



香港樹仁大學

HONG KONG SHUE YAN UNIVERSITY

# DEPARTMENT OF LAW AND BUSINESS

INTERNSHIP  
STUDENT HANDBOOK





# **DEPARTMENT OF LAW AND BUSINESS**

INTERNSHIP  
STUDENT HANDBOOK

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# Section 1 : General Information

## 1.1 Introduction

Internship is a course offered by the Department of Law and Business in conjuncture with legal and commercial firms. The course emphasises on learning through working in the real-world environment with hands-on experience guided by an Academic Supervisor from the Department and an Intern Master who is an experienced practitioner in the relevant field. It combines engagement in the daily operations in a legal or commercial workplace where students will experience the application of legal and business knowledge in a real work environment.

The course is designed for Year 3/4 law and business students. Students must successfully complete an internship for 120 hours in a firm under the co-supervision by an Academic Supervisor and an Intern Master. Credits will be awarded to students who demonstrate that they have been able to apply their knowledge and skills to achieve the course intended learning outcomes.

## 1.2 Course Aims

No.	CAs
1	To engage students in real legal practices in the commercial world and to reflect on how their knowledge in law can be applied,
2	To develop students' readiness to work in business environments where knowledge of law is applicable,
3	To enhance students' generic techniques and communication skills in the legal and commercial environment,
4	To become an individual who has the self-reliance and determination to complete tasks in different contexts.





# SECTION 1 : GENERAL INFORMATION

## 1.3 Course Intended Learning Outcomes (CILOs)

Upon successful completion of the Internship course, students should be able to:

No.	CAs
1	Apply legal, commercial and workplace practice knowledge and skills in dealing with work situations and in formulating feasible solutions to problems;
2	Demonstrate a strong sense of accountability in conducting legal and commercial tasks with proper attitude and behaviour;
3	Follow instructions, undertake the assigned roles, and perform individual and group work with appropriate approaches and strategies in the real legal or commercial world;
4	Present views, exchange ideas with others, and write reports effectively to facilitate legal and commercial tasks and projects as appropriate;
5	Evaluate own performance in study and work through regular reflection for self-improvement.

## 1.4 Teaching and Learning Activities (TLAs)

The Internship course incorporates three major teaching and learning activities, including pre-internship training, supervision during the course of engaging in the real work environment, and reflection during and after the internship.

### 1. Preparation

As a first stage, students will participate in a series of pre-internship training exercises to enhance their work readiness and practical skills to meet the job expectations in the workplace. The Industrial Attachment Office and the Office of Student Affairs will support on the provision of this pre-internship training including job preparation workshops, job interview, and sharing sessions.

### 2. Internship

Students start to work in a legal and/or commercial setup. Students are expected to perform the work required by the Intern Master and to learn actively through hands-on experience in the workplace. The TLAs for students at this stage consist of all the roles, tasks and projects assigned by the Intern Master, who will guide them to acquire the required competences, practical knowledge and skills, as well as proper attitudes and behaviour in work. Various learning opportunities will be provided to enable students to integrate their academic study from class with their real-world encounters in the workplace.

## SECTION 1 : GENERAL INFORMATION

### 3. Reflection

In order to successfully complete the Internship course, students must finish stages 1 and 2 and then integrate their working experience with their academic learning, and review their working performance for self-improvement through active reflection. Students are required to write a reflective journal for self-evaluation, participating in roundtable discussions moderated by the Academic Supervisor, and completing an overall report that consist of an analysis of their internship experience. The Academic Supervisor guides students to conduct their reflection, provides a reading list, and offers them intellectual stimulus on a regular basis.

### 1.5 Assessment Tasks (ATs)

The course will be entirely assessed through continuous assessment by the Academic Supervisor and the Intern Master.

<b>ATs 1: Reflective Journal</b>  A self-reflection on the types of tasks performed, the quality of work performance, and the theoretical knowledge and skills in relation to the work experiences.	<b>Subtotal: 10%</b>
<b>ATs 2: Round-Table Discussion</b>  Students will meet with the academic supervisor in groups to discuss on their application of knowledge in the workplace. The round-table discussion among students will facilitate them to support one and other on the ways to resolve problems, and to contribute to the agents.	<b>Subtotal: 10%</b>
<b>ATs 3: Agency Evaluation</b>  The Intern Master will monitor the student's performance and evaluate their attitude, competence, communication skills, and other attributes in work.	<b>Subtotal: 40%</b>
<b>ATs 4: Final Report</b>  The Academic Supervisor will guide students to conduct regular academic reflection and evaluate their final report on a self-selected topic relevant to the work.	<b>Subtotal: 40%</b>
<b>Total: 100%</b>	

All assessment tasks adopt standard rubrics to evaluate students' performance in achieving the course intended learning outcomes. Assessment Rubrics are in Section 4 of this Handbook.

