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|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Title</b>           | : <b>Internship in Environment and Sustainability</b>                                                                                |
| <b>Course Code</b>            | : SCI3008                                                                                                                            |
| <b>Recommended Study Year</b> | : Year 3 or 4                                                                                                                        |
| <b>No. of Credits/Term</b>    | : <b>3</b>                                                                                                                           |
| <b>Mode of Tuition</b>        | : Internship placement, training workshops and individual supervision                                                                |
| <b>Contact Hours</b>          | : 128 hours (around 112 internship hours, 16 hours of training workshops and/or individual supervision by faculty)                   |
| <b>Category</b>               | : Elective course in the Minor in Environmental and Scientific Literacy                                                              |
| <b>Prerequisite</b>           | : Nil                                                                                                                                |
| <b>Co-requisite</b>           | : Nil                                                                                                                                |
| <b>Exclusion</b>              | : Nil                                                                                                                                |
| <b>Exemption Requirement</b>  | : Nil                                                                                                                                |
| <b>Remarks</b>                | : Students may take this course as free electives with permission of the instructor based on prior knowledge of relevant disciplines |

### **Brief Course Description:**

This course will offer students an opportunity to work at the internship placement. Each student will be assigned an academic supervisor and an on-site internship mentor. Students will be benefited from work-based learning and “real-world” experiences in knowledge areas related to environment and sustainability. Additional training workshops and/or other activities based on the learning and apprenticeship needs of the particular internship placement will be provided.

### **Aims:**

This course gives students an opportunity to acquire new knowledge and practice administrative skills in the context of environment and sustainability. Students will gain an understanding of the “real-world” workplace dynamics and professional expectations. Students will be expected to apply their scientific literacy skills to the field of the internship placement, and communicate effectively through oral and writing. Ultimately, students will be able to refine their career goals through critical analysis of the internship experience.

### **Learning Outcomes (LOs):**

On completion of the course, students will be able to:

1. Communicate and collaborate effectively and appropriately with diverse groups of people in the work environment through oral and writing

2. Apply relevant knowledge, theory and skill sets acquired from the course and workplace in the assigned job function
3. Articulate career options by considering opportunities in company, NGO sector, social enterprise, professional and educational advancement related to environment and sustainability

### **Indicative content**

Course content will be determined on a case-by-case basis, depending on the particular internship in which the individual student is engaged. Sample internship experiences, and their attending knowledge areas, may include but not limited to:

- NGO Management Trainee:
  - Hands-on experience to understand the work of NGO such as communication, digital engagement, build recognition and marketing; leadership training;
  - Assist with the coordination and management on various environmental-related programs and outreach activities;
  - Suggest ideas for potential new projects/grants and funding proposal write-up
- Sustainability Internship (Industrial/Business Sector):
  - Gain understanding and insights of the workplace dynamics, how an organization communicate and practice the SDGs.
  - Assist with the coordination of various environmental-related campaigns/workshops and measurement of the effectiveness of the campaigns for reporting;
  - Suggest ideas for potential new projects/campaign and solution to business needs
- Environmental Technology Internship (Tech Startup or SME):
  - Hands-on experience to understand the work of startup/SME such as, build product with innovative solution, digital engagement, build recognition; leadership training;
  - Brainstorm ideas for innovative solutions and potential new projects
  - Assist with the coordination and management on various environmental-related projects and/or build products;

### **Teaching Method:**

This course will offer students an opportunity to work at the internship placement for about 112 hours. Each student will be assigned both a faculty member to act as academic supervisor (according to the specific area of the internship) as well as an on-site internship mentor. The internship mentor will guide students to set appropriate experiential and practical goals, provide on-site trainings, regularly review progress with the student, and report on student performance to the academic supervisor. The academic supervisor will also meet regularly with the student, to discuss relevant knowledge and readings, and to guide the student in reflection on the internship experience in preparation for the report component of the course. Participation in additional workshops or other activities, and/or an oral presentation, will be arranged based on the learning and apprenticeship needs of the particular internship placement.

### Measurement of Learning Outcomes:

| Assessment Method                  | Intended Learning Outcomes |     |     |
|------------------------------------|----------------------------|-----|-----|
|                                    | LO1                        | LO2 | LO3 |
| Internship Performance             | X                          | X   | X   |
| Reflection Report and Presentation | X                          | X   |     |

### Assessment:

100% Continuous Assessment:

|                                                                                   |     |
|-----------------------------------------------------------------------------------|-----|
| Internship Performance<br>[assessed by internship mentor and academic supervisor] | 70% |
| Reflection Report and Presentation                                                | 30% |

### Required/Essential Readings:

There is no required textbook for this course. Reading lists will be developed for each individual internship, depending on its nature and content. Readings from a variety of sources throughout the semester will be available on the course moodle.

