

**THE UNIVERSITY OF HONG KONG
FACULTY OF BUSINESS AND ECONOMICS
School of Economics and Finance**

Course Code	:	FINA0604/FINA3360
Course Title	:	Financial Practicum
Credits	:	6
Prerequisite	:	ECON1001/ECON1210 Introductory Microeconomics; and FINA2802/FINA2320 Investments and Portfolio Analysis; and FINA0301/2322 Derivatives
Remarks	:	Open only to FBE students Candidates intending to take this course shall complete an application form (please refer to p. 7-10 of this document).
Precursors	:	Nil

Course Description

This course is designed for students who are hired by a reputable company to provide consulting service in the fields of Economics or Finance. The main purpose of this course is to help students relate economic or finance theories to the practical experience from their employment. They will be supervised and assessed jointly by a faculty member from the School of Economics and Finance and a supervisor/mentor from the participating company. Interested students should submit to the School Undergraduate Programme Director a proposal of no less than 1,000 words for approval.

Course Learning Outcomes (CLOs)

CLOs	Aligned Faculty Goals*
CLO 1. To understand how the theoretical concepts, models and analytical techniques in textbooks are applied by finance managers in the real world.	Goal #1, 2
CLO 2. To develop capabilities in tackling novel situations and ill-defined problems and appreciate the intricacy of real world decision making.	Goal #1, 2
CLO 3. To understand the industry's standard of excellence in analytical and presentation skill.	Goal #3, 5
CLO 4. To develop the necessary requirements as a professional, such as professional integrity, interpersonal skills, self confidence, strong EQ, positive thinking, sense of responsibility, and a global perspective.	Goal #3, 4, 5

*Faculty Goals are as follows:

- Goal 1: Acquisition and internalization of knowledge of the programme discipline
- Goal 2: Application and integration of knowledge
- Goal 3: Inculcating professionalism and leadership
- Goal 4: Developing global outlook
- Goal 5: Mastering communication skills

Teaching and Learning Activity

TLA1. Field work

Students are expected to carry out their duties as laid down in their employment contract and work diligently and effectively with their supervisor and colleagues at work.

TLA2. Consultation with supervising professor

Students are required to meet with their supervising professor on a regular basis to report their progress and seek advice.

Alignment of TLAs and CLOs

CLO1	TLA1, TLA2
CLO2	TLA1, TLA2
CLO3	TLA1
CLO4	TLA1

Assessment Tasks

Type of assessment tasks/activities	Weighting
AT1. Performance assessment from the participating company's supervisor/mentor	30%
AT2. Performance assessment from the supervising professor	70%

AT1 The supervisor/mentor of the participating company is requested to submit a letter grade and written comment to assess the student's overall performance at the end of his/her employment.

AT 2 This includes (i) a research paper of at least 7,000 words excluding references and (ii) any additional forms of assessment required by the supervising professor, such as the quality of the student's discussions with the supervisor, learning attitude, and interim written report(s).

Students must pass both AT1 and AT2 in order to pass the course.

Alignment of ATs and CLOs

CLO1, CLO2, CLO3, CLO4	AT1, AT2
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Grading by the Supervisor/Mentor from the Participating Company

Letter Grade	Grade Point	Grade Definitions	Remarks
A+	4.3	Excellent	Demonstrate cogent ability to communicate with the company supervisor and team members (if applicable), outline, analyze and solve business assignments. The student is highly responsible and self-motivated during the internship.
A	4.0		
A-	3.7		
B+	3.3	Good	Demonstrate good ability to communicate with the company supervisor and team members (if applicable), outline, analyze and solve business assignments. The student demonstrates good level of responsibility and self-motivation during the internship.
B	3.0		
B-	2.7		
C+	2.3	Satisfactory	Adequately able to communicate with the company supervisor and team members (if applicable), outline, analyze and solve business assignments. The student demonstrates satisfactory level of responsibility during the internship.
C	2.0		
C-	1.7		
D+	1.3	Pass	Marginally able to communicate with the company supervisor and team members (if applicable), outline, analyze and solve a few business assignments.
D	1.0		
F	0.0	Failure	Unable to perform tasks assigned by the company.

