

**CULS5322 Internship in Cultural Management**  
Master of Arts in Cultural Management Programme  
The Chinese University of Hong Kong  
Term 2, AY2023/24



Past Internship photos.  
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***Please email to make an appointment for face-to-face or Zoom consultations***

**Course Information and Learning Outcomes**

Practical working experience is essential for the studies of cultural management. The programme identifies (mainly) non-profit arts and cultural organizations, each providing around 240 hours (or more) of internship opportunities. Apart from gaining practical experience, students will be able to build social and professional network through working directly with arts and cultural organizations. Students will learn skills that will be useful for their career development after graduation.

At the end of the course, students will be able to:

1. Enhance deeper understanding of cultural management within specific institutional and cultural context;
2. Acquire the critical and professional skills through observation and direct handling of problems in various cultural practices;
3. Understand the larger arts and cultural ecosystem through analysing the challenges and complexities in running/managing an arts and cultural organization;
4. Evaluate the power relations between different stakeholders within specific institutional and cultural context.

### Important Timeline (before the start of the internship)

Period	Activities
End October 2023	Students will receive information on the available internship opportunities
11 <sup>th</sup> November 2023	Deadline to submit applications for internships
3 <sup>rd</sup> week of November 2023	Internal Interviews / Shortlist
Late November/ Early December 2023	Interviews with Organizations (if any)
December 2023 and/or January 2024	Attend pre-Internship workshops
By the end of Term 2, Week 2	All internships must be confirmed. Students who have been selected for overseas internships must take an additional course (students can choose to drop the course once their visas are confirmed)
February – May 2024	Students on overseas internships to apply for the necessary visas

### Course Assessments

#### *Pre-Internship workshops* (5%)

Students are expected to attend at least 2 workshops organized by the programme.

#### *Mid-Placement Presentation* (15%)

Each student is expected to submit a 10-min presentation in English (recorded on Zoom and uploaded onto the discussion board) halfway through their practicum. The presentation should cover the following:

- A brief introduction of the organization;
- A brief introduction of the student's job description;
- Duties/projects completed thus far;
- Takeaways (including challenges) from the practicum thus far

Meanwhile, the programme will group few students into one team. Students within the same team **MUST** provide brief responses/ feedbacks/ questions to each other's presentation on Blackboard. Students will be notified of the submission dates at least two weeks prior.

#### *Evaluation by Organization* (35%)

Organizations will appraise the interns according to a set of indicators. Interns will also receive a comments/ feedback from their respective organizations.

#### *Final Presentation* (10%)

Each student is expected to submit a 15-min presentation in English (recorded on Zoom and uploaded onto the discussion board) at (or towards) the end of their practicum. The presentation should cover the following:

- Evaluation of the duties/projects completed;
- Takeaways (including challenges) from the practicum;
- Critical reflection on the macroenvironment and/or the power relations between different stakeholders;
- Suggestions of improvements to the organization

### **Critical Review (35%)**

Each student is expected to submit a 2000-word final critical review in English. There is no fixed format/structure. However, students could consider some of the following questions (the list is non-exhaustive) in your essays:

- What tasks did you complete? What did you learn from these tasks?
- What is the mission of the organization? How did your tasks contribute to the organization's mission?
- What are the power relations between different stakeholders? What caused the power differences? What can be done to manage the power relations?
- What are the key problems/ challenges faced by the organization? What caused these problems/ challenges? How should the organization tackle their problems and challenges?
- What were the key milestones in your practicum? Did the practicum influence your future career path?

Students can submit the essay onto Veriguide by **2359hrs of the 31<sup>st</sup> May 2024 (local practicums) and 20<sup>th</sup> August 2024 (overseas practicum)**. Please note that the deadlines are based on Hong Kong time. Signed Veriguide forms should be emailed to the course TA.

### **Honesty in Academic Work: A Guide for Students and Teachers**

The Chinese University of Hong Kong places very high importance on honesty in academic work submitted by students, and adopts a policy of zero tolerance on cheating and plagiarism. Any related offence will lead to disciplinary action including termination of studies at the University. All student assignments in undergraduate and postgraduate programmes should be submitted via VeriGuide with effect from September 2008: [http://veriguide1.cse.cuhk.edu.hk/portal/plagiarism\\_detection/index.jsp](http://veriguide1.cse.cuhk.edu.hk/portal/plagiarism_detection/index.jsp)

Although cases of cheating or plagiarism are rare at the University, everyone should make himself/herself familiar with the content of this website and thereby help avoid any practice that would not be acceptable.

#### Section 1 What is plagiarism

[http://www.cuhk.edu.hk/policy/academichonesty/Eng.htm\\_files \(2013-14\)/p01.htm](http://www.cuhk.edu.hk/policy/academichonesty/Eng.htm_files%20(2013-14)/p01.htm)

#### Section 2 Proper use of source material

[http://www.cuhk.edu.hk/policy/academichonesty/Eng.htm\\_files \(2013-14\)/p02.htm](http://www.cuhk.edu.hk/policy/academichonesty/Eng.htm_files%20(2013-14)/p02.htm)

#### Section 3 Citation styles

[http://www.cuhk.edu.hk/policy/academichonesty/Eng.htm\\_files \(2013-14\)/p03.htm](http://www.cuhk.edu.hk/policy/academichonesty/Eng.htm_files%20(2013-14)/p03.htm)

#### Section 4 Plagiarism and copyright violation

[http://www.cuhk.edu.hk/policy/academichonesty/Eng.htm\\_files \(2013-14\)/p04.htm](http://www.cuhk.edu.hk/policy/academichonesty/Eng.htm_files%20(2013-14)/p04.htm)

#### Section 5 CUHK regulations on honesty in academic work

[http://www.cuhk.edu.hk/policy/academichonesty/Eng.htm\\_files \(2013-14\)/p05.htm](http://www.cuhk.edu.hk/policy/academichonesty/Eng.htm_files%20(2013-14)/p05.htm)

#### Section 6 CUHK disciplinary guidelines and procedures

[http://www.cuhk.edu.hk/policy/academichonesty/Eng.htm\\_files \(2013-14\)/p06.htm](http://www.cuhk.edu.hk/policy/academichonesty/Eng.htm_files%20(2013-14)/p06.htm)

#### Section 7 Guide for teachers and departments

[http://www.cuhk.edu.hk/policy/academichonesty/Eng.htm\\_files \(2013-14\)/p07.htm](http://www.cuhk.edu.hk/policy/academichonesty/Eng.htm_files%20(2013-14)/p07.htm)

#### Section 8 Recommended material to be included in course outlines

[http://www.cuhk.edu.hk/policy/academichonesty/Eng.htm\\_files \(2013-14\)/p08.htm](http://www.cuhk.edu.hk/policy/academichonesty/Eng.htm_files%20(2013-14)/p08.htm)

#### Section 9 Electronic submission of assignments via VeriGuide

[http://www.cuhk.edu.hk/policy/academichonesty/Eng.htm\\_files \(2013-14\)/p09.htm](http://www.cuhk.edu.hk/policy/academichonesty/Eng.htm_files%20(2013-14)/p09.htm)

#### Section 10 Declaration to be included in assignments

[http://www.cuhk.edu.hk/policy/academichonesty/Eng.htm\\_files \(2013-14\)/p10.htm](http://www.cuhk.edu.hk/policy/academichonesty/Eng.htm_files%20(2013-14)/p10.htm)