CB3860 Work Placement I 2026/27

Student Handbook

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CB3860-AY2026-27-20261117

Introduction to CB3860 Work Placement I

Offering Academic Unit:	College of Business
Credit Type:	College Elective
Credit Units:	3
Course Duration:	1 Semester (Minimum 6 weeks or 240 hours)
Placement/Internship Period:	Summer 2027
Course Offering Term*:	Summer 2027

** Grade will be reflected in Semester A 2027/28*

1. Aims & Objectives

The course will take the form of a placement/internship at a hosting company ("host"). Each student is jointly supervised by a host company supervisor and a CityUHK mentor (Course Programme Leader). The course aims to provide students from across College of Business with a unique opportunity to:

1.1. Participate in a real-world work environment to gain valuable work and project management experiences to enhance job readiness;
1.2. gain valuable hands-on experience and practical insights by working on strategies tailored to meet the specific needs of participating company;
1.3. integrate the knowledge acquired in classroom and apply in business settings; and
1.4. develop soft skills, acquire experience, and appreciate work ethics, integrity and professionalism, teamwork, group / organizational behaviour in a work environment.

2. Expected Learning Outcomes

Upon completion of the placement/internship, students are expected to be able to:

2.1. Communicate an in-depth and practical understanding of how a business actually operates;
2.2. Demonstrate the ability to integrate and apply knowledge and skills developed from classroom to real-world situation;
2.3. Identify, demonstrate and practise the soft skills and values that are required at workplace for career development; and
2.4. Demonstrate integrity and professionalism in the fulfilment of all internship requirement.

Assessment

Assessment is on a **Pass/Fail** basis subject to completion of the placement/internship and satisfactory of the course requirements. Failure to complete the placement period as agreed on the signed employment contract and the minimum course requirements will be assigned with a "Fail" grade under all circumstances.

Performance Evaluation (60%)

A good attendance record of placement/internship, and, a satisfactory "Performance Evaluation" to be completed and signed off by hosting company.

Assessment Rubrics - Demonstration of ability to:

a) fulfil internship attendance;
b) complete the tasks assigned by the supervisors;
c) meeting their standards and requirements; and
d) demonstrate analytical skills at work.

Internship Reflective Report (40%)

Submit a reflective report in no less than 500 words summarizing student's overall experience, learning and progression from the placement/internship.

Assessment Rubrics - Demonstration of ability:

a) in critical reflection and consolidation on own learning experience in the internship;
b) to record the accomplished tasks and output precisely in order to demonstrate students' observation, analytical, and job knowledge acquired during the internship period; and
c) to draw meaningful and valid conclusions, reflecting on personal and professional development needs and set strategic goals for advancing along an intended career path.

Course Schedule

Please mark your calendar and set reminder to make sure reports are submitted to College of Business (cbcareer@cityu.edu.hk) **with a subject line of [CB3860]** by the deadlines.

Course registration will be enrolled by College of Business manually in June, course registration by students from online will not be required.

#	Course Items	Description and Requirements	Timeline
1	Undertaking Agreement – Offer Acceptance and Course Registration	To confirm your course registration and acceptance to the terms, students are required to submit the followings to College of Business. a) Completed and signed "Undertaking Agreement" b) E-copy of the signed employment contract with the placement/internship dates clearly indicated.	Before 3 March 2027
2	Internship Reflective Report Submission	A minimum of **500 words** summarizing your overall learning experience and transformation from beginning to the end of the internship / placement. See guidelines for suggested areas.	Within 2 weeks after placement/ internship is completed. **Hard Deadline:** 14 July 2027
3	Performance Evaluation Submission	"Performance Evaluation" is a feedback assessment on students' overall job performance. It is to be completed and signed off by your supervisor (or delegate) at the end of the placement/internship.	
4	Course Evaluation	"Course Evaluation" is a feedback assessment on the course. It is to be completed by students at the end of the placement/internship.	
5	Announcement of Assessment Results	Pass/Fail	Aug 2027

CB3860 Work Placement I

Undertaking Agreement – Offer Acceptance and Course Registration

The CB3860 Work Placement I is a 3-credit college elective course aiming to offer CityUHK business undergraduate students a robust business internship curriculum that covers essential job elements and competencies development through work placement. Students will be placed into a Hosting Company for a minimum of 6 weeks (or 240 hours) during the respective academic term.