Grading by the Supervising Professor

Letter Grade	Grade Point	Grade Definitions	Remarks
A+	4.3	Excellent	Demonstrate strong evidence to apply economic or finance knowledge and theories to address the topics and issues identified in the proposal.
A	4.0		
A-	3.7		
B+	3.3	Good	Demonstrate fairly strong evidence to apply economic or finance knowledge and theories to address the topics and issues identified in the proposal.
B	3.0		
B-	2.7		
C+	2.3	Satisfactory	Demonstrate adequate evidence to apply economic or finance knowledge and theories to address the topics and issues identified in the proposal.
C	2.0		
C-	1.7		
D+	1.3	Pass	Demonstrate marginal evidence to apply economic or finance knowledge and theories to address the topics and issues identified in the proposal.
D	1.0		
F	0	Failure	Fail to demonstrate sufficient evidence to apply economics or finance knowledge and theories to address the topics and issues identified in the proposal.

Important Notes to Students:

1. This course is only available to FBE students who can take this course only once.
2. It is the sole responsibility of the student to secure the employment contract from a reputable company as deemed by the School of Economics and Finance.
3. The nature of the consulting service must be primarily related to the fields of Economic or Finance.
4. Students in this course are expected to work at least 120 hours in total. Students are not allowed to work more than 10 hours per week on a part-time basis during regular semesters, except during the summer semester when they are not taking any courses.
5. The maximum time limit of this course is three consecutive semesters, including the summer semester. All work must be completed and course grade be given within this period.
6. A completed application form together with a copy of transcript/grades of all courses should be submitted to Ms. Annie Lam at the School Office of the School of Economics and Finance (Room 908, K.K. Leung Building) by the following deadlines of application:
 - (a) within the first 2 weeks of the employment. Late application (i.e. a completed application is submitted to the School Office after the employment has commenced for more than 2 weeks) will **NOT** be approved; AND
 - (a) by the end of the add/drop period of the enrolled semester.

If a completed application is submitted to the School Office within the first 2 weeks of employment, but after the end of the add/drop period, such application will be treated as a special case for the School's consideration.
7. If the employment involves a team of students working as a group, the maximum number of students in the group is four. It is not compulsory for all the group members to take FINA0604/FINA3360. In this case, students should enroll in FINA0604/FINA3360 on an *individual* basis if they wish to do so.
8. It is the sole responsibility of the student to identify a full-time faculty member from the School of Economics and Finance who is willing to serve as his/her supervising professor.
9. The research paper to be submitted to the supervising professor is expected to be an academic paper on an economic and finance topic (e.g. pricing anomaly of derivatives) that is related to the nature of your employment. You are expected to conduct literature review of the topic and show the connection between the proposed topic and the nature of your employment. The research paper must be at least 7,000 words excluding references and meet the academic standard of a research paper in an advanced level economic/finance course offered by the School of Economics and Finance.
10. The research paper must be submitted together with a complete Turnitin report. Instructions of generating the Turnitin Report:
 - (a) Visit the Library's website at <http://lib.hku.hk/turnitin/students.html> for information of the account set-up and user manual.
 - (b) Enter the Turnitin webpage <http://www.turnitin.com>.

(c) Create your student account with the following information:

- Class ID: **12891346** (effective period: *June 23, 2016 – August 31, 2017*)
- Class Name: **UG Papers 2016-17**
- Enrollment Password: **ug201617**

(d) Upload the final version of your paper to the Turnitin system.

(e) Generate and print out the *entire* Turnitin Report, then submit it together with your research paper to Ms. Annie Lam at the General Office (Room 908, K.K. Leung Building).

11. You have the responsibility to remind your supervisor/mentor of the participating company to complete and submit the “Student Assessment Form by Employer” to Ms. Annie Lam at the School Office (Room 908, K.K. Leung Building, School of Economics and Finance, The University of Hong Kong, Pokfulam, Hong Kong). Alternatively, your supervisor/mentor may email the pdf file of the form to annielhc@hku.hk, or by fax to 2548 1152. The deadline for submission of the form will be the last day of the revision period of the enrolled semester.
12. Your research paper to supervising professor and a Turnitin report should be submitted to Ms. Annie Lam at the School Office at Room 908, K.K. Leung Building by the last day of the revision period of the enrolled semester (First semester: on or before December 7 (Wednesday), 2016; Second semester: on or before May 5 (Friday), 2017; Summer semester: on or before August 11 (Friday), 2017.)
13. Students who have to miss classes/courses during the 1st or 2nd semester due to their assigned tasks in FINA0604/FINA3360 have to ask for permission from instructors of those missing classes/courses. As the assessment of the classes/courses concerned may cover students’ discussion or attendance, students have to take the initiative to observe the specific requirements in those classes/courses.
14. Students who work full time in FINA0604/FINA3360 during regular semester(s) must apply and obtain approval for leave of absence.

