. The supervisor will assign tasks to the intern, and provide direction and feedback to him or her. Duties of an internship vary from organization to organization, but will allow students to apply their knowledge and skills in duties including data collection and analysis, program planning and implementation, client contacts, report writing, editorial work, and other service deliveries contributing to the operations of the organization.</p>	2, 3, 4, 5, 6	
3	3	<p>The intern is required to report to the departmental advisors the progress of their work in interim briefings and submit an internship portfolio upon the accomplishment of the internship:</p> <ol style="list-style-type: none"> 1. Analysis of what has been done, and what aspects of knowledge and skills have been put into application; 2. Samples of written work completed during the internship; 3. A reflection paper that shows the student's understanding of the practical issues in a workplace 	4, 6	

Assessment Tasks / Activities (ATs)

ATs		CILO No.	Weighting (%)	Remarks (e.g. Parameter for GenAI use)
1	Participation in workshops and debriefing sessions	1, 2, 4, 5, 6	25	
2	Performance evaluation by the supervisor of the recipient organization	1, 2, 3, 4, 5, 6	40	
3	Internship portfolio	1, 2, 3, 4, 5, 6	35	

Continuous Assessment (%)

100

Examination (%)

0

Assessment Rubrics (AR)**Assessment Task**

1. Work supervisor evaluation.

Criterion

The supervisor will decide whether the student' s performance is up to some minimum standards according to his/her expectations. This is a fail/pass course.

Pass (P)

Performance up to minimum standards.

Failure (F)

Performance not up to minimum standards.

Assessment Task

2. Internship portfolio.

Criterion

Being able to reflect critically on one' s performance. Connecting workplace learning with overall knowledge acquired in the AIS programme.

Pass (P)

Good reflection on one' s performance.

Failure (F)

Inadequate reflection on one' s performance, or failure to submit the portfolio.

Assessment Task

3. Participation in workshops.

Criterion

Students are required to participate in all the workshops organized for them.

Pass (P)

Attending the workshops.

Failure (F)

Not attending the workshops.

Part III Other Information

Keyword Syllabus

Inter-personal skills; time-management skills; work ethics, business ethics; reflexive self-awareness; pre-internship workshop; on-the-job experience; internship, operation of an organization or work unit; oral and written communications; debriefing sessions; employability.

Reading List

Compulsory Readings

Title	
1	Nil

Additional Readings

Title	
1	Nil