## SECTION 1 : GENERAL INFORMATION

### 1.6 Alignment of Course Intended Learning Outcomes, Teaching and Learning Activities and Assessment Tasks

Course Intended Learning Outcomes	Teaching and Learning Activities	Assessment Tasks
1	1, 2	1, 3, 4
2	1, 2	3, 4
3	1, 2, 3	3
4	2, 3	2, 4
5	2, 3	1, 2, 4

### 1.7 Reference Materials

Students are expected to be conversant with general information on professional practice in law and commercial setting. Materials include, but are not limited to, publications by the Law Society Resource Centre, the Judiciary, and the Department of Justice, Hong Kong Institute of Chartered Secretaries, Hong Kong Institute of Bankers, etc. The most updated information is usually accessible from the respective websites, and students are advised to also read materials in relation to practice. Some are listed below for reference:

Solicitors' Practice Rules (Cap 150 s.73)

Code of Conduct, Hong Kong Bar Association

Company Law Guidance Note, Hong Kong Institute of Chartered Secretaries.

Public Governance Guidance Note, Hong Kong Institute of Chartered Secretaries.

Code of Ethics, Hong Kong Institute of Certified Public Accountants.

《香港法概論(新版)》編者: 陳弘毅, 陳文敏, 李雪菁, 三聯書店(香港)有限公司

# Section 2 : Application and Requirements

## 2.1 Recruitment

The recruitment for Internship usually starts in the first semester of Year 3. The Industrial Attachment Coordinator in the Department of Law and Business oversees the recruitment and contacts the potential internship agencies for the provision of internship. In identifying the potential internship agencies, the Coordinator will visit the agencies and consider their suitability in fulfilling the roles and responsibilities for the provision of internships (see Section 3). Once the provision of internship is confirmed, students receive a list of potential internship opportunities in enterprise for their consideration. A workshop will be launched to brief students about this course and to answer their questions. Students will be encouraged to reflect upon their career interest, familiarise themselves with the internship expectations, and identify their own intended learning outcomes from the internship. The Coordinator provides students special office hours for additional consultations and advices.

## 2.2 Application Procedure

If students intend to apply for the Internship course, they should take the steps below:

- Student applicants submit a completed Application Form with a transcript, records of attendance of pre-internship training records, and a curriculum vitae to the Industrial Attachment Coordinator for consideration before the application deadline;
- Subject to the requirement from the agency, student applicants may receive an interview by the agency to assess their aptitude for the post they have applied for;
- Successful student applicants start their internship during one of the semester periods from the second semester of Year 3 to the second semester of Year 4.

## 2.3 Requirements

Student applicant must meet with the following requirements when applying an Internship course.

- Student must attain an accumulated GPA at 2.5 or above.
- Student must at least attend two pre-internship training workshops and one pre-internship sharing session/forum co-organised by the Industrial Attachment Office, the Office of Students Affairs and the Department of Law and Business. If students have completed more than the minimum requirement, their additional participation will be taken into account in their application to the course.

Successful student applicants must fulfill two further requirements below to be awarded the 3 credits from Internship.

## SECTION 2 : APPLICATION AND REQUIREMENTS

Internship Requirement	Academic Requirement
<p>Student must fulfill the job expectations of the internship agency throughout the internship period.</p> <p>The total number of hours required to complete the internship is 120. The student is expected to participate in the work of the internship agency during the internship period as required by the Intern Master.</p>	<p>Student must meet the academic expectations from the course throughout the internship period.</p>

The overall expected effort for this course includes the additional time from students' self-study on a regular basis for reading, participating in roundtable discussions with the Academic Supervisor, writing a reflective journal and final report.

# Section 3 : Roles and Responsibilities

## Introduction

Successful implementation of an Internship depends on mutual understanding and collaboration among different parties including students, internship agencies, the Industrial Attachment Coordinator, the Academic Supervisor, and the Department of Law and Business. This section specifies their major roles and responsibilities for this course.

