

Lingnan University
Department of Cultural Studies

Internship Course
(CUS4299)

Student Handbook

Contents	Page
1. Foreword	3
2. Internship Course Outline	4
3. Course Schedule and Contact Hours	8
4. Procedures for Internship	8
i) Pre-internship period	
ii) Internship period	
iii) Post-Internship	
5. Assessment	11
- Guidelines for Reflective Essay	14
- Guidelines for Diary/ Journal	15
6. Responsibilities	16
7. Timeframe	18
8. Contacts	19

1. Foreword

To maximize the benefit of Cultural Studies education for the students enrolled in the BA degree, the unique internship programme was set up in the June 2001 in conjunction with a selected number of local cultural, media and community bodies to enable students to put theory into practice in the Hong Kong context. Partner institutions cover a wide range of organizations from mainly media (news, film companies, magazines, independent media), performing arts (theatre companies, museums, art organizations), community work (social work, women's groups). Non-local internships are also offered (in Macau).

The internship programme aims to provide a dynamic framework for the consolidation and realization of the degree objectives in the course of the student's education at Lingnan. It aims to provide students in Cultural Studies with an alternative, self-reflexive learning mode outside classroom. Throughout the internship, educational benefits to be obtained from the learning process are emphasized. The programme has also proved to be a career boost for graduates. On the other hand, through close collaboration with partner institutions over the internship scheme, we aim to attain a strong interface between the academia and the community.

To formalize the benefits of the Internship programme, as well as further integrate Internship as a core outside classroom learning component in our curriculum, the CUS Department has redesigned the programme into a credit-bearing course, to take effect in the summer term of year 2009-10. This is also in line with the development of Internship as a subject within the three re-organised areas of concentration of the BACS (Hons) Degree programme under the 4-year curriculum.

This handbook aims to provide clear guidelines for partner institutions on the rationale, objectives, as well as the operational aspects of the Internship course. It also spells out the responsibilities and liabilities of the Department, the students, and the partner institutions. It is hoped that the handbook could ensure a fruitful and effective collaboration and provide a solid basis for mutual interaction and development.

2. Internship Course Outline

Course Title	:	Internship
Course Code	:	CUS4299
Recommended Study Year	:	3-4
No. of Credits/ Term	:	3
Mode of Tuition	:	Summer internship placement and workshop
Duration	:	8 weeks from June to August
Category in Major Programme	:	Required for Area of Concentration / Elective
Prerequisite(s)	:	CUS Major

Brief Course Description

This elective course aims at enriching students' outside classroom learning as part of the 'whole person education', which is an integral part of the outcome based learning policy. Students will be encouraged to integrate theory with practice, by applying cultural studies perspectives to the critical reflection of the issues related to the work of the partner organization. This is especially crucial for students' understanding of key debates and issues surrounding media and cultural organizations, as the theoretical and practical concerns in these sectors tend to be deeply embedded in the actual work at the site. The internship will equip students with the specific skills required of these cultural organizations, including critical analytical and research skills. It provides a vocational dimension, where students will be inspired of a prospective career path.

This course involves students work at selected social and cultural organizations in Hong Kong and beyond. The actual sites chosen may vary from year to year, but they focus in areas such as media, community and arts organizations. Students will attend workshops before assignment to specific internship posts according to their interests and potentials. During the summer, they will perform tasks required by the partner organization (who will act as their employer during the internship), and learn about specific skills through on-the-job training. They will be assessed by the partner organizations as well as course instructors based on their mastery of the skills and overall performance. At the end of the internship, students will be required to submit a written essay reporting their experience in the internship.

Objectives

- i) to encourage students to put theory into practice, apply cultural studies perspectives through critical reflection of the nature and issues arising from the internship, possibly through problem solving;
- ii) to help students gain better knowledge of the nature of, and skills (including research skills) specific to 'cultural work', by exposing them to real life situation and on-job training in cultural organizations;
- iii) to develop students' work and professional ethos so as to prepare them for a career in cultural work and to cope with the challenges of diversified work types in a globalized environment.

