

# COMMUNITY AND CIVIC ENGAGEMENT

SOCIAL SCIENCES EXPERIENTIAL LEARNING IN ACTION (SOSC3005) /  
GE CAPSTONE COURSE (GCAP3145)

Semester 2, AY2022/23

## 2nd Round Application

APPLICATION DEADLINE :

**13 DEC 2022**

INTERNSHIP

RESEARCH

DURATION

≥ 200 hours  
between  
JAN - APR 2023

ACTIVITY

Self-sourced  
Internship

ELIGIBILITY

UGC-funded  
undergraduates of  
Year 3 standing or  
above in  
AY2022/23

Visit here for  
more details!



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Special thanks: General Education Office. Image designed by Stephanie HO (AVA)

# COMMUNITY AND CIVIC ENGAGEMENT

## Social Sciences Experiential Learning in Action (SOSC3005) / GE Capstone course (GCAP3145)

**Semester 2, AY2022/23**

**[2<sup>nd</sup> Round application]**

### What is the course about?

This Experiential Learning course aims to provide students with experiential learning opportunities to apply their knowledge and skills to tackle complex real-life problems in the community. Through first-hand practical experience, students are expected to develop self-awareness of real-life issues, explore their career interests, establish job required attributes, experience real workplace challenges, prepare for employment upon graduation, and to reflect upon their life-career planning.

Students may choose to engage in either internship or attachment for **at least 5 consecutive weeks (full-time)** during summer **or 200 work hours (part-time)** during term time (or equivalent) as follows:

- **Social Sciences Internship & Student Research Attachment** (<http://sosc1.hkbu.edu.hk/ssi>)
  - to gain on-the-job experience by attaching to different kinds of internship organisations such as business firms, government offices, NGOs, social enterprises, political parties, district council members offices, arts or cultural conservation organisations, media and publishers, research centres, etc; or
  - to participate in research projects led by Faculty members
- **Other experiential learning projects offered by the Faculty**
  - to involve in community projects led by Faculty members
- **Other forms of student attachment or internship vetted by the Faculty (e.g. self-sourced internship)**

### Social Issues

Through first-hand practical experience and the project-based learning, students are guided to address the **social issue(s)** identified in the following areas:

- **Environmental and Urban Systems**  
(e.g. Environmental Conservation and Sustainable Development, Urban Renewal)
- **Populations and Well-being**  
(e.g. Public Health, Child & Youth Development, Social Welfare, Education Needs, Ageing, Gender, Ethnicity and Equal Opportunities, Social Inequity, Human Rights)
- **Learning, Praxis and Governance**  
(e.g. Cultural Diversity, Heritage and Community Collective Memory, Political Governance)

## When will the internship or attachment take place?

- Usually between **3 January 2023 to 30 April 2023** for Self-sourced Internship
- Part Time** (2 full days/ 16 hours per week) with agreement with the partner organisations

### Remarks:

- Students have to obtain a minimum of 200 work hours within the period.
- Students will be enrolled in the course in Semester 2, AY2022/23.
- If the internship/attachment goes beyond 30 April 2023, the course assessment will be postponed to Semester 1, AY2023/24 and an "I (Incomplete)" grade will be temporarily recorded in the grade record of Semester 2, AY2022/23.

## Which course code should I choose?

The course titled "Community and Civic Engagement" is double-listed as two course types: **(1) Social Sciences Experiential Learning in Action** and **(2) GE Capstone** with two different course codes for respective groups of target students. You could choose only either one course code at a time.

Course Type	Social Sciences Experiential Learning in Action (applicable for AY2019/20 intake or after)	GE Capstone (applicable for AY2018/19 intake or after)
Course Code & Title	<b>SOSC3005</b> <b>Community and Civic Engagement</b> <a href="#">Download Course Outline</a>	<b>GCAP3145</b> <b>Community and Civic Engagement</b> <a href="#">Download Course Outline</a>
Target students	<ul style="list-style-type: none"> <li>Students studying the UGC-funded undergraduate programmes offered by the Faculty of Social Sciences; <u>AND</u></li> <li>Students of Year 3 standing or above in AY2022/23</li> </ul>	<ul style="list-style-type: none"> <li>Students studying the UGC-funded undergraduate programmes in HKBU; <u>AND</u></li> <li>Students of Year 3 standing or above in AY2022/23</li> </ul>
Fulfilment	Students completed and passed the course will fulfil a <b>3-unit requirement of SOSC ELA</b>	Students completed and passed the course will fulfil a <b>3-unit requirement of GE Capstone</b>
Remarks	<ul style="list-style-type: none"> <li>This course <b>CANNOT</b> be counted towards a GE Capstone</li> <li>Students majoring in GEOG/GIS/HIST/SOC may apply for double-counting a recognised GE Capstone course* towards <i>SOSC3005 Community and Civic Engagement</i></li> </ul>	<ul style="list-style-type: none"> <li>GE Capstone course <b>CANNOT</b> be counted as Free Elective</li> <li>Students majoring in GEOG/GIS/HIST/SOC may apply for double-counting <i>GCAP3145 Community and Civic Engagement</i> (GE Capstone*) towards SOSC ELA requirement</li> </ul>