### 3.1 Student

Students enrolled in Internship receive instruction and supervision from the Industrial Attachment Coordinator, Intern Master, and Academic Supervisor. The major roles and responsibilities of students are:

- To engage fully throughout the whole teaching and learning process of Internship;
- To commit strongly to the given guidelines and meet with expectations of the Academic Supervisor and the Intern Master in completing the internship tasks;
- To behave in an appropriate manner and comply with the policies and regulations in the internship agency;
- To respect the internship agency's values, their staff and practice with an appropriate working attitude and teamwork spirit;
- To engage in conducting legal research and/or studies relevant to the workplace practice;
- To reflect regularly on individual work and academic performance for self-improvement throughout the internship process;
- To critically analyse matters of concern arising from the internship encounter and share this in the form an academic discourse during the roundtable discussion;
- To maintain a reflective journal and write a final report as required by the Academic Supervisor.

### 3.2 Internship Agency

The internship agency should offer orientation and guidance to the student during his/her Internship period. The major roles and responsibilities of the internship agency are:

- To orient students to the background, culture and practice of the firm / company;
- To provide an Intern Master to guide students onsite for the implementation of the roles, tasks and projects assigned to them throughout the internship period;
- To make available opportunities for students to learn during the Internship period;
- To give professional and constructive advice on student's performance and help them to improve;

## SECTION 3 : ROLES AND RESPONSIBILITIES

- To monitor students' behavior and attitude to ensure that they behave in an ethical and courteous manner;
- To stay in touch with the Industrial Attachment Coordinator to discuss students' performance, behaviour and attitudes;
- To support the Industrial Attachment Coordinator to run the course effectively;
- To complete the Agency Evaluation Form and send it to the Industrial Attachment Coordinator upon the completion of the internship.

### 3.3 Industrial Attachment Coordinator, Academic Supervisor and the Department of Law and Business

The Department of Law and Business will offer the Internship course for students, and delegate an Industrial Attachment Coordinator from the academic staff to oversee the course and ensure its smooth implementation. The major roles and responsibilities of the Industrial Attachment Coordinator / Academic Supervisor are:

- To keep in touch with all parties on a regular basis for the purpose of coordinating and implementing the course;
- To identify appropriate legal and commercial firms / companies and develop collaboration with them for the course;
- To oversee the recruitment process and the selection of the appropriate candidates for the course;
- To support students to overcome difficulties encountered during the course of their internship;
- To supervise students as their Academic Supervisor in groups of 5 to 10 once every two to three weeks through the regular roundtable discussion;
- To provide intellectual stimulus students to facilitate them to connect their internship experiences with the relevant academic discourse;
- To assess students' academic performance during the internship period in line with the course intended learning outcomes;
- To ensure the quality of the course by conducting regular review and collecting feedback for improvement to the course.

## SECTION 4 : RUBRICS FOR ASSESSMENTS

### Section 4 : Rubrics for Assessment

#### 4.1 Rubric for Reflective Journal (10%)

HONG KONG SHUE YAN UNIVERSITY  
DEPARTMENT OF LAW AND BUSINESS

##### Internship Reflective Journal Evaluation Form

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
Agency: \_\_\_\_\_ Internship Period: \_\_\_\_\_

	Excellent (5-4)	Satisfactory (3-2)	Unsatisfactory (1-0)	Score
<b>Level of Reflection</b>	Self-reviews are specific and detailed and demonstrate deep learning and thinking.  Ideas and insights from self-reviews are consistently applied for improving performance.  Materials for demonstrations are very strong with well-written descriptions and well-organised presentations.	Self-reviews are adequate and demonstrate moderate learning and thinking.  Ideas and insights from self-reviews are often applied for improving performance.  Materials for demonstrations are fair with understandable descriptions and adequately organised presentations.	Self-reviews are too few and fail to demonstrate basic learning and thinking.  The application of ideas and insights from self-reviews for improving performance is limited.  Materials for demonstrations are few and lack appropriate descriptions and include poorly organised presentations.	
<b>Academic Connection</b>	Legal theories and practice are correctly identified in many areas of work during the course of internship.  Thoughts and ideas are expressed very clearly and easy to follow with a very clear focus or theme.	Adequate identification of legal theories and practice in the course of internship.  Thoughts and ideas are expressed adequately and basically clear and logical with a generally clear focus or theme.	Not much identification of legal theories and practice in the course of the internship.  Thoughts and ideas are loosely expressed and hard to follow without a clear focus or theme.	
Total Scores (I+II):				

Additional Comments (Attach additional pages if needed.):