Indicative Content

- i) Historical perspective and contemporary situation in the media, performing arts, arts and community service sector;
- ii) Research methodologies such as web search, archiving, interviewing, participant observation;
- iii) Work related ethos and values, including professional attitude, punctuality, social skills, sense of responsibility

Teaching Methods

- i) Pre-internship workshops and drills (8 hours)
- ii) On-site training and learning through apprenticeship (min. 8 hours/ week over 6-8 weeks)
- iii) Guided supervision during the course of the internship, through regular in-class contact hours with course instructors and through meetings with institution supervisors (30 hours)

Learning Outcomes

- i) that students can apply cultural studies concerns and concepts on the critical issues and problems stemmed from the partner organization;
- ii) that students are able to critically analyze their learning process, articulate their learning experience and findings, and suggest ways of self-development in the future;
- iii) that students can master professional skills through the internship work, such as news and magazine writing, film and video production, events organization, office administration, and that students demonstrate mature work and professional attitude particular to cultural work, including a sense of responsibility, gender and cultural sensitivity, teamwork practice, interpersonal

communication and a sense of community building.

Measurement of Learning Outcomes

- i) students identify and analyze the history, nature and problems of partner organizations; apply cultural studies concepts to the internship experience as well as issues and problems related to the organizations in the written essay;
- ii) students demonstrate continuous critical reflection and learning through entries in their diary/ journal and written report;
- iii) students' successful mastery of skills and necessary professional and work attitude learnt from the internship assessed by the partner organizations' evaluation report.

Assessment

Interns' Performance (to be assessed by Partners)	40%
Diary/ Journal	30%
Written Essay	30%

Readings

Required Readings:

Baird, Brian N. (2005). *The internship, practicum, and field placement handbook : a guide for the helping professions*. Upper Saddle River, N.J. : Pearson Prentice Hall.

Schon, Donald A. (1995). *The reflective practitioner : how professionals think in action*. Aldershot, Hants, England : Arena.

Secondary Readings:

Angharad N. Valdivia (2006). *A companion to media studies*. Malden, MA : Blackwell

Argyris, Christ.(1999). *On organization learning*. Malden, Mass: Blackwell Business.

Bennett, Tony (1988). *Culture: a Reformer's Science*. St. Leonards, NSW : Allen &

Unwin.

hooks, bell (1996). *Yearning : race, gender, and cultural politics*, Boston, Mass. : South End Press, c1990.

Glenn Jordan and Chris Weedon (1995). *Cultural politics : class, gender, race and the postmodern world*, Oxford, UK ; Cambridge, Mass. : Blackwell Publishers.

Schechner, Richard (2002). *Performance studies : an introduction*, London ; New York : Routledge.

White, Mimi and James Schwoch (2006). *Questions of method in cultural studies*, Malden, MA ; Oxford : Blackwell Pub., 2006.

3. Course Schedule and Contact Hours

- i) Pre-Internship Workshops (Week 1 & 2)
Orientation
- ii) Summer Internship (Week 3 to Week 10)
- iii) Internship Evaluation (partners and interns) (Week 10-11)
- iv) Evaluation sharing (Department and interns) (Week 12)
- v) Submission of Diary and Written Essay (Week 13)

Contact Hours

Content	Student Contact Hours
Orientation Workshop (for student)	3 hours
On-site training (Inclusive of Meeting with supervisor)	96 hours MINIMUM (including at least 2 meetings between intern student(s) and Partner supervisor) Meeting between intern students, Partner supervisor and Course Instructor): One initiation meeting at the start of internship and one evaluation meeting towards the end
Regular in-class meeting with course instructors	2 hours x 3 times = 6 hours
On-site visits by course instructors	2 hours
Evaluation sharing	4 hours
Total	>111 hours

4. Procedures for Internship

- i) Pre-internship period
Internship places
 - Internship places in general fall under 3 main areas: media, performing arts/ arts, NGOs
 - Local and overseas internship places
 - Number and nature of Internship places may vary by year

Briefing

- A briefing will be held before the 1st round application and allocation period (early March) to familiarize students with the objectives, logistics, requirements, and procedures for application of the internship course.