### Important Notes:

1. Students are expected to spend a total of around 148 hours (i.e. 112 hours of internships, 16 hours of training workshops and/or discussion with academic supervisor, and 20 hours of personal study) in the semester to achieve the course learning outcomes.
2. Students shall be aware of the University regulations about dishonest practice in course work, tests and examinations, and the possible consequences as stipulated in the Regulations Governing University Examinations. In particular, plagiarism, being a kind of dishonest practice, is “the presentation of another person’s work without proper acknowledgement of the source, including exact phrases, or summarised ideas, or even footnotes/citations, whether protected by copyright or not, as the student’s own work”. Students are required to strictly follow university regulations governing academic integrity and honesty.
3. Students are required to submit writing assignment(s) using Turnitin.
4. To enhance students’ understanding of plagiarism, a mini-course “Online Tutorial on Plagiarism Awareness” is available on <https://pla.ln.edu.hk/>.

## Grading Rubrics

### Internship Performance

|                                                         | <b>Excellent<br/>(A, A-)</b>                                                                                                                                                                                       | <b>Good<br/>(B+, B, B-)</b>                                                                                                                                            | <b>Fair<br/>(C+, C, C-)</b>                                                                                                                                                          | <b>Pass<br/>(D+, D)</b>                                                                                                                                                       | <b>Fail<br/>(F)</b>                                                                                                       |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Design of internship content and structure (30%)</b> | Demonstrates comprehensive thought and insightful consideration in constructing both the practical and theoretical components of the internship experience.                                                        | Demonstrates solid thought and consideration in constructing both the practical and theoretical components of the internship experience.                               | Demonstrates some thought and consideration in constructing the practical and theoretical components of the internship experience.                                                   | Demonstrates minimal thought in constructing the practical and/or theoretical components of the internship experience.                                                        | Does not demonstrate thought in constructing either the practical or theoretical components of the internship experience. |
| <b>Initiative and innovation (20%)</b>                  | Demonstrates a strong ability to master new and difficult tasks; consistently and intelligently takes initiative in solving problems and enacting improvements; highly adaptable to changing needs and situations. | Demonstrates an ability to master new and difficult tasks; takes initiative in solving problems and enacting improvements; adaptable to changing needs and situations. | Demonstrates an ability to master some new tasks; occasionally takes initiative in solving problems and enacting improvements; partially adaptable to changing needs and situations. | Demonstrates little ability to master new tasks; rarely takes initiative in solving problems and enacting improvements; minimally adaptable to changing needs and situations. | Does not demonstrate an ability to master new tasks, solve problems, make improvements, or adapt to change.               |
| <b>Professional ethos and execution* (50%)</b>          | Carries out all duties completely and punctually, reliably demonstrating the relevant communication and intellectual skills at a highly-professional level.                                                        | Carries out most duties completely and punctually, demonstrating the relevant communication and intellectual skills at a competent level.                              | Carries out duties but sometimes in an incomplete or untimely manner; demonstrates some of the relevant communication and intellectual skills.                                       | Carries out few of the required duties and at a barely-competent level.                                                                                                       | Does not carry out most assigned duties.                                                                                  |

*\*This rubric is a general template, which individual supervisor will expand based on the particular internship of the particular student.*

### Reflection Report and Presentation

|                                                                                    | <b>Excellent<br/>(A, A-)</b>                                                                                                    | <b>Good<br/>(B+, B, B-)</b>                                                                                                                                   | <b>Fair<br/>(C+, C, C-)</b>                                                                                                                                                                         | <b>Pass<br/>(D+, D)</b>                                      | <b>Fail<br/>(F)</b>                                                    |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------|
| <b>Understanding context and audience<br/>(20%)</b>                                | Demonstrates a thorough understanding of context and audience                                                                   | Demonstrates good attention to the audience and purpose of the assignment                                                                                     | Demonstrates some understanding of context and audience                                                                                                                                             | Demonstrate minimal understanding of context and audience    | Fails to demonstrate understanding of context and audience             |
| <b>Depth and Organization of content<br/>(50%)</b>                                 | Includes in full depth of analysis and detail of subject matter and organizes the material in a thoughtful and effective manner | Includes good depth of analysis and detail subject matter and organizes the material but ideas could be organized and communicated more fully and effectively | Includes adequate depth of analysis and detail of subject matter and provides acceptable organization of the material but ideas could be organized and communicated much more fully and effectively | Include limited depth of subject matter or organize material | Fails to include adequate depth of subject matter or organize material |
| <b>Use of supporting evidence<br/>(10%)</b>                                        | Wide range of evidence used to support arguments. Thoroughly researched. Use of primary sources.                                | Good use of evidence to support arguments.                                                                                                                    | Adequate range of evidence used. Could have drawn on more suitable evidence.                                                                                                                        | Limited use of evidence to support argument.                 | No use of evidence to support argument                                 |
| <b>Communication (use of language, eye contact, tone, gestures, etc)<br/>(30%)</b> | Delivery with language and communication style that conveyed the message effectively                                            | Generally good use of language and communication style. Some room for improvement                                                                             | Fair use of language and communication style. Room for improvement in both                                                                                                                          | Use poor language and ineffective communication style        | Fails to convey the message                                            |