\*Remarks: Please check the GE Capstone courses list for double-counting towards SOSC ELA and respective replacement courses list on [GEO's website](#)

### [Important Note for SOSC students]

As the two course codes **(SOSC3005 vs GCAP3145)** represent different course types, eligible students should **pay attention to the course code they have enrolled** after the confirmation of placement offer or release of course application result. Students are advised to plan ahead if they will apply for double-counting of GE Capstone towards SOSC ELA requirement so as to apply the course with the respective course code. **They CANNOT change and register another course code after course enrolment.**

## What is the upcoming course application timeline?

Course offering period & Enrolment Period	Period of Internship/Attachment	Course Application period (in the previous semester of the Internship/Attachment)
<b>Semester 2, AY2022/23</b>	<b>Semester 2, AY2022/23</b> (Jan 2022 – Apr 2023)	<b>Semester 1, AY2022/23</b> (Oct – Nov 2022)
<b>Semester 1, AY2023/24</b>	<b>Summer 2023; Semester 1, AY2023/24</b> (Jun – Nov 2023)	<b>Semester 2, AY2022/23</b> (Mar – May 2023)

Note: Students with confirmed internship/attachment vetted by the Faculty will be enrolled in the course in the aforementioned course offering period. The course enrolment will be done by Academic Registry, students **do NOT need to register the course** by themselves.

### Visit our webpage for more details:

<https://sosc.hkbu.edu.hk/en/programmes/undergraduate/sscc/SOSC3005/>

## Timeline for course application for Semester 2, AY2022/23

Required Actions			Timeline
Course Application (1 <sup>st</sup> round)	<ul style="list-style-type: none"> <li>○ Social Sciences Internship &amp; Student Research Attachment (<a href="http://sosc1.hkbu.edu.hk/ssi">http://sosc1.hkbu.edu.hk/ssi</a>)</li> </ul>		Apply by 27 Oct 2022 [Closed]
Course Application (2 <sup>nd</sup> round)	Students who plan to choose the following for the course: <ul style="list-style-type: none"> <li>○ <b>Self-sourced internship</b> (to be vetted by the Faculty of Social Sciences)</li> </ul>		Apply by 13 Dec 2022 [NOW opens]
Result of Course Application	Announcement of course application results to students via HKBU email		By 23 Dec 2022
Signing of Undertaking Agreement	Signing of Student Undertaking Agreement		By 28 Dec 2022 or before the start of internship (whichever is earlier)
Nomination of Course Supervisor	Nomination/Confirmation of Course Supervisor by the Department concerned according to the social issue(s) chosen by the students		Jan 2023
Course Registration	Course enrolment will be done by AR for Semester 2, AY2022/23		Jan 2023
Community and Civic Engagement	Students' engagement in the internship/attachment		Jan – Apr 2023

### 2<sup>nd</sup> round course application - Self-sourced Internship

Students' self-sourced internship for enrolling in *SOSC3005/GCAP3145 Community and Civic Engagement* must be vetted by the Faculty of Social Sciences. The vetting criteria are given as follows:

1. The self-sourced internship must fulfil the course requirement of at least 5 consecutive weeks (full time) or **200 work hours** (or equivalent).
2. The self-sourced internship will usually take place **between January 2023 to April 2023** for the course offering in Semester 2, AY2022/23
3. Students should provide detailed information/job description of the self-sourced internship
4. The self-sourced internship should be relevant to the social issue(s) that the student would like to address
5. Students must make declaration of interest / report any conflicts of interest with the internship organisation
6. Students must declare that the self-sourced internship is **ONLY** registered for and counted as the coursework requirement of *SOSC3005/GCAP3145 Community and Civic Engagement* upon successful course application
7. Students have to confirm with the internship organisation to designate a staff member to be an **On-site Supervisor** who will be responsible to endorse student's attendance log records for fulfilment of 200 work hours and complete an appraisal of internship performance (30% of course assessment).
8. Students have to submit the duly completed [Consent Form for On-site Supervision](#) to the Faculty Office during the course application period, or not later than 14 days after the start of the internship. Late submission will affect the course enrolment process.