By accepting to this "Undertaking Agreement – Offer Acceptance and Course Registration", eligible students will automatically be registered to the CB3860 Work Placement I at the specified course registration academic term.

Section A Personal Particulars

Full Name (Eng):		Student No. (SID):	
Home Department:		Programme:	
Mobile Number:		CityUHK Email Address:	
Fist 4 Characters of HKID Number: e.g. Y123			

Section B Details of Placement

Placement Period (dd/mm/yyyy):	Start Date:
	End Date:
Name of Company:	
Position Title:	

Section C Course Registration

Course Registration *(Course Code)*:	CB3860
Academic Year:	2026/27
Terms of Placement:	☐ Semester A ☐ Semester B ☒ Summer Term
Term of Course Registration (AIMS):	☐ Semester A ☐ Semester B ☒ Summer Term

Section D Terms of Offer Acceptance and Course Registration

Offer Acceptance Terms:

1. I am pleased to accept the offer issued by the hosting company and participate in the placement organized and coordinated by College of Business;
2. I understand that City University of Hong Kong has arranged Group Travel Insurance and Group Personal Accident Insurance coverage for all active students at a stipulated insured amount as specified on the group policy under Finance Office;
3. I understand and will obey to the company policy, labor ordinance, and legal legislations of the designated placement location(s) including business travel if applicable; and
4. I agree that neither City University of Hong Kong nor the hosting company connected directly or indirectly with this programme is in any way responsible for any misfortunate of whatsoever nature which may befall me during the whole period of the programme and I hereby discharge any and all of the aforesaid from liability for such occurrences. I will take full responsibility for my conduct and hold total liability for myself during the entire programme.

Course Registration Terms:

1. By accepting to this "Undertaking Agreement – Offer Acceptance and Course Registration", eligible students are automatically registered to the CB3860 Work Placement I offered by College of Business;
2. To complete the course, registered students are required to complete the agreed placement duration as indicated on the employment contract along with a satisfactory performance evaluation provided by hosting company, and have fulfilled all the course assessment tasks/activities. Please refer to the course syllabi for requirements;
3. Neither shortening nor withdrawal after acceptance to this Undertaking Agreement will be accepted under all circumstances. Failure to complete the minimum requirements will be assigned with a "Failure" grade for the course with no exception;
4. During the placement period, excessive leave application is not encouraged. If students need to take leave for medical or personal reasons, students must seek prior approval from the hosting company based on your leave entitlement and the company policy. Absence from work without advanced notification and approval will be treated as serious offence which disciplinary action will be taken; and
5. For final semester students, "Deferral of Graduation" will be required. Supporting document may be requested by College of Business prior to course registration.

Confirmation of Acceptance and Course Registration:

☐ I have read and agreed to all of the above terms and the "CB3860 Student Handbook", I hereby confirm my offer acceptance and course registration to CB3860 Work Placement I under College of Business.

☐ I have read and agreed to the Privacy Policy Statement (Privacy Policy | City University of Hong Kong), Personal Information Collection Statement, and Code of Practice (Personal Data (Privacy) (cityu.edu.hk)) under a duty of confidentiality to the University.