Application for Internship

- There are 2 rounds of application
- Students are required to complete the application form for internship and submit to the General Office on or before the given deadline
- Those who fail to secure an internship place during the 1st round are allowed to submit for the 2nd round application.
- Students who have not applied in the 1st round can apply for the 2nd round
- No further applications will be entertained after the deadline for the 2nd round application

Filling in the Application

- Students are allowed up to 3 choices of internship places
- Students are welcome to provide as much details to justify for their application, including skills, interests, or additional qualification, to enhance their chances for consideration by the panel

Allocation

- Applications will be considered by the Internship course instructor(s)
- Criteria for allocation: based on how students' interest, eligibility, potential as demonstrated so far, and personality, would match the job nature of internship places, nature of the organization, and partners' requests
- Priority will be given to Year 2 students, and those whose DRP topic is relevant to the applied Internship place

Interview with Partners

- After the 1st round allocation, candidates for each post may be required to attend interviews with partner organizations for the latter's approval
- Students will be notified of interview results
- Unsuccessful candidates will be allowed a 2nd round of reallocation;

should the candidate be turned down by the 2nd partner organization, his/ her application may not be entertained, or will be treated on a case by case basis.

Registration

- Successful candidates will be required to complete the application process by submitting a registration form for the Internship course to the CUS Department General Office

ii) Internship period

Orientation

- Interns have to attend orientation in the first 2 weeks
- Interns will be equipped with the basic skills, general knowhow for the media, performing arts and NGOs sectors
- Guest speakers may be invited to offer expertise to interns

Guidance and Supervision

- In general, internship places are offered over a period of 6-8 weeks during June-August. In general, the internship period is expected to start from June and to end in July. The internship period could be slightly extended to mid-August for special reasons. Please specify and confirm the internship period clearly as soon as possible.
- By mutual consent, student interns may work at partner institution after mid-August. But the extended period is not covered by this internship course. Please be aware that the university insurance scheme might not cover it.
- Interns have to attend class meetings with course instructors at agreed regular times to discuss their experience and observation during internship
- Interns will be assigned a supervisor/ person-in-charge at the partner organization, who will provide on-the-job guidance, and who the intern could consult over queries and problems
- Interns should take the initiative to maintain regular contact with course instructors over their progress
- In the case where disputes/ problems occur during the internship, interns should exercise maturity to tackle the problem by seeking advice from partner organization or course instructor as appropriate

- In the case where interns display unsatisfactory behavior during internship, the partner organization and course instructor may decide to terminate the internship

Evaluation

- Towards the end of the internship, evaluation will be held between interns and partner organizations (or course instructors) on the intern's performance, and on the internship programme as a whole

iii) Post-internship

Submission of Written Essay and Diary

- Interns are required to submit a written essay and a diary at the end of course and six entries of diary within internship period.
- Interns have to seek prior consultation and approval from course instructor on ideas for the essay

Internship sharing

- Interns will all participate in an internship sharing session to share their diverse internship experience, and discuss on cultural studies related issues raised during the internship
- Partner organizations may be invited for the sharing session

Transportation Allowance

- Only interns whose partner organizations do not offer stipends are eligible to apply to the Department for a transportation allowance (max. HK\$2,500) after the internship period. This allowance acts as compensation to interns for the transport cost incurred during the internship period.

5. Assessment

Interns will be assessed on 3 areas: i) Interns' performance (assessed by Partner organizations); ii) Diary (assessed by Course Instructors); iii) Written Essay (assessed by Course Instructors)

i) Assessment Guidelines

a) *Assessment on students' performance (assessed by Partners)(40%)*

Grading Criteria:

- Mastering of job related skills (10%)
- Job related knowledge (10%)
- Professional ethos (20%)

b) *Written Essay (30%)(graded by CUS course instructors)*

Grading criteria:

- Demonstration of knowledge of the organization/ situation of the field in Hong Kong (10%)
- Reflexivity (20%)

c) *Diary/ Journal (30%) (graded by CUS course instructors)*

Grading Criteria:

- demonstration of critical analysis of their daily tasks/ happenings, focusing on self development, learning, and finding.
- at least six entries

ii) **Assessment Rubric**

- All assessments to be grading from A (highest) to F (Failure)