Signature: \_\_\_\_\_  
Academic Supervisor

Date: \_\_\_\_\_



## SECTION 4 : RUBRICS FOR ASSESSMENTS

### 4.2 Rubric for Roundtable Discussion (10%)

HONG KONG SHUE YAN UNIVERSITY  
DEPARTMENT OF LAW AND BUSINESS

#### Internship Roundtable Discussion Evaluation Form

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
Agency: \_\_\_\_\_ Internship Period: \_\_\_\_\_

	Excellent (5-4)	Satisfactory (3-2)	Unsatisfactory (1-0)	Score
<b>I. Level of participation</b>	Demonstrates a very active, self-motivated involvement in the discussion process.  Joins the discussion with very careful listening and openness to other ideas, and demonstrates excellent communication skills in offering personal points of view.	Demonstrates a consistent involvement in the discussion process.  Joins the discussion with careful listening and basic openness to other ideas, and demonstrates considerable communication skills in offering personal points of view.	Lacks involvement in the discussion process.  Joins the discussion but does not listen to others and is not open to other ideas. Cannot communicate effectively in offering personal points of view.	
<b>II. Level of contribution</b>	Many important observations, materials and feelings are effectively shared throughout the discussion.  Comments always advance and stimulate the standard and progression of the discussion.  Personal inputs for the discussion always correctly relate to academic knowledge, concepts and theories.	Some important observations, materials and feelings are properly shared throughout the discussion.  Comments often advance and stimulate the standard and progression of the discussion.  Personal inputs for the discussion often correctly relate to academic knowledge, concepts and theories.	Few observations, materials and feelings are shared throughout the discussion.  Comments rarely advance and stimulate the standard and progression of the discussion.  Personal inputs for the discussion rarely correctly relate to academic knowledge, concepts and theories.	

Total Scores (I+II):

Additional Comments (Attach additional pages if needed.):

Signature: \_\_\_\_\_  
Academic Supervisor

Date: \_\_\_\_\_

## SECTION 4 : RUBRICS FOR ASSESSMENTS

### 4.3 Rubric for Agency Evaluation (40%)

HONG KONG SHUE YAN UNIVERSITY  
DEPARTMENT OF LAW AND BUSINESS

Confidential

#### Internship Student Evaluation Form

*Thank you for your collaborating with Hong Kong Shue Yan University in the Internship course. Your feedback and comments will be indispensable in helping us to evaluate students' performance from an employer's perspective. Please have this form completed by the Intern Master and return the completed form to the Industrial Attachment Coordinator. Feel free to contact the Industrial Attachment Coordinator if you have any problems.*

Name of Agency: \_\_\_\_\_

Internship Period: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Please rate his/her performance. Circle the number in the box

	Very Good	Good	Fair	Poor	Very Bad
1. Attitude	4	3	2	1	0
2. Behaviour	4	3	2	1	0
3. Sense of Responsibility	4	3	2	1	0
4. Reliability	4	3	2	1	0
5. Efficiency	4	3	2	1	0
6. Teamwork	4	3	2	1	0
7. Initiative	4	3	2	1	0
8. Problem-solving skills	4	3	2	1	0
9. Communication skills	4	3	2	1	0
10. Overall performance	4	3	2	1	0

Additional Comments (Attach additional pages if needed.):

Signature: \_\_\_\_\_

Intern Master

Date: \_\_\_\_\_

## SECTION 4 : RUBRICS FOR ASSESSMENTS

### 4.4 Rubric for Final Report (40%)

HONG KONG SHUE YAN UNIVERSITY  
DEPARTMENT OF LAW AND BUSINESS

#### Internship Final Report Evaluation Form

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
Agency: \_\_\_\_\_ Internship Period: \_\_\_\_\_

	Excellent (8-7)	Satisfactory (6-4)	Unsatisfactory (3-0)	Score
<b>I. Report on a topic</b>	Clearly articulated the task and the related law / business requirement, with substantial details and background information.	Basically articulated the task and the law / business requirement, with modest details and background information.	Loose descriptions about the task and the law / business requirement, lacking substantial information.	
<b>II. Legal / commercial analysis</b>	Substantially provided, very convincingly demonstrated with a clear and comprehensible flow of ideas and arguments.	Adequately provided, basically demonstrated with a generally comprehensible flow of ideas and arguments.	Marginally provided, badly demonstrated with a barely comprehensible flow of ideas and arguments.	
<b>III Organization</b>	Very well-structured, logical sequence, clear evidence of planning.	Well-structured, reasonably logical sequence, some evidence of planning.	Poorly structured, illogical sequence, little evidence of planning.	
<b>IV. Style</b>	Consistently in proper academic style with very concise and precise use of grammar and syntax, and substantial references all in proper format.	Generally in proper academic style with reasonable use of grammar and syntax, and adequate references generally in proper format.	Not written in recognisable academic style, poor command of grammar and syntax, few references, not in proper format.	
<b>Total Scores (I+II+III+IV):</b>				