Student Full Name	Signature	Date

College of Business
香港城市大學
City University of Hong Kong

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Reflective Report Cover Page

Section A: Student Information	
Student Full Name:	
Student ID:	
Home Department:	
Programme:	

Section B: Placement/Internship Information	
Host Company:	
Position:	
Start and End Dates[1]:	DD-MMM-YYYY to DD-MMM-YYYY

Section C: Company Supervisor	
Name of Supervisor:	
Position:	
Phone:	
Email Address:	

Section D: CityUHK Mentor (Programme Leader)	
Name of Mentor:	Prof. Alvin LEUNG
Position:	Associate Dean, Undergraduate Programmes, CB
Phone:	3442 8497
Email Address:	acmleung@cityu.edu.hk

Student Full Name _____ **Signature** _____ **Date** _____

[1] Internship start and end dates should be exactly the same as indicated on the signed employment agreement with hosting company.

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Reflective Report

Requirements:

1) Insert "Reflective Report Cover Page" filled with student, supervisor and placement details.

2) Report Writing:

a) A minimum of 500 words summarizing your overall learning experience and transformation; and

b) One workplace photo in JPEG/PNG format. Preferably taken in front of company logo if appropriate.

3) Suggested Areas - Accomplishments of:

- Project involvement
- Client/Business/Technology exposure
- Job skills development
- Problems encountered at work
- Soft skills development
- Inspirations on future career planning

Students may refer to the Assessment Rubrics for assessment criteria.

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Performance Evaluation Form

(To be completed by Hosting Company Supervisor)

The Performance Evaluation form is designed for Hosting Company Supervisor to evaluate and assess the overall work performance and quality of output from the student during the placement period.

Section A: Assessor (Company Supervisor or Delegate)	
Hosting Company:	
Name of Assessor:	
Position:	
Phone:	
Email Address:	

Section B: Intern (Student)	
Student Full Name:	
Position:	
Start and End Dates:	DD-MMM-YYYY to DD-MMM-YYYY

Rubrics
Please rate the Intern's performance using a scale of 1 (lowest) – 5 (highest).

Scale	Grading	Criterion
5	Excellent	The intern's performance consistently exceeds the company's expectations.
4	Good	The intern's performance sometimes exceeds the company's expectations.
3	Satisfactory	The intern's performance meets the company's expectations.
2	Below Satisfactory	The intern meets some of the company's expectations and tries to improve her/his performance throughout the internship.
1	Poor	The intern neither meets the company's expectations nor shows any interest in improving her/his performance during the internship.
NA	Not Applicable	The work performed by the intern does not enable the supervisor to evaluate her/him on this factor.

Please indicate your assessment of intern's performance by choosing the appropriate number for each assessment criteria from below.

#	Assessment Criteria	Grading Scale					
	The student demonstrated ability to:	**1** Lowest	**2**	**3**	**4**	**5** Highest	**NA**
1	Complete tasks as assigned according to company standards and requirements.	☐	☐	☐	☐	☐	☐
2	Perform effective self-learning enabling the student to deliver the assigned tasks.	☐	☐	☐	☐	☐	☐
3	Communicate effectively and regularly with internal and external stakeholders.	☐	☐	☐	☐	☐	☐
	The student possesses sufficient knowledge in the followings to carry out his/her job duties:	**1** Lowest	**2**	**3**	**4**	**5** Highest	**NA**
4	Job Knowledge	☐	☐	☐	☐	☐	☐
5	Industry Knowledge	☐	☐	☐	☐	☐	☐
6	Academic and Theoretical Knowledge	☐	☐	☐	☐	☐	☐
7	Technical Skills	☐	☐	☐	☐	☐	☐
	The student has demonstrated the following soft skills and values:	**1** Lowest	**2**	**3**	**4**	**5** Highest	**NA**
8	Problem Solving	☐	☐	☐	☐	☐	☐
9	Client Services	☐	☐	☐	☐	☐	☐
10	Teamwork	☐	☐	☐	☐	☐	☐
11	Sense of Responsibility	☐	☐	☐	☐	☐	☐
12	Proactiveness	☐	☐	☐	☐	☐	☐
13	Organisation and Time Management	☐	☐	☐	☐	☐	☐
14	Entrepreneurial or Innovative Thinking	☐	☐	☐	☐	☐	☐
15	Quality of Output & Accuracy	☐	☐	☐	☐	☐	☐
16	Code of Ethics & Integrity	☐	☐	☐	☐	☐	☐
17	Work Attitude	☐	☐	☐	☐	☐	☐
18	Satisfaction to Overall Performance	☐	☐	☐	☐	☐	☐

Will you consider hiring the same student again in the future?

