

HONG KONG BAPTIST UNIVERSITY

COURSE OUTLINE

1. **COURSE TITLE**

Internship in English Studies: From Classroom to Workplace

2. **COURSE CODE**

ENGL3416

3. **NO. OF UNITS**

3 units

4. **OFFERING DEPARTMENT**

Department of English Language and Literature

5. **PREREQUISITES**

To attend the course briefing session

6. **MEDIUM OF INSTRUCTION**

English

7. **AIMS & OBJECTIVES**

This course provides students an opportunity to gain working experience in firms and organisations relevant to the study of English language and literature. These firms include, but are not limited to, English education industries, creative writing, media, and publishing. The course integrates and polishes knowledge acquired from classroom learning with workplace experiences at the internship site in local and/or international contexts. Through independent and collaborative work tasks, students will develop affective empathy and improve problem-solving and communication skills. Under the guidance of faculty and workplace supervisors, students will gain transdisciplinary learning and working experiences in different sectors while critically reflecting on knowledge acquired in the classroom. By gaining real workplace experience, students will become more conscious of their strengths, characters, and interests – all in preparation for postgraduate employment.

Students who wish to enrol in the course must have attended the course briefing session, in which students are informed of the details and requirements of the course. Students can join the internship programmes that the department recommends (see Appendix 1), or those they respectively pinpoint. In cases where a student suggests an internship provider, the student will need to submit the details of the internship to the department's course instructor for approval (see Appendix 2). The course instructor will then judge, on a case-by-case basis, whether that internship is a qualified internship provider in terms of the Internship in English Studies course. Typically, the internship should be one provided by a registered education institution/non-government organization (NGO), or one that is approved by the Centre for Innovative Service-learning (CISL). For the internship to be considered eligible, it needs to satisfy a range of requirements, including its commitment to providing an inclusive environment for students to gain meaningful skills and experience, and an accessible mentor/supervisor for guidance and feedback (see Appendix 3).

8. **COURSE CONTENT**

A. Course Briefing Session*

B. Pre-internship Training (2 weeks)

- your personalities, strengths, and weaknesses
- workplace professionalism and etiquette
- communication skills
- employers' goals and visions
- employers' expectations
- work attitudes and ethics
- plan development for a work assignment
- interviews and screening

C. Internship (9 weeks) [no less than 70 hours in total]

- internship work assignment
- recording internship experience in a journal
- fortnightly consultation sessions with the faculty supervisor
- other duties assigned by the workplace supervisor and/or faculty supervisor

D. Reflection (2 weeks)

- critical review of the industry and work experiences
- presentation of findings

*students are required to attend a course briefing session (usually in September) before they can enrol in the internship course

9. **COURSE INTENDED LEARNING OUTCOMES (CILOs)**

CILO	By the end of the course, students should be able to:
CILO 1	judge and defend individual strengths and weaknesses in the workplace
CILO 2	apply the knowledge and concepts acquired in class to the workplace
CILO 3	develop an attuned working attitude and skills for future career progress

10. TEACHING & ACTIVITIES (TLAs)

CILO(s) aligned	Type of TLAs and description
1	Pre-internship lectures and tutorials
1,2,3	Internship
1,2,3	Consultation sessions
1,3	Internship journal
1,2,3	Employer's assessment and report
1,3	Oral presentation

11. ASSESSMENT METHODS (AMs)

Type of AMs	Weighting (%)	CILOs to be addressed	Description of Assessment Tasks
Internship journal	30	1,3	Students will record their workplace experiences and submit an internship journal that contains their self-reflections.
Employer's assessment and report	40	1,2,3	Workplace supervisor will assess students' performance in terms of work attitude, behaviour, and service quality.
Oral presentation	30	1,3	Students will reflect on their experience and share with others the learning outcomes they gained and difficulties encountered via a 20-minute presentation.

12. CILOs/PILOs Mapping

ENGL3416 Internship in English Studies: from Classroom to Workplace CILOs/ PILOs		PILO1 <i>Effective Scholarship</i>	PILO2 <i>Academic Literacy</i>	PILO3 <i>English Proficiency</i>	PILO4 <i>Research Skills</i>	PILO5 <i>International Perspective</i>	PILO6 <i>Teamwork/ Employability</i>
CILO 1	Judge and defend their strengths and weaknesses in workplace.					✓	✓
CILO 2	Apply the knowledge and skills learnt in class to workplace.			✓		✓	✓

CILO 3	Develop proper working attitude and skills for future career development.			✓		✓	✓
Total		0	0	2	0	3	3

***** END *****

Appendix One: List of internships approved by the department

The actual internship providers might vary each year. To get started, the below are some that have partnered with the department in previous years. These internships intend to develop a long-term relationship with the department, and together they provide more than 25 internship places for our students per year.