Additional Comments (Attach additional pages if needed.):

Signature: \_\_\_\_\_  
Academic Supervisor

Date: \_\_\_\_\_

# SECTION 4 : RUBRICS FOR ASSESSMENTS

## 4.5 Overall Evaluation Sheet

HONG KONG SHUE YAN UNIVERSITY  
DEPARTMENT OF LAW AND BUSINESS

### Internship Overall Evaluation Sheet

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
Agency: \_\_\_\_\_ Internship Period: \_\_\_\_\_  
Academic Supervisor: \_\_\_\_\_ Intern Master: \_\_\_\_\_

Reflective Journal (10%)	
Roundtable Discussion (10%)	
Agency Evaluation (40%)	
Final Report on Internship (40%)	
<b>Total:</b>	

Outstanding		Above Average			Satisfactory			Below Average		Unsatisfactory	
100-90	89-85	84-80	79-75	74-70	69-65	64-60	59-55	54-50	49-45	44-40	39-0
A	A-	B+	B	B-	C+	C	C-	D+	D	E	F
The student's performance is excellent. He/she meets with all or nearly all required/ expected standard(s) in academic and work dimensions with regard to all or nearly all the course intended learning outcomes.		The student's performance is good. He/she meets with most required/ expected standard(s) in academic and work dimensions with regard to most of the course intended learning outcomes.			The student's performance is adequate. He/she meets with a number of required/ expected standard(s) in academic and work dimensions with regard to a number of the course intended learning outcomes.			The student's performance is barely adequate. He/she barely meets with the required/ expected standard(s) in academic and work dimensions with regard to the course intended learning outcomes.		The student's performance is inadequate. He/she fails to meet with most required/ expected standard(s) in academic and work dimensions with regard to the course intended learning outcomes.	

Signature: \_\_\_\_\_  
Industrial Attachment Coordinator

Date: \_\_\_\_\_

### Section 5 : Other Guidelines

#### 5.1 Time Schedule

An indicative timeline of the internship arrangement and academic trainings of the course is shown below:

Application Precedure	Semester I	Pre-Internship Training
	September	
Briefing students about the course	October	<ul style="list-style-type: none"> <li>Attending pre-internship sharing session</li> </ul>
Starting the recruitment process	November	
Confirming with agencies the successful students list	December	<ul style="list-style-type: none"> <li>Attending pre-internship workshops</li> </ul>
	January	
Employment Mode	Semester II	Academic Training
Part-time: 10 hours per week Duration in Weeks: 12	February	<ul style="list-style-type: none"> <li>Writing reflective journal</li> <li>Participating in roundtable discussions</li> </ul>
	March	
	April	
	May	<ul style="list-style-type: none"> <li>Completing the final report</li> </ul>
Employment Mode	Summer	Academic training
Part-time: 15 hours per week Duration in Weeks: 8	June	<ul style="list-style-type: none"> <li>Writing reflective journal</li> <li>Participating in roundtable discussions</li> </ul>
	July	
	August	<ul style="list-style-type: none"> <li>Completing the final report</li> </ul>

## SECTION 5 : OTHER GUIDELINES

### 5.2 Academic Honesty

Any dishonest or unethical practice in fulfilling any assignment is prohibited. No mark will be given to the assignment in question and disciplinary action against the violator will be taken. Examples of dishonest or unethical practice include, but are not limit to, plagiarism, fabrication, falsification, cheating, and submitting an assignment that has been previously submitted for another course or that is not one's own work. To comply with the University's policy, students are obliged to upload written assignments to the Veriguide for academic honesty check (<http://www.hksyu.edu/veriguide>).

### 5.3 Resources for Self-preparation

Students should have full preparation before taking the internship in line with their career goals. The following online supports and direct services will be provided for students to conduct self-assessment and self-preparation for their career planning. For details see <https://www.hksyu.edu/osa/>

- Online Self-Directed Search
- Online Myers-Briggs Type Indicator
- Mock interview services
- CV Clinic services

### 5.4 Statutory Minimum Wage

The Statutory Minimum Wage does not apply to students taking Internship courses as part of their learning programme. The related government regulations can be found from the Statutory Minimum Wage: Notes for Student Employees and Employers ([http://www.labour.gov.hk/eng/news/pdf/Notes\\_for\\_Student\\_Employees\\_and\\_Employers\\_2015.pdf](http://www.labour.gov.hk/eng/news/pdf/Notes_for_Student_Employees_and_Employers_2015.pdf)).