	Partners' Assessment	Written Essay	Diary/ Journal
A	Shows good mastery of job related skills; Shows outstanding professional ethos/ attitude.	Shows critical and in-depth reflection; good application of cultural studies issues in the reflection; demonstrates sound knowledge of the history, nature and problems of partner organization.	Shows continuous critical analysis on learning process and strong articulation with self-development.
B	Shows some mastery of job related skills; Able to demonstrate satisfactory professional ethos/ attitude.	Shows some reflection and application of cultural studies issues, organized presentation of ideas. Identifies some problems of partner organization.	Continuous description and some analysis of their learning process and self-development.
C	Can handle the skills in general but not consistent; shows reasonable professional attitude.	Superficial reflection with little or no application of cultural studies concerns; not very organized ideas.	Continuous description and occasional analysis of their learning process and findings; not very organized ideas about self-development.
D	Barely handles the tasks;	Descriptive of the internship	Descriptive of the learning

	shows little sense of initiative; does only as told.	work; no linkage with academic subjects; ideas seem disorganized.	process without analysis.
F	Not handling the tasks at all; makes unnecessary and serious blunders; not respecting the workplace and the colleagues.	Brief description of internship work; writing looks last minute and not thought out.	No continuous description or analysis of the learning process.

Guidelines for Written Essay

Deadline for essay submission: 11 August 2021 (Wed) not later than 5:00pm

1. Language: English or Chinese
2. Word length: 3000 words (English); 3500 (Chinese)
3. Objectives:
 - To encourage students to ‘critically reflect’ on the internship experience by relating it to the wider context of the sector/ industry/ Hong Kong;
 - To help students relate ‘practice’ with theory, rethinking daily work experiences in the light of issues and concepts acquired in cultural studies courses
 - To help students organize their thoughts into essay writing
4. Topic:
 - Students are expected to write on any topic of their choice which is based on their internship experience and prior consultation with course instructor
5. Developing the topic
 - The kind of ‘reflexivity’ we look for in the reflective essay should be based on the following content:
 - i) Background information of the organization, its mission, values, objectives, and operational practice; this should also be seen with a general overview of the sector/ industry the organization is in within the context of Hong Kong;
 - ii) How things you have observed in the workplace, through your work, or through discussion with your colleagues or ‘users’ of the organization, relate to some cultural studies issues or concerns we have learnt
6. Writing the essay
 - The essay can adopt different narrative styles (such as 1st person narrative, or argumentative essay type), but should include the following:
 - Demonstration of knowledge of the organization, overview of the sector/ industry in Hong Kong;
 - Reflexivity, demonstrated by
 - o organization of thoughts;
 - o clarity in the presentation of ideas;
 - o relation with some cultural studies concepts and issues.
7. Grading Criteria and Assessment Guidelines
 - Please refer to the Students’ Handbook for details

Guidelines for Diary/ Journal

1. Weekly upload to Moodle from the third week of internship onward
2. Language: English or Chinese
3. Minimum length: 500 words/ entry
4. Minimum requirement: six entries
5. Objectives:
 - To encourage students engage in a regular and continuous reflection of the daily experience in the internship workplace
 - To help students deepen what could be seen as mundane or one-off daily work into lessons for personal growth, or issues of their concern
 - To translate these thoughts into words or literary expressions
6. Format of Journal
 - Writing style: can be a personal account or literary prose, but try not to be in point form
 - You can submit it in the form of a booklet, sheets, weblog, video, or any creative style of your choice
 - You can include video clips, photos or music/ recordings
 - For submission of non-written format, please contact instructor
7. Grading and assessment criteria
 - Continuous entries
 - Demonstration of what you have learnt from the events/ happenings, in terms of self development, or general issues such as inter-personal relationships, meaning of life, etc.
 - Please refer to the Students' Handbook for details on grading and assessment rubrics

6. Responsibilities

ii) Partner Institutions

- provide clear instructions on the job nature and specification required of the students at the start of the internship
- provide occasional monitoring of students' work, answer students' queries and offer advice and assistance whenever is appropriate
- monitor students' performance, and to submit a report on the student's performance after the internship
- in case of students with Directed Research Project, the supervisor could spare more attention to the students should they request for such help
- Stipend: Although there is no fixed policy on stipends, partner organizations are encouraged to offer stipends as a token of motivation and incentive.

iii) Students

- attain an acceptable work attitude, to fulfill the job requirements in a mature manner;
- forge a cordial work relationship with partner institution;
- take initiative in seeking their Course Instructor for further instructions, clarifications, advice on their research and necessary communication where it deems appropriate;
- seek advice from partner institutions should problems arise;
- correspond regularly with duty Course Instructor of the Department of Cultural Studies

iv) CUS Department

- seek a fruitful collaboration between all the parties, including to satisfy your expectation of the programme;
- clarify the expectations of all parties on the internship programme;
- meet with interns regularly to encourage interns' reflection of internship experience
- visit partner organizations' office to liaise with partners
- assist in seeking solutions should problems arise at interns' workplace
- The Department offers a transportation allowance to interns whose partner organizations have not provided stipends during the internship period

v) Liabilities

During the internship, the student will be responsible for his/her own act, conduct and behaviour in the institution. Lingnan University will not be responsible for any any loss or damage caused to the institution or any liability of whatever nature incurred by the student in the course of or during the internship period concerned.