Yes ☐ No ☐

If no, please specify the reason:

Other Comments:

Signature of Assessor: _____

Date: _____

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Course Evaluation Form

(To be completed by Student Intern)

The Course Evaluation form is designed for students to evaluate and assess the overall learning and work experience during the internship/placement period.

Student Full Name:	
Student ID:	

Rubrics
Please rate your satisfaction to each of the assessment criteria using a scale of 1 (lowest) – 5 (highest).

Scale	Grading	Criterion
5	Excellent	The intern's performance consistently exceeds the company's expectations.
4	Good	The intern's performance sometimes exceeds the company's expectations.
3	Satisfactory	The intern's performance meets the company's expectations.
2	Below Satisfactory	The intern meets some of the company's expectations and tries to improve her/his performance throughout the internship.
1	Poor	The intern neither meets the company's expectations nor shows any interest in improving her/his performance during the internship.
NA	Not Applicable	The work performed by the intern does not enable the supervisor to evaluate her/him on this factor.

Assessment

#	Assessment Criteria	Grading Scale					
	Placement/Internship:	**1** Lowest	**2**	**3**	**4**	**5** Highest	**NA**
1	Job duties was aligned to job description	☐	☐	☐	☐	☐	☐
2	Company orientation/induction was provided	☐	☐	☐	☐	☐	☐
3	Job responsibilities were made clear	☐	☐	☐	☐	☐	☐
4	Feedback was provided timely and regularly	☐	☐	☐	☐	☐	☐
5	Adequate training was provided	☐	☐	☐	☐	☐	☐
6	Workplace communication	☐	☐	☐	☐	☐	☐
7	Application of academic knowledge	☐	☐	☐	☐	☐	☐
8	Application of technology	☐	☐	☐	☐	☐	☐
9	Opportunity to put forward new ideas	☐	☐	☐	☐	☐	☐
10	Satisfaction to overall job experience	☐	☐	☐	☐	☐	☐
	Competencies Development:	**1** Lowest	**2**	**3**	**4**	**5** Highest	**NA**
11	Job knowledge	☐	☐	☐	☐	☐	☐
12	Industry knowledge	☐	☐	☐	☐	☐	☐

13	Technical skills	☐	☐	☐	☐	☐	☐
14	Problem Solving	☐	☐	☐	☐	☐	☐
15	Client Services	☐	☐	☐	☐	☐	☐
16	Teamwork	☐	☐	☐	☐	☐	☐
17	Sense of Responsibility	☐	☐	☐	☐	☐	☐
18	Proactiveness	☐	☐	☐	☐	☐	☐
19	Organisation and Time Management	☐	☐	☐	☐	☐	☐
20	Entrepreneurial or Innovative Thinking	☐	☐	☐	☐	☐	☐
21	Quality of Output & Accuracy	☐	☐	☐	☐	☐	☐
22	Code of Ethics & Integrity	☐	☐	☐	☐	☐	☐
23	Work Attitude	☐	☐	☐	☐	☐	☐
	Course Assessment:	**1** **Lowest**	**2**	**3**	**4**	**5** **Highest**	**NA**
24	Overall rating of CB3860	☐	☐	☐	☐	☐	☐

Will you consider working for the same company in the future?

Yes ☐ No ☐

If no, please specify the reason:

Will you recommend other students to take up placement/internship?

Yes ☐ No ☐

If no, please specify the reason:

Other Comments:

Signature of Student: _____

Date: _____

Workplace Policy

Insurance Coverage for Students

All active CityUHK students are covered by the University's **Group Personal Accident Insurance** and **Group Travel Insurance Policy** throughout their academic years. Please visit CityUHK Finance Office for details of insurance policy, coverage and benefits, and claiming procedures.

