

Subject Description Form

Subject Code	MM3001
Subject Title	Work-Integrated Education
Credit Value	3 Training Credits
Level	3
Pre-requisite and/or Exclusion(s)	Nil
Objectives	Work-Integrated Education (WIE) is “work-based learning experiences which take place in an organizational context relevant to a student’s future profession, or the development of generic skills that will be valuable in that profession.” An essential and compulsory component in the Faculty’s BBA education, WIE facilitates the integration of knowledge, skills, and competences between the classroom and the real-world, thus equipping students with valuable work experience as well as practical readiness for full-time employment upon graduation.
Subject Intended Learning Outcomes	<p>At the end of WIE, the student should be able to:</p> <p>1.1 Areas of Personal Development</p> <ol style="list-style-type: none"> a. Appreciate his/her own learning style and determine the best approach to enhancing his/her learning; b. Appreciate his/her own learning and development needs and chart his/her learning and development plan for the next 3-5 years; c. Make informed choices/preferences for his/her career and formulate a suitable plan for achieving it; <p>1.2 Areas of Workplace Appreciation</p> <ol style="list-style-type: none"> a. Understand the issues involved in the practical application of the skills, knowledge and information acquired in the University environment (BBA Outcome 11); b. Appreciate the requirements and demands of the real-world work environment, especially in the industry/sector where WIE was done so as to facilitate the smooth transition to full-time employment after graduation; c. Identify factors in organizational culture that influences sustainable competitive advantage, excellence, and progress. <p>1.3 Areas of Key Skills</p> <ol style="list-style-type: none"> a. Develop strategic approaches to anticipate and handle challenges (BBA Outcome 9); b. Analyze problems and strategize solutions creatively (BBA Outcome 3);

	<ul style="list-style-type: none"> c. Appreciate the computing skills he/she has acquired, determine areas that require further development, and make plans to achieve them; d. Communicate effectively and confidently; e. Work effectively individually as well as in teams; f. Develop an ethical understanding of issues in a business setting (BBA Outcome 4) 	
Subject Synopsis/ Indicative Syllabus	<p>Students may choose to fulfill the 100-hour requirement through placements in one or two organizations OR through one or two eligible WIE activities.</p> <p>As with every course of study in their degree programme, students should note that it is their responsibility to secure the necessary 3 WIE training credits for graduation.</p>	
Teaching/Learning Methodology	Experiential Learning and Reflection	
Assessment Methods in Alignment with Intended Learning Outcomes	<p>WIE Subject Administration will be handled by School/Department correspondingly.</p> <p>Assessment of WIE will be on a pass/fail basis, based upon:</p> <ul style="list-style-type: none"> a. An initial statement from the student on the objectives and duration of the work; and b. A statement from the student's employer(s) confirming the duration of the work and satisfactory performance; and c. A Self-Evaluation/Reflection from the student. <p>These three requirements need to be met for every WIE activity.</p> <p>Students should take note that their termination of internships without valid reason(s) or their being terminated from their internship will render them to have failed the WIE activity.</p>	
Student Study Effort Expected	Class contact:	
	▪ Workshop (optional)	10 Hrs. (maximum)
	Other student study effort	
	▪ Internship (excluding workshop)	100 Hrs.
	Total student study effort	100 Hrs.
Reading List and Reference		