

EN3593: INTERNSHIP

Effective Term

Semester A 2024/25

Part I Course Overview

Course Title

Internship

Subject Code

EN - English

Course Number

3593

Academic Unit

English (EN)

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

Nil

Exclusive Courses

Nil

Part II Course Details

Abstract

The internship 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. 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 full-time or part-time at their host organizations for a minimum of 200 hours. The internship will involve students working in Hong Kong-based or overseas workplaces which provide opportunities to use English for internal and external communication. While the department offers a range of vetted host organisations, self-found hosts may be approved as internship sites at the discretion of the course leader. Students will have to attend three selected workshops provided by the Career Leadership Centre before joining the recruitment process.

Course Intended Learning Outcomes (CILOs)

CILOs		Weighting (if DEC-A1 app.)	DEC-A1	DEC-A2	DEC-A3
1	Identify a suitable internship site		x	x	
2	Successfully complete a recruitment process.				
3	Describe and explain the nature of the host organization and how it operates.		x	x	
4	Analyse the workplace practices observed in the host organization and evaluate their effectiveness by relevant applying theories, practices and skills.		x	x	x
5	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
6	Account for the role of English as an international language in the host organization.		x	x	
7	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.

Learning and Teaching Activities (LTAs)

LTAs		Brief Description	CILO No.	Hours/week (if applicable)
1	Pre-internship workshops & planning	Students will attend pre-internship workshops and engage in structured planning for the internship experience.	1, 2, 5	

2	Internship placement	Student interns will be placed with host organizations for 200-400 hours, and perform various tasks assigned and supervised by line manager(s).	2, 3, 4, 5, 6	
---	----------------------	---	---------------	--

Assessment Tasks / Activities (ATs)

ATs		CILO No.	Weighting (%)	Remarks (e.g. Parameter for GenAI use)
1	Host organization' s evaluation report (subject to instructor's review)	2, 3, 4, 5, 6	40	End-of-semester
2	Internship progress report / presentation	1, 2, 3, 5, 6	20	Mid-semester
3	Internship reflective journal	1, 2, 3, 4, 5, 6	40	End-of-semester

Continuous Assessment (%)

100

Examination (%)

0

Assessment Rubrics (AR)**Assessment Task**

Host organization' s evaluation report

Criterion

Work performance and development of professional competencies, skills and attributes

Excellent (A+, A, A-)

Excellent work quality. All responsibilities are fulfilled and tasks assigned are performed to an excellent standard, often exceeding expectations. Key workplace attributes such as but not limited to initiative, responsibility, interpersonal skills, communication skills, and professionalism and presentation are developed and honed to a very high level.

Good (B+, B, B-)

High quality of work. Most responsibilities are fulfilled and tasks assigned are performed to a high standard. Key workplace attributes such as but not limited to initiative, responsibility, interpersonal skills, communication skills, and professionalism and presentation are developed and honed to a high level.

Fair (C+, C, C-)

Quality of work is satisfactory. Most responsibilities are fulfilled and tasks assigned are generally completed to satisfaction. Shows effort in developing and honing attributes such as initiative, responsibility, interpersonal skills, communication skills, and professionalism and presentation.

Marginal (D)

Quality of work is inconsistent and inadequate. Some responsibilities not fulfilled and close supervision needed for tasks assigned to be completed to satisfaction. Significant inadequacies in the development of attributes such as initiative, responsibility, interpersonal skills, communication skills, and professionalism and presentation.

Failure (F)

Internship is not completed to satisfaction. Serious shortcomings in work quality. Tasks assigned not completed or is far below expectations. Little evidence of development of attributes such as initiative, responsibility, interpersonal skills, communication skills, and professionalism and presentation.

Assessment Task

Progress report

Criterion

Content and organization

Excellent (A+, A, A-)

Content is very well selected and developed.

Gives a thorough description of the host organization; adopts an appropriately evaluative stance on the organization's practices; is carefully and thoughtfully reflective about work done; gives an informed and thoughtful account of the role of English and communication in the workplace.

Good (B+, B, B-)

The content is well selected and developed.

Gives a satisfactory description of the host organization; evaluates the organization's practices; reflects on the work done; gives a good account of the role of English and communication in the workplace.

Fair (C+, C, C-)

The content selected for analysis is somewhat sufficient.

Gives a generally satisfactory description of the host organization; to some extent evaluates the organization's practices; offers some reflection on the work done; gives some account of the role of English and communication in the workplace.