Should any accident be incurred on the student whilst he/ she is carrying out internship work, the student is covered by a block insurance scheme under the University policy. Under 'Lingnan University Group Personal Accident Insurance for University Students – Insurance Summary for Federal Insurance Company Policy No. 93096646-GPA09', the university block insurance scheme covers for 'insured persons' including 'all full time and part-time Lingnan University students whose age between 15-80 years. The coverage is on worldwide basis whilst either: i) for school time: commence at the time the Insured Person leave home for direct route to school, throughout the school day, and ceases at the time arrive home directly from school or two hours upon school closing, whichever comes first; or ii) for school activities: commences at the time Insured Person leave home for direct route to the meeting point, throughout the activities, and ceases when leaves the dismissal point upon completion of such activities or 2 hours upon disperses, which comes first.'

As internship programme is considered part of school activities, students on internship programme will be covered by the said insurance scheme. It should be emphasized, however, that students should exercise caution in carrying out activities during the internship to avoid unnecessary exposure to accidents.

If partner organizations have some form of block insurance scheme for their volunteers, they are encouraged to include the interns in it. Interns in need of claiming insurance should approach the Department office for details, and enquire at their organization.

7. Timeframe for Students

Period	Description
Jan 18 – Feb 26	<ul style="list-style-type: none"> ● Contact and confirm with new partner institutions ● Confirm with old partner institutions
Feb 22	<ul style="list-style-type: none"> ● Briefing session for all CUS students
Feb 26	<ul style="list-style-type: none"> ● Deadline for submission of proforma reply form partner institution
March 12	<ul style="list-style-type: none"> ● Deadline for submission of internship applications
March 24	<ul style="list-style-type: none"> ● 1st Round allocation of internship posts ● Announcement (to students) of (tentative) allocation results
March 24 - April 9	<ul style="list-style-type: none"> ● 1st round of partner institution visit or interview
April 9	<ul style="list-style-type: none"> ● Deadline for submission of Interview form
April 9 - May 7	<ul style="list-style-type: none"> ● 2nd Round allocation of internship posts ● 2nd Round of partner institution visit or interview
May 14	<ul style="list-style-type: none"> ● End of Drop Period [Note: If by today the general office does NOT receive any notification from you to drop the course, that means you have been registered for this course. After this, we shall follow Registry procedures concerning late drop applications.]
May (TBC)	<ul style="list-style-type: none"> ● Orientation
June 1	<ul style="list-style-type: none"> ● Internship starts
Early to Mid-June	<ul style="list-style-type: none"> ● Meeting I: Course Instructor, student(s), and partner institution representative discuss and confirm the arrangement of internship
End of June to Early July	<ul style="list-style-type: none"> ● Regular meetings between Course Instructor(s) and students at least 2 times to discuss internship experience
Mid July to Late July	<ul style="list-style-type: none"> ● Course Instructor, student(s), and partner institution representative join to evaluate intern's experience and other related issues.
July 31	<ul style="list-style-type: none"> ● Internship ends ● Evaluation meeting between Interns and partner institutions
August 11	<ul style="list-style-type: none"> ● Deadline for submission of internship evaluation reports from PIs ● Deadline for submission of internship reflective essay from students
August 13	<ul style="list-style-type: none"> ● Evaluation sharing for all interns ● Deadline for submission of subsidy application form
August 23	<ul style="list-style-type: none"> ● Deadline for submission grade to Registry
TBC	<ul style="list-style-type: none"> ● Course grades released

Please find the details and documents in following links.

<https://www.ln.edu.hk/cultural/programmes/undergraduate/students/internship>

[Main.php](#)

8. Contacts

Course Instructors for the term

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