

Subject Code	ENGL2007
Subject Title	Work-Integrated Education
Credit Value	3 Training Credits
Level	2
Pre-requisite / Co-requisite/ Exclusion	None
Objectives	The subject aims to enhance students' professional competencies and all-roundedness during their training in the workplace. Teaching and learning objectives will align with PolyU's Strategic Plan for all-round development of students. BAESP students, WIE Coordinator (Subject Leader) and WIE Officer, together with potential employers / workplace supervisors, will all contribute to planning, implementing and evaluating WIE activities in accordance with the University's vision and mission and the BAESP Programme's intended learning outcomes.
Intended Learning Outcomes	<p>Upon completion of the subject, students will be able to:</p> <p>Category A: Professional/academic knowledge and skills</p> <ol style="list-style-type: none"> a. demonstrate a richer understanding of the effective use of linguistic skills for communication and of the development of inter-personal / business relationships in the workplace; b. appreciate the use of language by leaders/supervisors in achieving their goals in professional contexts; c. apply with confidence language knowledge and skills to professional workplace settings. <p>Category B: Attributes for all-roundedness</p> <ol style="list-style-type: none"> d. demonstrate greater confidence in creative and critical thinking and in making independent judgements; e. display awareness of and appreciate cultures, both human and corporate, within the professional setting; f. identify goals for their personal and professional development in the future.
Subject Synopsis/ Indicative Syllabus	<p>In order to help students benefit from Work-Integrated Education, teaching and learning activities will adopt the following structure:</p> <ol style="list-style-type: none"> 1. <u>Orientation</u> In order to prepare students for the fulfilment of the WIE training, an orientation session will take place no later than

Semester 2 in Year Two to prepare students with regard to the following:

- The objectives, requirements and assessment criteria of WIE in the BAESP Programme;
- Duties and responsibilities of students and the WIE Coordinator (Subject Leader) and WIE Officer;
- WIE placement programmes organized by the Department of English;
- Other employment opportunities that can be derived from PolyU's Office of Careers and Placement Services and other institutions, organizations and companies;
- Professional attitudes and ethics at work; and
- Skills for coping with uncertainties and managing crises in the workplace

2. Training Placements and Supervision

- By assessing their interests and abilities, students will be placed in companies/organisations in Hong Kong, the Chinese mainland or overseas, where English (preferably) and/or Chinese (including Putonghua) are commonly used, for a **minimum of 60 hours on-the-job training**.
- Students are encouraged to search for and propose to the WIE Coordinator for approval a potential and preferred employer who is willing to provide language- or communication-oriented training in a particular industry or profession. Successful proposals will be recognised as Individual WIE Placements.
- The WIE Officer will liaise with potential employers to see whether and when interviews with students or meetings with the WIE Officer for clarifications need to be arranged.
- Before work placement commences, students and employers will be informed/reminded of the expectations of WIE training in the BAESP Programme as identified in the Intended Learning Outcomes of the subject syllabus.
- By the end of the first quarter of WIE, students are normally expected to submit an interim report to their WIE Officer on the following: (i) site of training and nature of industry; (ii) duties and responsibilities; (iii) skills and knowledge required to cope with routines in the profession; (iv) outcomes of training; and (v) assistance/support needed from employers and/or the WIE Coordinator and Officer.
- The WIE Coordinator and Officer are expected to provide feedback as a source of support and take appropriate action to liaise with employers when applicable.