### 5.5 Financial Subsidy

In order to provide an incentive to students, external agencies are recommended to offer students a travel allowance to encourage their participation in the work. It is, however, essential to understand that the work component of an industrial course is conducted for teaching and learning purpose. Students taking an Internship course may work for the external agency entirely on a voluntary basis, particularly if the external agencies are NGOs, community organisations, charity institutions, welfare authorities, social enterprises, or non-profit making companies, etc. and financial subsidy should not be the target.

## SECTION 5 : OTHER GUIDELINES

### 5.6 Insurance Coverage

Hong Kong Shue Yan University has a Group Personal Accident Insurance Policy Schedule that covers all students and includes their work internship outside campus. Further information on the insurance policy can be obtained from the University's Industrial Attachment Office.

### 5.7 Sexual Harassment

Hong Kong Shue Yan University is committed to eliminate all forms of sexual harassment against staff and students. A University Panel Against Sexual Harassment is formed to handle all reported sexual harassment complaints in the University community and to give recommendations to the University on disciplinary actions as may be appropriate. For details see webpage of University Panel Against Sexual Harassment at [https://www.hksyu.edu/Info/university\\_committees.html](https://www.hksyu.edu/Info/university_committees.html)

### Section 6 : Significance

Internship is a course introduced in support of the University's strategic development goals in relation to embedding more workplace-integrated teaching and learning into the existing curriculum that:

- Offers innovative pedagogy in teaching and learning law and business knowledge;
- Demonstrates the applied aspects of law and business for the contemporary knowledge-based economy;
- Meets the needs for informed and skilled individuals for the development of the legal and commercial fields;
- Equips students with the generic competences in preparation for their career development;
- Makes a difference to students' learning experience and benefits the development of entrepreneurship in general.





## SECTION 6 : SIGNIFICANCE

### 6.1 Alignment with Programme Aims (PAs)

The offering of Internship for year 3/4 Law and Business students would enable them to achieve the Department's overall programme aims and programme intended learning outcome as shown below:

PAs	Contributing to the PA		
	Major	Significant	Some
1. To provide a degree programme that combines business and law components and provides pathways to employment and further study in business and law.	✓		
2. To provide an integrated programme that enables students to appreciate and understand the interface between law and business and the role of law in achieving effective and ethical business dealings and an efficient market economy.		✓	
3. To provide a programme that has both a theoretical and practical dimension, so that graduates are able not only to operate in the business environment, but are also able to anticipate and manage change.	✓		
4. To provide a programme that recognises the importance of Hong Kong as an international business and finance centre, and the growing importance of China in the global economy, and equips graduates with the knowledge and skills to operate effectively in that environment.		✓	
5. To provide a programme that is innovative in content and sets high academic standards, to enhance its domestic reputation and facilitate strong collaborative arrangements with foreign universities.			✓
6. To develop students' capacity for critical and independent thinking, to enable them to adapt to and provide leadership in an ever changing commercial environment.		✓	
7. To strengthen students' language competency in English and Chinese, so that they can communicate clearly and cogently in presenting theoretical arguments, and in writing reports.			✓
8. To assist students to develop professional and ethical attitudes.	✓		

## SECTION 6 : SIGNIFICANCE

### 6.2 Alignment with Programme Intended Learning Outcomes (PILOs)

PILOs	Contributing to the PILO		
	Major	Significant	Some
1. Communicate effectively using both spoken and written Chinese and English	✓		
2. Analyse legal and business issues and apply theoretical knowledge to practical situations arising in the business environment	✓		
3. Demonstrate a capacity for the application of independent, critical thinking		✓	
4. Explain the role of law, particularly in the domestic and international business environment		✓	
5. Describe a broad range of legal principles and laws, particularly those relevant to the business environment			✓
6. Identify and explain a broad range of business theories, principles and methodologies			✓
7. Explain the interrelationship between law and business both in the domestic and international arenas and the issues that influence the effective operation of business in a regulatory environment		✓	
8. Discuss the legal implications of international commercial activities in Hong Kong		✓	
9. Explain the operation of the law in the business environment of Mainland China			✓
10. Apply the theoretical knowledge acquired to practical issues and problems that arise in the business environment	✓		
11. Anticipate change in the legal and business environments and apply theoretical knowledge and analytical skills to effectively adapt business operations to that changing environment		✓	
12. Discuss the importance of research in the creation and upgrading of knowledge in law and business			✓
13. Show a fundamental understanding of research methodologies for law and business		✓	
14. Demonstrate a capacity to carry out detailed and effective research in areas relevant to the degree programme			
15. Recognise the importance of adhering to ethical practice in conducting research in law and business	✓		