Marginal (D)

The content selected for analysis is sketchy and inadequate.

Significant limitations appear in one or more of these areas: description of the host organization; evaluation of the organization's practices; reflection on the work done; account for the role of English and communication in the workplace.

Failure (F)

The content selected for analysis is inadequate.

Unsatisfactory with regard to more than one of these areas: description of the host organization; evaluation of the organization's practices; reflection on the experience; account for the role of English and communication in the workplace.

Assessment Task

Progress report

Criterion

Language

Excellent (A+, A, A-)

Lexicogrammar is extremely accurate, idiomatic, varied and appropriate to the register.

Good (B+, B, B-)

Lexicogrammar is usually accurate, idiomatic, varied and appropriate to the register. Minor issues do not negatively affect comprehension.

Fair (C+, C, C-)

Lexicogrammar is frequently accurate, idiomatic, varied and appropriate to the register. Relatively few issues have only a limited, negative effect on comprehension.

Marginal (D)

Lexicogrammar is inaccurate and/or unidiomatic and/or lacks appropriate variation or control of register, significantly disrupting comprehension

Failure (F)

Serious problems exist with the lexicogrammar. It is inaccurate and/or unidiomatic and/or lacks appropriate variation or control of register, frequently and seriously disrupting comprehension.

Assessment Task

Reflective journal

Criterion

Content and organization

Excellent (A+, A, A-)

Content is very well selected and developed.

Gives a thorough description of the host organization; adopts an appropriately evaluative stance on the organization's practices; is carefully and thoughtfully reflective about the experience, including challenges and achievements; gives an informed and thoughtful account of the role of English and communication in the workplace.

Good (B+, B, B-)

The content is well selected and developed.

Gives a satisfactory description of the host organization; evaluates the organization's practices; reflects on the experience, including challenges and achievements;
gives a good account of the role of English and communication in the workplace.

Fair (C+, C, C-)

The content selected for analysis is somewhat sufficient.

Gives a generally satisfactory description of the host organization; to some extent evaluates the organization's practices; offers some reflection on the experience, including challenges and achievements;
gives some account of the role of English and communication in the workplace.

Marginal (D)

The content selected for analysis is sketchy and inadequate.

Significant limitations appear in one or more of these areas: description of the host organization; evaluation of the organization's practices;
reflection on the experience, including challenges and achievements; account for the role of English and communication in the workplace.

Failure (F)

The content selected for analysis is inadequate.

Unsatisfactory with regard to more than one of these areas: description of the host organization;
evaluation of the organization's practices;
reflection on the experience, including challenges and achievements;
account for the role of English and communication in the workplace.

Assessment Task

Reflective journal

Criterion

Language

Excellent (A+, A, A-)

Lexicogrammar is extremely accurate, idiomatic, varied and appropriate to the register.

Good (B+, B, B-)

Lexicogrammar is usually accurate, idiomatic, varied and appropriate to the register. Minor issues do not negatively affect comprehension.

Fair (C+, C, C-)

Lexicogrammar is frequently accurate, idiomatic, varied and appropriate to the register. Relatively few issues have only a limited, negative effect on comprehension.

Marginal (D)

Lexicogrammar is inaccurate and/or unidiomatic and/or lacks appropriate variation or control of register, significantly disrupting comprehension.

Failure (F)

Serious problems exist with the lexicogrammar. It is inaccurate and/or unidiomatic and/or lacks appropriate variation or control of register, frequently and seriously disrupting comprehension.

Part III Other Information

Keyword Syllabus

Professional Communication; Experiential Learning; Communication Internships, Professional Experience; Creative Writing; Self-reflexive learning; English for Specific Purpose; Specialised Discourse; Workplace Communication

Reading List**Compulsory Readings**

Title	
1	Guffey, M. E. & Loewy, D. (2016). Essentials of Business Communication. Boston: Cengage Learning.

Additional Readings

Title	
1	Breeze, R. (2015). Corporate discourse. Bloomsbury Publishing Plc.
2	Holmes, J. & Stubbe, M. (2015). Power and politeness in the workplace: A sociolinguistic analysis of talk at work. London: Routledge.
3	Hua, Z. (2018). #Exploring intercultural communication: Language in action. Routledge.
4	Richards, J. C. (2014). Key issues in language teaching. Cambridge: CUP.