<p>Teaching/ Learning Methodology</p>	<p>In addition to the orientation session, students can consult their WIE Coordinator or WIE Officer face-to-face or via electronic means when necessary. Students are encouraged to first approach their employer or immediate supervisor for advice to solve problems and cope with uncertainties in the workplace. Students are also strongly encouraged to consult their Personal Tutors when they need advice.</p>																																													
<p>Assessment Methods in Alignment with Intended Learning Outcomes</p>	<table border="1" data-bbox="464 501 1390 1122"> <thead> <tr> <th data-bbox="464 501 759 712" rowspan="2">Specific assessment methods/tasks</th> <th data-bbox="759 501 903 712" rowspan="2">% weighting</th> <th colspan="6" data-bbox="903 501 1390 640">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th data-bbox="903 640 979 712">a</th> <th data-bbox="979 640 1056 712">b</th> <th data-bbox="1056 640 1133 712">c</th> <th data-bbox="1133 640 1209 712">d</th> <th data-bbox="1209 640 1286 712">e</th> <th data-bbox="1286 640 1390 712">f</th> </tr> </thead> <tbody> <tr> <td data-bbox="464 712 759 824">1. Performance Appraisal</td> <td data-bbox="759 712 903 824">20%</td> <td data-bbox="903 712 979 824">✓</td> <td data-bbox="979 712 1056 824">✓</td> <td data-bbox="1056 712 1133 824">✓</td> <td data-bbox="1133 712 1209 824">✓</td> <td data-bbox="1209 712 1286 824">✓</td> <td data-bbox="1286 712 1390 824">✓</td> </tr> <tr> <td data-bbox="464 824 759 1048">2. Daily Journal, Interim Reflections & Final Reflective Report *</td> <td data-bbox="759 824 903 1048">80%</td> <td data-bbox="903 824 979 1048">✓</td> <td data-bbox="979 824 1056 1048">✓</td> <td data-bbox="1056 824 1133 1048">✓</td> <td data-bbox="1133 824 1209 1048">✓</td> <td data-bbox="1209 824 1286 1048">✓</td> <td data-bbox="1286 824 1390 1048">✓</td> </tr> <tr> <td data-bbox="464 1048 759 1122">Total</td> <td data-bbox="759 1048 903 1122">100 %</td> <td colspan="6" data-bbox="903 1048 1390 1122"></td> </tr> </tbody> </table> <p data-bbox="480 1189 1257 1263">*Students may be required by CAPS to attend a compulsory pre-placement training.</p> <p data-bbox="459 1339 799 1373"><i>Responsibility of Students</i></p> <p data-bbox="459 1373 1378 1447">On completion of the job placement, students will evaluate their WIE training in the form of portfolios which include:</p> <ul data-bbox="528 1487 1378 1704" style="list-style-type: none"> • identification of personal achievements which will reflect the extent to which intended WIE outcomes have been achieved, through the completion of a WIE Final Report at the end of the placement, and • a reflective journal maintained regularly during the student's WIE experience. 								Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)						a	b	c	d	e	f	1. Performance Appraisal	20%	✓	✓	✓	✓	✓	✓	2. Daily Journal, Interim Reflections & Final Reflective Report *	80%	✓	✓	✓	✓	✓	✓	Total	100 %						
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	<p><i>Responsibility of Employers</i> Since employers play an important role in supervising students in the WIE training, an appraisal checklist will be sent to them to assess the workplace competencies of BAESP students. Knowledge and skills to be evaluated by employers include:</p> <ul style="list-style-type: none"> • Language skills: The use of English and/or Chinese (including Putonghua) in organizational communication and the development of interpersonal / business relationships • Work attitudes: Punctuality, initiative, manners, respect for corporate culture, appreciation of human values, leadership/supervision, etc. • Reasoning: Ability to think critically to solve problems and cope with uncertainties in the workplace • Personal and professional development: Identification of achievements during the 60 hours' training and areas of weakness for improvement in the future. <p><i>Responsibility of the WIE Coordinator</i> By collating and assessing learning portfolios from students and evaluation from employers, the WIE Coordinator will award a grade (Pass with Merit, Pass or Fail) for endorsement by the Department's Subject Assessment Review Panel (SARP), to complete the WIE training exercise.</p>	
Student Study Effort Expected	Pre-Placement Training	15 hrs
	Placement	60 hrs minimum
	Keeping Reflective Journal	10 hrs
	Preparing Final Report	20 hrs
	Total Student Study Effort	105 hrs
References	<p>http://www.polyu.edu.hk/engl/wie/ https://www.polyu.edu.hk/caps/wie-home Relevant information on the placement organization</p>	

Prepared by David Qian, May 2010; Revised by Clarice Chan, August 2016