## SECTION 6 : SIGNIFICANCE

### 6.3 Alignment with Qualification Framework

Under the governmental policy for higher education, all Bachelor's degree programmes in Hong Kong are required to deliver learning outcomes that are aligned with the Generic Learning Descriptors (GLD) at Level 5 of the HK Qualifications Framework. The general alignment of Internship with the Generic Learning Descriptors (GLD) at Level 5 of the HK Qualifications Framework, and the specific alignment of the CILOs of this Internship course offered by the Department of Law and Business, are shown in the following tables:

QF GLDs at Level 5		Contributing to the GLDs		
		Major	Significant	Some
Knowledge & Intellectual Skills	Generate ideas through the analysis of abstract information and concepts.		✓	
	Command wide ranging, specialised technical, creative and/or conceptual skills.		✓	
	Identify and analyse both routine and abstract professional problems and issues, and formulate evidence-based responses.	✓		
	Analyse, reformat and evaluate a wide range of information.		✓	
	Critically analyse, evaluate and/or synthesise ideas, concepts, information and issues.	✓		
	Draw on a range of sources in making judgments.	✓		
Processes	Utilise diagnostic and creative skills in a range of technical, professional or management functions.	✓		
	Exercise appropriate judgement in planning, design, technical and/or supervisory functions related to products, services, operations or processes.	✓		
Autonomy & Accountability	Perform tasks involving planning, design, and technical skills, and involving some management functions.	✓		
	Accept responsibility and accountability within broad parameters for determining and achieving personal and/or group outcomes.	✓		
	Work under the mentoring of senior qualified practitioners.	✓		
	Deal with ethical issues, seeking guidance of others where appropriate.	✓		
Communication, ICT and Numeracy	Strategically use communication skills, adapting context and purpose to a range of audiences.	✓		
	Communicate at the standard of published academic work and/or critical dialogue.		✓	
	Monitor, review and reflect on own work and skill development, and change and adapt in the light of new demands.	✓		
	Use a range of software and specify software requirements to enhance work, anticipating future requirements.		✓	
	Critically evaluate numerical and graphical data, and employ such data extensively.		✓	

GLDs		GLDs																
CLOs		Knowledge & Intellectual Skills						Process		Application, Autonomy & Accountability				Communication, IT & Numeracy				
		K1	K2	K3	K4	K5	K6	P1	P2	A1	A2	A3	A4	C1	C2	C3	C4	C5
		✓	✓	✓	✓	✓	✓	✓	✓	✓				✓		✓		
	Apply legal, commercial and workplace practice knowledge and skills in dealing with work situations and in formulating feasible solutions to problems;																	
	Demonstrate a strong sense of accountability in tasks and projects with proper attitude and behaviour;			✓								✓	✓			✓		✓
	Follow instructions, undertake the assigned roles, and perform individual and group work with appropriate approaches and strategies;	✓		✓		✓	✓	✓	✓	✓				✓	✓		✓	
	Present views, exchange ideas with others, and write reports effectively to facilitate tasks and projects as appropriate;	✓			✓	✓								✓	✓	✓	✓	
	Evaluate own performance in study and work through regular reflection for self-improvement.					✓										✓	✓	✓

# APPENDICES

1. Template for Reflective Journal
2. Template for Final Report
3. Recruitment Notice
4. Application Form
5. Student Feedback Survey
6. Student Focus Group Interview Schedule

### Appendix 1 : A Template of Reflective Journal

#### Internship Reflective Journal

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Internship Date: \_\_\_\_\_

*1. Describe generally what happened in the agency.*

--

*2. What did you do for the internship agency? Describe your work with your Intern Master and others.*

--

*3. What you learnt from the jobs? Were you able to apply any knowledge and skill in dealing with the jobs? Evaluate your performance, collaboration with others and work outcomes.*

--

*4. Reflect on the issues or problems you encountered in your working experience.*