Company Policies

Students should observe and comply to the rules and regulations of the Company including but not limited to Corporate Policy, Occupational Health and Safety, Code of Conduct, Data Privacy Policy, Intellectual Property, and etc. Violation of policies may lead to termination of employment or legal actions.

Workplace Behavior

Students should comply with the laws of the Hong Kong Special Administrative Region and the People's Republic of China or the country in which the placement/internship is conducted, as deemed appropriate.

Students must behave appropriately as students of City University of Hong Kong and as other employees of the company. Any misbehavior, misconduct or violation of rules and regulations will be reported to College of Business which student disciplinary actions may be applied such as course failure.

Punctuality

Students should observe the official office hours and lunch period and be punctual at work under all circumstances. For unexpected situations, students should report to your Supervisor immediately and provide an estimated arrival time.

Adverse Weather Arrangements

Students should refer to the Company policy for adverse weather arrangements according to the signal announcements from the Hong Kong Observatory (HKO). For emergency, please consult with/report to your direct supervisor immediately.

Leave Application

Absence from work without proper leave application will be treated as a serious offence, disciplinary action will then be taken. Students should refer to the employment contract for your entitlement of the different types of leave.

Annual Leave (Paid): Advance approval from direct supervisor will be required. To maximize on-the-job learning, students are strongly recommended to avoid taking leave during the peak season or at major events.

Sick Leave (Paid/Unpaid): Submission of medical certificate to the Supervisor/HR will be required.

No Pay Leave (Unpaid): No Pay Leave is not encouraged, a strong justification with supporting will be required.

For further information about employment rights, please visit the Labour Department – Employment Ordinance for advice.

Handling Confidential Information and Intellectual Property

Students should refer to the Company policy for rules and regulations on data protection, intellectual property and use of Internet. All data and intellectual materials (e.g. images, reports, emails) are protected under the company policy which it cannot be extracted, shared, reproduced, stored in a retrievable system or transcribed in any form or by any means – electronic, mechanical, photocopying, recording or otherwise – without the prior written approval of the company. Violation of rules and regulations will be reported to College of Business which student disciplinary actions or legal actions may be applied.

End of Placement/Internship Action Items

Last Week:

1) Make sure all the required reports and performance reviews are completed and signed by your Supervisor.
2) Students may make an attempt to request for a "Letter of Reference" from your Supervisor for your future job application. It is a recommendation letter outlining your terms of employment and job performance. It is provided on a discretionary basis subject to the Supervisor's preference and his/her satisfactory to your job performance and behaviors.
3) Alternatively, you may request for a "Letter of Employment" from Human Resources Department. It is a simple verification letter outlining your terms of employment, position title and last compensation. Such letter can also be presented to future employers validating your records of employment.
4) Wrap up with your outstanding tasks and assignments.

Last Day:

1) Prepare a "Handover List" with the outstanding tasks, status, actions required and file path clearly outlined and shared with your Supervisor prior to departure.
2) Send LinkedIn connection invitation to maintain your professional network.
3) Clean up your personal belongings from work station.
4) Return all the company properties to Supervisor or Human Resources such as keys, staff card, laptop/tablet, company phone, USB, and etc.

Contact College of Business

For course material submission and general enquiries: cbcareer@cityu.edu.hk

Course Leader
Prof. Alvin Leung
Associate Dean (Undergraduate Programmes)
acmleung@cityu.edu.hk

Course Management
Ms. Tiffany Man
Senior Manager, Careers and Student Enrichment
tiffany.man@cityu.edu.hk
3442 2732

Mr. Calvin Kwok
Career Manager, Careers and Student Enrichment
calvin.kwokkc@cityu.edu.hk
3442 7960

Student Development Services (SDS) Counselling Service

Hotline (Office Hours): 3442-8478

Hotline (Non-Office Hours): 5117-7807

For Weekdays after 17:30, Saturdays, Sundays, and public holidays)

Email: socs@cityu.edu.hk