

# SM1700D: PROFESSIONAL INTERNSHIP IV

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## Effective Term

Semester A 2022/23

## Part I Course Overview

### Course Title

Professional Internship IV

### Subject Code

SM - School of Creative Media

### Course Number

1700D

### Academic Unit

School of Creative Media (SM)

### College/School

School of Creative Media (SM)

### Course Duration

Non-standard Duration

### Other Course Duration

At least 2 consecutive weeks Full-time / 75 work hours Part-time in Semester A, Semester B and Summer Term

### Credit Units

0

### Level

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

### Medium of Instruction

Other Languages

### Other Languages for Medium of Instruction

English and other languages appropriate to the internship setting

### Medium of Assessment

Other Languages

### Other Languages for Medium of Assessment

English and other languages appropriate to the internship setting

### Prerequisites

The internship should be programme-related. Pre-registration is required and pre-approval must be sought by relevant party of the School before taking up internships.

### Precursors

Nil

**Equivalent Courses**

Nil

**Exclusive Courses**

Nil

**Additional Information**

Each student is only allowed to register once within each academic year. Internship hours cannot be double counted for other internship courses. Only self-solicited internships that are not arranged by the School, or not associated with an existing course (e.g. SM4711), and/or not entitled to any other university / government grants or public subsidies are eligible. Job assignments under ITC STEM Internship Scheme administered by CLC are not eligible. CIS projects (that are considered by Project PIs to be study-related in job nature) will be eligible only on a case-by-case basis.

**Part II Course Details****Abstract**

This course is designed to enhance and enrich students' educational experience by integrating the academic component of their degree programme with the practical workplace experience gained at the internship site in local and/or international contexts. The course provides an opportunity for students to apply theories, practices, and skills in the workplace setting, and to critically reflect on the efficacy of the knowledge learnt in the classroom. Students work at their host organisations for a minimum of 2 consecutive weeks (full-time) or 75 hours (part-time).

**Course Intended Learning Outcomes (CILOs)**

CILOs		Weighting (if app.)	DEC-A1	DEC-A2	DEC-A3
1	Show initiative in identifying a suitable internship site		x	x	
2	Describe and explain the nature of the host organisation and how it operates		x	x	
3	Analyse the workplace practices observed in the host organisation and evaluate their effectiveness by applying theories, practices and skills learned in previous courses		x	x	x
4	Critically reflect on the overall internship learning experience and work performance in fulfilling tasks assigned by the host, and creatively propose innovative ways to solve any problems or difficulties encountered during the internship		x	x	x
5	Develop and hone professional competencies, skills and attributes in an authentic workplace setting			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 placement	Students are engaged in real life working experience in local and/ or international contexts for a period of at least 2 week (full-time) or 75 work hours (part-time)	1, 2, 3, 4, 5

### Assessment Tasks / Activities (ATs)

ATs	CILO No.	Weighting (%)	Remarks (e.g. Parameter for GenAI use)	
1	Internship reflective report (500 words)	1, 2, 3, 4, 5	20	Pass/Fail Grading
2	Evaluation report from host organisation/ employer	2, 3, 4, 5	80	Pass/Fail Grading

### Continuous Assessment (%)

100

### Examination (%)

0

### Additional Information for ATs

Internship reflective report (500 words)

- This paper (about 500 words) requires student interns to reflect upon their major learning and personal gain at the internship placement. They may describe or evaluate a significant experience or achievement that has special meaning for them, describe how they have grown and developed over the period, or write about a teammate or work colleague who has had special influence on them and describe that influence.

Evaluation report from host organisation/employer

- Evaluation by workplace supervisor should be given to the intern throughout the period accumulating in a formal evaluation form with quantitative and qualitative comments from the supervisor.

### Assessment Rubrics (AR)

#### Assessment Task

Pre-Internship Preparation

#### Criterion

Student should prepare, complete and submit the online registration form and get approval by relevant party of the School before taking up internships

#### Pass (P)

Preparation completed

#### Failure (F)

Preparation incomplete

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**Assessment Task**

Internship reflective report for School' s approval

**Criterion**

Student should demonstrate skills of critical reflection and consolidation on own learning experience in the internship

**Pass (P)**

Basic or above basic level

**Failure (F)**

Not reaching basic level

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**Assessment Task**

Evaluation report from host organisation / employer for School' s approval

**Criterion**

Student should be recognised by host organisation of the capacity for good working attitude and teamwork (if applicable) throughout the internship

**Pass (P)**

Basic or above basic level; positive / satisfactory comments from workplace supervisor

**Failure (F)**

Not reaching basic level; negative comments / complaints from workplace supervisor

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## Part III Other Information

**Keyword Syllabus**

Internship, professional communication, real world applications, experiential learning, career planning, self-reflective learning.

**Reading List****Compulsory Readings**

Title	
1	Berger, Lauren. (Jan 3, 2012). All Work, No Pay: Finding an Internship, Building Your Resume, Making Connections, and Gaining Job Experience. Danvers, MA. USA. Ten Speed Press. Crown Publishing Group

**Additional Readings**

Title	
1	Nil