

LT3199: PROFESSIONAL INTERNSHIP I

Effective Term

Semester A 2024/25

Part I Course Overview

Course Title

Professional Internship I

Subject Code

LT - Linguistics and Translation

Course Number

3199

Academic Unit

Linguistics and Translation (LT)

College/School

College of Liberal Arts and Social Sciences (CH)

Course Duration

Non-standard Duration

Other Course Duration

5-6 weeks

Credit Units

3

Level

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

Medium of Instruction

Other Languages

Other Languages for Medium of Instruction

English on campus; English and/or Chinese as required by individual internship partners

Medium of Assessment

English

Prerequisites

Nil

Precursors

Nil

Equivalent Courses

CTL3199 Professional Internship I

Exclusive Courses

CLA3100 Summer Professional Internship I, CTL3299 Professional Internship II, LT3299 Professional Internship II, CTL4531 Internship

Part II Course Details

Abstract

The internship is designed to enable students to discover for themselves real life working experience in local and/or international contexts for a period of time. Students are expected to gain in-depth and practical understanding of private or public sector operations and the professional contexts in which they are expected to apply creatively the theory and skills they have learned in the formal curriculum.

Course Intended Learning Outcomes (CILOs)

CILOs		Weighting (if app.)	DEC-A1	DEC-A2	DEC-A3
1	Discover forms of organization and work environment as they have emerged under different contexts and appreciate the processes through which they have come into being, with reference to social, cultural and technological change.		x	x	x
2	Discover core values, principles and processes of the management and operation of an assigned work organization.		x	x	x
3	Gain substantive and detailed knowledge and understanding in one or more designated areas of the work experience. Emphasis will be put on areas requiring strong language abilities.		x	x	x
4	Show insight into the range of attitudes and values arising from the complexity and diversity of work relations, and an ability to consider and respond to these creatively.		x	x	x
5	Consider and evaluate their own work experience in a reflective manner, with reference to academic and/or professional issues, debates and conventions.		x	x	x
6	Work in flexible, creative and independent ways, showing self-discipline, self-direction and self-reflection.		x	x	x
7	Gather, organize and deploy ideas and information in order to formulate arguments cogently, and express them effectively in written, oral or in other forms.		x	x	x
8	Communicate effectively in inter-personal settings, in writing and in a variety of media.		x	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	Readings	Students will read the assigned readings on business ethics, business etiquette and interpersonal communication skills	1, 2	
2	Briefing/training sessions	Students will discover and acquire the business ethics, business etiquette and interpersonal communication skills needed for succeeding in a workplace.	1, 2	
3	Meetings before and during internship	Students will get the related information and raise their concerns or problems about the internship at different stages.	1, 2, 3, 4, 5, 7, 8	
4	Five to six weeks full-time internship	Students will discover real life working experience in local and/or international contexts for a period of at least five weeks. Students can gain in-depth and practical understanding of private or public sector operations and the professional contexts to apply creatively the theory and skills they have learned in the formal curriculum.	1, 2, 3, 4, 5, 6, 7, 8	
5	Literature search & review	Students will discover and analyze the information, using critical reasoning, from a range of sources, including company reports, operation instructions, books, articles, television, Internet, documentaries, and the mass media.	1, 2, 3, 5, 7	

Assessment Tasks / Activities (ATs)

ATs	CILO No.	Weighting (%)	Remarks (e.g. Parameter for GenAI use)
1	Reflection short paper (1000 words) Student interns reflect upon their discovery of major learning and personal gain at the early stage of the internship. 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 colleague who has had special influence on them and describe that influence.	1, 2, 3, 4, 5, 7, 8	10
2	Evaluation from internship on-site supervisor Each intern is assigned an individual on-site supervisor who will coordinate the work, look-after the welfare, and monitor the performance of the student intern. Evaluation by the supervisor will be given to the intern throughout the period accumulating in a formal report at the end. These feedbacks are essential for the intern's self-improvement and the final course assessment.	3, 4, 5, 6	30

3	Written report (3000 words) Student interns write a report to discuss and sum up their work experience in a concise and precise manner. They may describe the work experience of a typical day, compare and contrast the work styles of people they have met, discuss the cutting edge knowledge and ideas that hit them, or analyze how their knowledge acquired in class help them solve problems encountered at work. The report allows student interns to demonstrate their achievement of the addressed CILOs after completion of the internship.	1, 2, 3, 4, 5, 7, 8	60	
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Continuous Assessment (%)

100

Examination (%)

0

Assessment Rubrics (AR)**Assessment Task**

1. Reflection short paper

Criterion

Content of the paper and English writing skills

Pass (P)

Satisfactory

Failure (F)

Less than satisfactory

Assessment Task

2. Evaluation by on-site supervisor

Criterion

Evaluation marks and feedbacks

Pass (P)

Satisfactory

Failure (F)

Less than satisfactory

Assessment Task

3. Written report

Criterion

Content of the report and English writing skills

Pass (P)

Satisfactory

Failure (F)

Less than satisfactory

Part III Other Information**Keyword Syllabus**

Workplace organizations, the nature of jobs, work environment, organizational culture, values of organization, organization management, organization policy, division of labour, differing roles in organizations, work experience, workplace relationships, work planning, leadership, coordination, communication, language in the workplace, information collection, work discipline, team work, self-motivation, learning at work.

Reading List**Compulsory Readings**

Title	
1	Nil

Additional Readings

Title	
1	Nil