

PIA5800: PIA POSTGRADUATE INTERNSHIP

Effective Term

Semester B 2024/25

Part I Course Overview

Course Title

PIA Postgraduate Internship

Subject Code

PIA - Public and International Affairs

Course Number

5800

Academic Unit

Public and International Affairs (PIA)

College/School

College of Liberal Arts and Social Sciences (CH)

Course Duration

One Semester

Credit Units

3

Level

P5, P6 - Postgraduate Degree

Medium of Instruction

Other Languages

Other Languages for Medium of Instruction

The on-campus medium of instruction of the course is English and the off-campus language of instruction will depend on the predominant language used in the off-campus host organisation (which could be a combination of English and Cantonese, or predominantly one or the other)

Medium of Assessment

English

Prerequisites

Nil

Precursors

Nil

Equivalent Courses

AIS5800 AIS Postgraduate Internship
PIA5000 PIA Postgraduate Internship
POL5000 POL Postgraduate Internship

Exclusive Courses

Nil

Part II Course Details

Abstract

This course helps to prepare and bolster the prospects of students in their future employment search amidst a highly competitive job market that demands not only knowledge-intensive skills acquired at university, but prior work experience. Hence, in this course, students will be able to apply their knowledge, oral presentation, research, writing, and critical thinking skills in a workplace setting. Students will also develop further skills not always emphasized in university education, such as initiative, teamwork, workplace social and networking skills, being able to interface with strangers from very divergent life experiences and being exposed to very different norms and values, and general familiarity with a professional environment. The internship hosts will be drawn from a wide variety of governmental, intergovernmental, nongovernmental, media, business, and other organizations in both Hong Kong and abroad - as befits the international, normative, and thematic diversity of our Department of Public and International Affairs.

Course Intended Learning Outcomes (CILOs)

CILOs		Weighting (if app.)	DEC-A1	DEC-A2	DEC-A3
1	To excel in a professional work environment, from employing skills gained through education to practicing initiative and interpersonal skills, incl. communication.	30	x	x	x
2	To deepen knowledge in issue-specific areas according to the nature of the internship	30	x	x	
3	To experience self-evaluation of one's own work performance and areas for self-improvement.	20			x
4	To be able to work as a team, under management, and independently.	20	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	Pre-Internship Training	Attend a workshop before the internship begins, on cultivating workplace & interpersonal skills	1, 4	

2	Internship	Interns work roughly 150 hours in a semester, according to the host organization' s needs.	1, 2, 4	
3	Faculty Supervision	During the internship, students can contact their PIA faculty supervisor for any questions or concerns.	3	
4	Internship Evaluation Report	Intern completes an Internship Report with set questions evaluating performance, experience, and feedback.	2, 3, 4	
5	Post-Internship Interview	After the internship, the intern meets with her/his designated PIA Faculty supervisor to discuss the Report and anything else related to the Internship.	1, 3	

Assessment Tasks / Activities (ATs)

ATs		CILO No.	Weighting (%)	Remarks (e.g. Parameter for GenAI use)
1	Host Supervisor Evaluation Report	1, 4	45	Each intern is assigned a host supervisor; the report will be concluded after the Internship
2	Intern Self-Evaluation Report	2, 3	45	The report will be concluded after the internship, and before the supervisor meeting
3	PIA Faculty Supervisor Interview	1, 3, 4	10	To pass the course, the interns MUST have this meeting, it can be done by Skype if they are not physically available

Continuous Assessment (%)

100

Assessment Rubrics (AR)**Assessment Task**

Host Supervisor Evaluation Report (for students admitted before Semester A 2022/23 and in Semester A 2024/25 & thereafter)

Criterion

Overall average or above evaluation

Pass (P)

(P) Get "Satisfactory" or above in all assessment items; no major negative incidents that would lead to termination of internship

Failure (F)

(F) Get below "Satisfactory" in two or more assessment items; major negative incidents that would lead to termination of internship

Assessment Task

Intern Self-Evaluation Report (for students admitted before Semester A 2022/23 and in Semester A 2024/25 & thereafter)

Criterion

Self-evaluate the internship experience, including how it relates to studies at PIA

Pass (P)

(P) Average or above effort put into report, meets requirements

Failure (F)

(F) Poor effort, does not meet requirements

Assessment Task

PIA Faculty Supervisor Interview (for students admitted before Semester A 2022/23 and in Semester A 2024/25 & thereafter)

Criterion

Discuss the issues in both the Reports above, as well as the overall experience

Pass (P)

(P) Student is well prepared & able to talk about internship experience

Failure (F)

(F) Student did not prepare, unable to talk about experience, or did not attend Interview

Assessment Task

Host Supervisor Evaluation Report (for students admitted from Semester A 2022/23 to Summer Term 2024)

Criterion

Overall average or above evaluation

Pass (P)

(P) Get "Satisfactory" or above in all assessment items; no major negative incidents that would lead to termination of internship

Failure (F)

(F) Get below "Satisfactory" in two or more assessment items; major negative incidents that would lead to termination of internship

Assessment Task

Intern Self-Evaluation Report (for students admitted from Semester A 2022/23 to Summer Term 2024)

Criterion

Self-evaluate the internship experience, including how it relates to studies at PIA

Pass (P)

(P) Average or above effort put into report, meets requirements

Failure (F)

(F) Poor effort, does not meet requirements

Assessment Task

PIA Faculty Supervisor Interview (for students admitted from Semester A 2022/23 to Summer Term 2024)

Criterion

Discuss the issues in both the Reports above, as well as the overall experience

Pass (P)

(P) Student is well prepared & able to talk about internship experience

Failure (F)

(F) Student did not prepare, unable to talk about experience, or did not attend Interview

Part III Other Information

Keyword Syllabus

Internship; Workplace Environment; Workplace & Interpersonal Skills; Governmental, Intergovernmental, Nongovernmental, Media, Business and Other Organizations; Initiative; Work Experience; Self-Evaluation; Applied Knowledge & Skills; Management; Policy; Advocacy Group; Leadership; Communication; Teamwork; Self-Motivation; Employability.

Reading List**Compulsory Readings**

Title	
1	Nil

Additional Readings

Title	
1	Covey, S. (2003) The Seven Habits of Highly Effective People New York: Simon & Schuster
2	Norton, Michael (2007) 365 Ways to Change the World: How to Make a Difference — One Day at a Time New York: Free Press.
3	Roberts, Lelia (2006) After You Graduate: Finding and Getting Work You Will Enjoy New York: Open University Press.
4	Vogt, Peter (2007) Career Wisdom for College Students: Insights You Won' t Get In Class, on the Internet, or from your Parents New York: Ferguson
5	Wallace, Harold and Masters, L. Ann Masters (2001) Personal Development for Life and Work Cincinnati, Ohio: South-Western
6	Heinemann, H., DeFalco, A., Smelkinson, M. (1992) Work-Experienced Enriched Learning in Journal of Cooperative Education 28, 1: 17-33.