

# AC4383: AC PROFESSIONAL INTERNSHIP AND PROFESSIONAL ATTACHMENT

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## Effective Term

Semester A 2024/25

## Part I Course Overview

### Course Title

AC Professional Internship and Professional Attachment

### Subject Code

AC - Accountancy

### Course Number

4383

### Academic Unit

Accountancy (AC)

### College/School

College of Business (CB)

### Course Duration

Non-standard Duration

### Other Course Duration

One semester (minimum 240 hours or 6 weeks)

### 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

Special Requirements :

1. Completion of the 1st year of study in the 4-year undergraduate curriculum.
2. The internship and professional attachment must be related to accounting profession and/or business-related services. The Course Leader and Major Leader decide and endorse whether students' internship is business related and study/curriculum related respectively.

## Part II Course Details

### Abstract

Course Aims :

- a. Provide real life working experience in local and/or international contexts;
- b. Develop an in-depth and practical understanding of business operations and the professional environment by applying the theoretical knowledge, concepts and practical skills of accounting and business learnt in the formal curriculum;
- c. Sharpen students' skills in effective communication, individual and team work, time management, data analysis and reporting; and
- d. Develop students' ability to explore different ways and knowledge to solve real-life problem(s) during the internship period.

### Course Intended Learning Outcomes (CILOs)

| CILOs |                                                                                                                                     | Weighting (if app.) | DEC-A1 | DEC-A2 | DEC-A3 |
|-------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------|--------|--------|
| 1     | Discuss the practical applications of rules and regulations of accounting profession and/or business.                               |                     | x      | x      |        |
| 2     | Communicate, work and manage themselves effectively in a real-world professional work setting.                                      |                     | x      | x      | x      |
| 3     | Identify one of the difficult problems encountered during the internship period and explore the effective way to solve the problem. |                     | x      | x      | x      |
| 4     | Reflect on personal strengths and weaknesses and set career goals and plans.                                                        |                     | 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.

### Learning and Teaching Activities (LTAs)

| LTAs |                                  | Brief Description                                                                                                                                                                                                                                                                        | CILO No.   | Hours/week (if applicable) |
|------|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------------|
| 1    | Pre-internship training workshop | Students will engage in a pre-internship training workshop to prepare students how to equip themselves for the internship.                                                                                                                                                               | 1, 2, 3, 4 |                            |
| 2    | Internship*                      | Students will engage in local and/or overseas organizations, dedicating time to observe, analyze, solve and document the problems and possible solutions for the accounting and/or business-related issues they face during the internship.                                              | 1, 2, 3, 4 |                            |
| 3    | Interim Reflection Report*       | Students will engage in self-reflection and sharing of experience such as challenges, difficulties... etc encountered in mid-internship period.                                                                                                                                          | 1, 2, 3, 4 |                            |
| 4    | Final Reflection Report*         | Students will engage in identifying the most difficult problem faced during the internship period and explore various alternatives to solve the problem. Students will evaluate the effectiveness and efficiency of the possible alternatives in coping with the most difficult problem. | 1, 2, 3, 4 |                            |

#### Additional Information for LTAs

\*DEC element

Pre-internship training workshop : CILOs No. 1, 3, 4 (Indirectly supporting ILO); CILO No. 2 (Directly supporting ILO)

Internship : CILOs No. 1, 2, 3 (Directly supporting ILO); CILO No. 4 (Indirectly supporting ILO)

Interim Reflection Report : CILOs No. 1, 2 (Indirectly supporting ILO); CILOs No. 3, 4 (Directly supporting ILO)

Final Reflection Report : CILOs No. 1, 2 (Indirectly supporting ILO); CILOs No. 3, 4 (Directly supporting ILO)

#### Assessment Tasks / Activities (ATs)

| ATs |                                                                                        | CILO No.   | Weighting (%) | Remarks (e.g. Parameter for GenAI use) |
|-----|----------------------------------------------------------------------------------------|------------|---------------|----------------------------------------|
| 1   | a. Company evaluation by the participating organization<br>b. Final reflection report* | 1, 2, 3, 4 | 100           |                                        |

**Continuous Assessment (%)**

100

**Examination (%)**

0

**Additional Information for ATs**

\*DEC element

Continuous Assessment : 100%

Students are required to pass all components in order to pass the course.

**Assessment Rubrics (AR)****Assessment Task**

Company evaluation by the participating organization

**Criterion**

1. ABILITY to COMMUNICATE, WORK and MANAGE themselves in a real-world professional work setting.
2. CAPACITY to UNDERSTAND the practical applications of rules and regulation of accounting profession and/or business.

**Pass (P)**

Basic or above basic level

**Failure (F)**

Not even reaching basic level

**Assessment Task**

Final reflection report

**Criterion**

1. ABILITY to IDENTIFY the problem and EXPLORE an effective way to solve it.
2. ABILITY to SOLIDIFY the internship experience and DEVELOP a set of career goals and plans.

**Pass (P)**

Basic or above basic level

**Failure (F)**

Not even reaching basic level

**Part III Other Information**

Keyword Syllabus

Integration and application of knowledge in business environments, effective communication, solving problems in real-life situations, reflection, career planning.

### Reading List

#### Compulsory Readings

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

#### Additional Readings

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