Title (Units): **COMP3056 Internship for Business Computing and Data Analytics (0,0,0)**

Course Aims: Through internship work, students are expected to acquire the following kinds of experience:
1) application of academic and professional knowledge of business computing and data analytics to real-world business problems;
2) interaction with clients and/or technical workers; and
3) the stringent requirements in a work environment.
The experience prepares students for employment as professional practitioners upon graduation.

Prerequisite: Year III standing Business Computing and Data Analytics or the consent of the Department(s)

Course Intended Learning Outcomes (CILOs):
Upon successful completion of this course, students should be able to:

No.	Course Intended Learning Outcomes (CILOs)
	Knowledge
1	Write effective resumes and application letters
2	Search jobs in a systematic way, and build up experience in interview techniques
	Professional Skill
3	Apply industrial practices of different aspects of IT in a work environment
4	Work as a team in a work environment, and possess polished interpersonal skills in a work environment
	Attitude
5	Practise a professional attitude from the internship search to carrying out duties in a work environment
6	Exemplify self-awareness in a work environment during the internship period

Calendar Description: Through internship work, students are expected to acquire the following kinds of experience:
1) application of academic and professional knowledge of business computing and data analytics to real-world business problems;
2) interaction with clients and/or technical workers; and
3) the stringent requirements in the work environment.
This experience prepares students for employment as professional practitioners upon graduation. Students are required to work for at least six weeks full time or equivalent.

Teaching and Learning Activities (TLAs):

CILOs	Type of TLA
1-2	Students will get to go through the process of preparing job application, job hunting, & interviews.
3-6	Students will get to work in some business computing and data analytics related jobs, and to gain real world working experience (likely to be in a team-work environment).

Assessment:

No.	Assessment Methods	Weighting	CILOs to be addressed	Description of Assessment Tasks
1	Continuous Assessment: Report Quality: 40% Employer's feedback on	100%	1 - 6	(Pass or Fail grade only) Internship endorsement by the Department is required prior to the beginning of the internship. At the end of the internship, an internship work report will be completed by the student and certified by the work/organization supervisor who

	work performance: 40% Professionalism at work: 20%			is also requested to provide comments on the student's work. In order to demonstrate the professionalism at work, students are expected not to quit the internship once they have committed unless there is a reasonable ground. Note: Substitutions in the form of a one year placement, a work exchange programme, a research project, or other arrangements may be allowed, subject to the approval of the department.

Assessment Rubrics:

Criteria	Pass	Fail
Writing resumes and application letters	The student is able to write professional resumes and application letters that eventually lead to successful employment.	The student is unable to write professional resumes and application letters.
Interview skills	The student acquires polished interview skills that eventually lead to successful employment.	The student does not have sufficient interview skills.
Work experience	The student gains Business Computing professional training, interpersonal skills, exposure to teamwork, and related work experience through the internship.	The student does not have work experience in Business Computing
Completion report by student and supervisor at work	The student reports what has been done during the internship, as well as having positive comments from the supervisor at work.	The student or the supervisor does not submit an internship report.

Course Content and CILOs Mapping:

Content		CILO No.
I	Writing resumes and application letters, job search, and interview techniques	1-2, 5
II	Professional business computing and data analytics experience, team work, interaction with clients and other corporate professionals	3-5

Course Content:

<u>Topic</u>

I. Writing resumes and application letters, job search, and interview techniques

II. Professional business computing and data analytics experience, team work, interaction with clients and other corporate professionals