

**City University of Hong Kong  
Course Syllabus**

**offered by Department of English  
with effect from Semester A 2022/2023**

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**Part I Course Overview**

**Course Title:** Internship

**Course Code:** EN3593

**Course Duration:** One semester

**Credit Units:** 3 credits

**Level:** B3

**Proposed Area:**  Arts and Humanities  
(for GE courses only)  Study of Societies, Social and Business Organisations  
 Science and Technology

**Medium of Instruction:** English

**Medium of Assessment:** English

**Prerequisites:** None  
(Course Code and Title)

**Precursors:** None  
(Course Code and Title)

**Equivalent Courses:** None  
(Course Code and Title)

**Exclusive Courses:** None  
(Course Code and Title)

## Part II Course Details

### 1. Abstract

*(A 150-word description about the course)*

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.

### 2. Course Intended Learning Outcomes (CILOs)

*(CILOs state what the student is expected to be able to do at the end of the course according to a given standard of performance.)*

No.	CILOs	Weighting* (if applicable)	Discovery-enriched curriculum related learning outcomes (please tick where appropriate)		
			A1	A2	A3
1.	Identify a suitable internship site		✓	✓	
2.	Successfully complete a recruitment process.				
3.	Describe and explain the nature of the host organization and how it operates.		✓	✓	
4.	Analyse the workplace practices observed in the host organization and evaluate their effectiveness by applying relevant theories, practices and skills.		✓	✓	✓
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.		✓	✓	✓
5.	Account for the role of English as an international language in the host organization.		✓	✓	
6.	Develop and hone professional competencies, skills and attributes in an authentic workplace setting.			✓	✓
		100%			

\* If weighting is assigned to CILOs, they should add up to 100%.

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 self-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.*

### 3. Teaching and Learning Activities (TLAs)

*(TLAs designed to facilitate students' achievement of the CILOs.)*

TLA	Brief Description	CILO No.						Hours/week (if applicable)
		1	2	3	4	5	6	
Pre-internship workshops & planning	Students attend pre-internship workshops and engage in structured planning for the internship experience.	✓	✓			✓		
Internship placement	Student interns are placed with host organizations for 200-400 hours, and perform various tasks assigned and supervised by line manager(s).		✓	✓	✓	✓	✓	

#### 4. Assessment Tasks/Activities (ATs)

(ATs are designed to assess how well the students achieve the CILOs.)

Assessment Tasks/Activities	CILO No.						Weighting*	Remarks
	1	2	3	4	5	6		
Continuous Assessment: 100%								
Host organization's evaluation report (subject to instructor's review)		✓	✓	✓	✓	✓	40%	End-of-semester
Internship progress report / presentation	✓	✓	✓		✓	✓	20%	Mid-semester
Internship reflective journal	✓	✓	✓	✓	✓	✓	40%	End-of-semester
							100%	

\* The weightings should add up to 100%.

## 5. Assessment Rubrics

(Grading of student achievements is based on student performance in assessment tasks/activities with the following rubrics.)

Assessment Task	Criterion	Excellent (A+, A, A-)	Good (B+, B, B-)	Fair (C+, C, C-)	Marginal (D)	Failure (F)
Host organization's evaluation report (subject to instructor's review)	Work performance and development of professional competencies, skills and attributes	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.	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.	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.	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.	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.

Progress report	Content and organization	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.	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.	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.	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.	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.
	Language	Lexicogrammar is extremely accurate, idiomatic, varied and appropriate to the register.	Lexicogrammar is usually accurate, idiomatic, varied and appropriate to the register. Minor issues do not negatively affect comprehension.	Lexicogrammar is frequently accurate, idiomatic, varied and appropriate to the register. Relatively few issues have only a limited, negative effect on comprehension.	Lexicogrammar is inaccurate and/or unidiomatic and/or lacks appropriate variation or control of register, significantly disrupting comprehension.	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.

Reflective journal	Content and organization	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.	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.	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.	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.	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.
	Language	Lexicogrammar is extremely accurate, idiomatic, varied and appropriate to the register.	Lexicogrammar is usually accurate, idiomatic, varied and appropriate to the register. Minor issues do not negatively affect comprehension.	Lexicogrammar is frequently accurate, idiomatic, varied and appropriate to the register. Relatively few issues have only a limited, negative effect on comprehension.	Lexicogrammar is inaccurate and/or unidiomatic and/or lacks appropriate variation or control of register, significantly disrupting comprehension.	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** (more details can be provided separately in the teaching plan)

**1. Keyword Syllabus**

*(An indication of the key topics of the course.)*

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

**2. Reading List**

**2.1 Compulsory Readings (Tentative List)**

*(Compulsory readings can include books, book chapters, or journal/magazine articles. There are also collections of e-books, e-journals available from the CityU Library.)*

1.	Guffey, M. E. & Loewy, D. (2016). <i>Essentials of Business Communication</i> . Boston: Cengage Learning.
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**2.2 Additional Readings**

*(Additional references for students to learn to expand their knowledge about the subject.)*

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

**3. Special Notes**

<b>Conditions of passing the course</b>
Students automatically fail the course for the following reasons: 1. Absenteeism (i.e. repeatedly missing work without reason) and/or perpetual lateness 2. Not fulfilling professional obligations, including a refusal to follow the required rules and regulations of the Host Organization, resulting in the termination of the student intern's services Not maintaining full CONFIDENTIALITY of ALL information held by the Host Organization, especially confidential, sensitive and proprietary information of Host Organization's and that of its clients/suppliers and other relevant parties