- Summer Programme for Immersion in Communicative English (SPICE)

The SPICE internship lasts for a total of 6 weeks, teaching English to disadvantaged children from P.5 to F.1 in the New Territories. The interns will receive a total of 10 days of intensive teacher training with a faculty member from Worcester University, UK, followed by a total of 21 days of classroom teaching, working in a group of 3 interns (some of the interns are from other universities in Hong Kong).

- FDMT Bluebird Internship Programme

FDMT is a university consulting firm. The company runs discipline-specific career education programmes for academic departments and produces videos to promote the programmes offered by these departments. The Bluebird Internship Programme is especially designed for ENG majors. During the internship, students will get to accumulate experience in either the programming or production teams. The work hours are flexible, with 6-10 per week on average.

- Mills Fabrica (the Mills)

The Mills Fabrica aims to help start-ups by providing them workspace and other support. The types of experience that they can provide to our student interns include: hosting conferences, exhibitions, and workshops, as well as collecting data and doing the writing for their magazine.

- Africa Centre Hong Kong (ACHK)

Africa Centre Hong Kong (ACHK) is a platform and creative hub that fosters value-creating interactions between African and non-African communities in Asia. They provide services that focus on bridging cultural differences and fostering community relations and cultural understandings. ACHK offers internship places in these areas: i. Administration; ii. Creative Marketing; iii. Editorial and African Literatures; and iv. Educational Programmes. ACHK looks for student interns who are passionate about cultural exchange, education and youth empowerment, and have keen interests in the African and Afro-diaspora history and culture.

- Saturday/Summer English programmes at Cognitio College (Kowloon)

Cognitio College (Kowloon) looks for ENG students to assist in organizing after-school/Saturday English programmes for their F.5/F.6 students (DSE students) and summer English programmes for their junior students. Training will be provided by the school's English panel teacher.

Appendix Two: Internship Recommendation Form (draft)

Proposal for Internship Provider (Submitted by Student)

Student's Name: _____ Student No.: _____
Study Programme: _____ Year of Study: _____
Have you attended the course briefing session: ☐Yes ☐No
Internship Name: _____
URL: _____
Person-in-charge: _____ (email: _____)
Is it a registered NGO: ☐Yes ☐No

Part I Proposal for internship provider

(Please comment on the suitability/eligibility of the company/programme to be considered as an internship provider, in terms of the types of training/work experience that they can provide to benefit the student interns)

Part II Any points you wish to supplement in addition to the information you gave in Part I

Part III Recommendation (by course instructor)

☐ I recommend the proposed programme/company an eligible internship provider.

☐ Other Comments:

Course Instructor: _____
(Name in BLOCK letters)

Signature: _____

Date: _____

Part IV Endorsement (by Programme Director)

☐ I endorse the recommendation made in Part III.

☐ Other Comments:

Programme Director: _____
(Name in BLOCK letters)

Signature: _____

Date: _____

Appendix Three: Internship supervisor assessment form (draft)

Internship Provider : _____

Intern's Name : _____

Supervisor's Name : _____

Supervisor's Email Contact : _____

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1. Brief description of assignment:

2. Fulfilment of the responsibilities or tasks assigned:

3. Intern's main strengths:

4. Intern's areas for improvement:

5. Any additional comments or advice for this intern (with particular reference to progress over the course of the internship):

6. Interns are graded from 1 -10 on the following attributes

(5 = satisfactory; 6 = good; 7 = very good; 8 = excellent; 9 = outstanding)

Attributes	Rate (1-10)
Punctuality	
Attitude	
Initiative	
Responsibility	
Interpersonal skills	
Communication skills	
English usage/ proficiency	
Ability to work independently and/or in a team	
Professionalism (including office attire)	
Deliverables / Quality of work	
TOTAL SCORE	

Supervisor : _____
(Name in BLOCK letters)

Signature : _____

Date : _____