Remarks: To avoid the double-counting of credit units of the same internship, the following situations are **NOT accepted**:

- Participating in an internship which is registered for and counted as the coursework requirement of more than one course offered by HKBU
- Transfer of credit units from a course taken, which is counted as the self-sourced internship of *SOSC3005/GCAP3145 Community and Civic Engagement*, to another course offered by HKBU

Fill in the [Online Course Application Form](#) (Login with HKBU email) with the information listed below **by 13 Dec 2022**.

Students should prepare the information listed below **before** filling in the form.

Part 1: <u>Student Information</u>	
1.1	HKBU Email Address
1.2	English Surname and Given Name (e.g. CHAN Tai Man)
1.3	Name in Chinese (e.g. 陳大文) <i>insert 'NA' if not applicable</i>
1.4	Mobile Number
1.5	Non-HKBU Email
1.6	Study Year (as of AY2022/23)
1.7	Study Load (Semester 2, AY2022/23)
1.8	Type of Student (Local / Non-local)
1.9	Student Status (Semester 2, AY2022/23)
1.10	Study Programme


  

Part 2: <u>Course Application</u>	
2.1	Course code and title (SOSC3005 / GCAP3145) - SOSC students can choose either course code


  


Part 3: <u>Required information for Self-sourced internship</u>	
3.1	Confirmation of Offer
3.2	Name of Internship Organisation
3.3	Address of Internship Organisation
3.4	Industry / Sector
3.5	Background Information of Internship Organisation
3.6	Website of Internship Organisation
3.7	Intern Position Title
3.8	Job Duties
3.9	Work Location(s)
3.10	Internship period (start date & end date)
3.11	Mode of internship/attachment (Face-to-face / Virtual / Mixed mode)
3.12	No. of working hours per week
3.13	Expected no. of total work hours for internship completion
3.14	Information of the salary/allowance
3.15	Type(s) of supporting documents (e.g. Employment contract, Appointment letter, Reference letter, Email correspondence/ Message conversations about the offer, Job advertisement)
3.16	Upload abovementioned supporting documents <a href="#">Submission Steps:</a> 1. Save the file onto your HKBU OneDrive with the required format & name: • File Format: <b>PDF (in one file)</b> • File Name: <b>CCE_Supporting_studentID_SURNAMEGivenName</b> , e.g. CCE_Supporting_22345678_CHANTaiMan 2. Share your file to " <a href="#">Anyone with the link</a> "

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Anyone with the link






People in Hong Kong Baptist University with the link



People with existing access



Specific people

DON'T block download

3. Input the [shared link](#) (https://....) of file on the Online Application Form

3.17	<p>Upload Consent form for on-site supervision (if any)</p> <p><a href="#">Submission Steps:</a></p> <ol style="list-style-type: none"> <li>1. Upload the completed <a href="#">Consent Form for On-site Supervision</a> onto OneDrive with the following <a href="#">required format and name</a>: <ul style="list-style-type: none"> <li>• File Format: <b>PDF (in one file)</b></li> <li>• File Name: <b>CCE_Consent_Form_studentID_SURNAMEGivenName</b>, e.g. CCE_Consent_Form_22345678_CHANTaiMan</li> </ul> </li> <li>2. Share your file to "<a href="#">Anyone with the link</a>"</li> <li>3. Input the <a href="#">shared link</a> (https://...) of your file on the Online Application Form</li> </ol>
3.18	Additional Information (if any)
3.19	<p>Information of Organisation Contact person</p> <ul style="list-style-type: none"> <li>• Title (e.g. Mr/Ms/ Dr/Prof)</li> <li>• Surname (e.g. CHAN)</li> <li>• Given Name</li> <li>• Phone No.</li> <li>• Email Address</li> <li>• Position Title</li> </ul>
3.20	Declaration of Conflict of Interest with the Organisation
3.21	Social issue(s) to be addressed from the internship
3.22	Which Department is the most relevant to the social issue(s) identified
3.23	Name of Faculty Supervisor (if available, with his/ her consent)
3.24	Confirmation

## Enquiry

Social Sciences Experiential Learning in Action

Faculty of Social Sciences

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