--

### Appendix 2 : A Template of Final Report

#### Internship Final Report

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Submission Date: \_\_\_\_\_

#### Part I: Basic Information

Name of Internship Agency: \_\_\_\_\_

Internship Post: \_\_\_\_\_

Internship Period: \_\_\_\_\_

Intern Master: \_\_\_\_\_

Academic Supervisor: \_\_\_\_\_

#### Part II: Legal / Commercial Implications (3000-4000 words)

1. *An overall review of the internship experiences.*

--

2. *The practical application issues identified from the internship experiences.*

--

3. *Existing law / commercial compliance rules applicable in the issues identified.*

--

4. *Research on commentaries on the legal provisions / commercial rules*

--

## APPENDIX 2: A TEMPLATE OF FINAL REPORT

5. <i>Analytical findings from the internship experiences.</i>
6. <i>The overall lessons from the internship experiences in relation to the issues identified.</i>
7. <i>References.</i>
8. <i>Appendix: The Reflective Journal.</i>



### Appendix 3 : A Sample of Recruitment Notice

#### HONG KONG SHUE YAN UNIVERSITY

##### Placement for Industrial Attachment

##### Placement Post

Institution: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Number of Post: \_\_\_\_\_  
Working Place: \_\_\_\_\_  
Placement Period: \_\_\_\_\_  
Hours per Week: \_\_\_\_\_

##### Supervision

Academic Supervisor: \_\_\_\_\_  
Workplace Supervisor: \_\_\_\_\_

##### Job Description

##### Application Procedure

Please complete and submit the Industrial Attachment Application Form to xxxx with your resume through email and in hard copy.

##### Deadline

XXXXXXXXXX

##### For inquiry

Wendy Lui  
Industrial Attachment Coordinator  
Email: cylui@hksyu.edu

## Appendix 4 : A Sample of Application Form

### HONG KONG SHUE YAN UNIVERSITY DEPARTMENT OF LAW AND BUSINESS

#### Internship Application Form

##### Part 1: General Information

Student Name (English):	
Student Name (Chinese):	Student Number:
Correspondence Address:	Phone Number (Mobile):
	Phone Number (Home):
	Email:
	Fax:

##### Part 2: Agency Applied for Internship

<u>First Choice</u> Name of Agency: _____ Post: _____ Internship Period: _____
<u>Second Choice</u> Name of Agency: _____ Post: _____ Internship Period: _____

## APPENDIX 4: A SAMPLE OF APPLICATION FORM

### **Part 3: State your own intended learning outcomes**

(Up to five that you want to have achieved by the end of your internship):

1.
2.
3.
4.
5.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

[illegible]

## APPENDIX 4: A SAMPLE OF APPLICATION FORM

- |   |                          |                          |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 9. I am more capable of conducting data analysis for facilitating tasks.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. I have improved my organisation and planning skills.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. My problem solving ability is improved.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. My presentation skills for expressing personal views have improved.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. I can collaborate better with others to pursue team goals.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. I am able to engage in discussions with other parties so that I can reach an agreement that is in the best interests of the organisation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### **Overall Internship/Placement Outcomes**

- |   |                          |                          |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 15. I know how to apply what I have learned from lectures in the workplace. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. I have improved my employability.                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

--Thank you for completing this questionnaire. --

# Appendix 6 : A Sample of Student Focus Group Interview Schedule

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### HONG KONG SHUE YAN UNIVERSITY Industrial Attachment Office

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#### Student Focus Group Interview Schedule

##### Introduction

Thank you for your coming!

At this focus group discussion, we aim to collect your opinions and suggestions on the credit-bearing internship/placement. Your feedback, whether it is positive or negative, is a valuable tool for us to review and improve the course. You should feel free to agree or disagree with what are being discussed. The data collected will be kept strictly confidential. No individual identity will be disclosed. Only the aggregated results will be reported and used for analysis.

##### Opening Question

Please introduce yourself.

##### Basic Question

What was your overall learning experience in the placement?

##### Key Questions

1. Please discuss whether the placement can help to improve your employment prospects? Why or why not?
2. What additional support and resources would you have liked to receive from the University?
3. What extra support would you have liked to receive from the placement agency?
4. Could you make any suggestions for the improvement in the IA course? What aspects related to the placement arrangement need improvement? (Feedback related to the duration and location of placement, the diversity of the nature and number of placement agencies, and subsidy of the placement is welcome)

##### Ending Question

Anything that you would like to add but did not get the chance to? Anything you feel may be important and relevant, please feel free to comment.

Thank you!

## Hong Kong Shue Yan University

**Tel** : (852) 2570 7110

**Fax** : (852) 2806 8044

**Email** : [info@hksyu.edu](mailto:info@hksyu.edu)

**Website** : <https://www.hksyu.edu>

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