Important Notes to Supervising Professor:

1. The research paper from the student is expected to be an academic paper on an economic and finance topic (e.g. pricing anomaly of derivatives) that is related to the nature of his/her employment. The research paper must be at least 7,000 words and meet the academic standard of a research paper in an advanced level economic/finance course offered by the School of Economics and Finance.
2. Please check whether the proposal from the student is related to his/her employment, in the sense that the practical experience from the employment is needed for the student to complete his/her research paper.
3. Please arrange periodic meetings with the student to ensure he/she is making satisfactory progress towards fulfilling the objectives laid down in his/her proposal. You are expected to stipulate additional continuous assessments such as interim reports to gauge the student’s performance.

Important Notes to Industry Supervisor/Mentor:

1. Please confirm that the employment contract offered to the student is consistent with points (3), (4), and (5) under “Important Notes to Students”.
2. This course requires students to submit a research paper to School of Economics and Finance based on the practical experience gained from their employment. Please note that the student needs to utilize some information from the job to complete his/her research paper. If you are concerned about possible leakage of sensitive company information in the process, please make separate arrangement with the student. The School of Economics and Finance is not responsible for misconduct of the student in leaking sensitive company information to any third party.

Approval Procedures:

The course must be approved by the School Undergraduate Programme Director. The following documents must be submitted:

1. a completed application form for FINA0604/FINA3360 together with a copy of your transcript/grades of all courses;
2. an employment contract or a letter issued by the human resource department of the participating company that describes the nature and scope of the consulting project or internship, and the length of employment period; and
3. a proposal of at least 1,000 words that outlines the economic or finance issues that the student would like to address through his/her work experience from the consulting service.

Academic Conduct

The University Regulations on academic dishonesty will be strictly enforced! Please check the University Statement on plagiarism on the web: <http://www.hku.hk/plagiarism/>. Academic dishonesty is behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another. It includes, but is not necessarily limited to, the following types of cases:

1. Plagiarism - The representation of someone else’s ideas as if they are one’s own. Where the arguments, data, designs, etc., of someone else are being used in a paper, report, oral presentation, or similar academic project, this fact must be made explicitly clear by citing the appropriate references. The references must fully indicate the extent to which any parts of the project are not one’s own work. Paraphrasing of someone else's ideas is still using someone else’s ideas, and must be acknowledged.
2. Unauthorized Collaboration on Out-of-Class Projects - The representation of work as solely one’s own when in fact it is the result of a joint effort. Where a candidate for a degree or other award uses the work of another person or persons without due acknowledgement: (a) The relevant Board of Examiners may impose a penalty in relation to the seriousness of the offence; (b) The relevant Board of Examiners may report the candidate to the Senate, where there is prima facie evidence of an intention to deceive and where sanctions beyond those in (1) might be invoked.

To: School Undergraduate Programme Director
 School of Economics and Finance
 The University of Hong Kong

RE: **FINA0604/FINA3360 Financial Practicum**

A) Information of the Applicant

Name: _____ Univ. No.: _____

Programme: _____ Year: _____

Contact Tel. No.: _____ E-mail: _____

(Copy of transcript or grades of all courses taken at HKU must be attached to this form.)

I have read the course outline, including the section “Important Notes to Students”, and I fully understand the course requirements. I would like to submit my application for enrolment in Financial Practicum.

Signature of applicant: _____

Date: _____

B) Information of the Participating Company and Supervisor/Mentor

Company Name: _____

Company Address: _____

Supervisor/ Mentor:

Name: _____ Title: _____

Contact tel. no.: _____ E-mail: _____

I have read the course outline, including the section “Important Notes to Industry Supervisor/Mentor”, and the student’s proposal. I confirm that the proposal is related the nature of the employment. I agree to be the industry supervisor/mentor of the above student in the Financial Practicum course. I will be responsible for completing the “Student Assessment Form by Employer” at the end of the employment period.

Signature: _____ Date: _____

C) Information of the Professional Service

Job title: _____

Employment period: _____

Please indicate the semester(s) covered by the employment period:

1st Semester, year ____ 2nd Semester, year ____ Summer Semester, year ____

Mode of employment:

Full-time Part-time – No. of working hours per week: _____

D) Information of the Supervising Professor

I have read the course outline – including “Important Notes to Supervising Professor” – and the student’s proposal. I agree to be the supervisor of the above student in the Financial Practicum course.

Name: _____ E-mail: _____

Contact tel. no.: _____ Signature: _____

E) For School’s Use only:

Decision by UG Programme Director: Approved / Disapproved*

Remarks: _____

Signature: _____

Date: _____

**Please delete where appropriate*

Please write a proposal of no less than 1,000 words that outlines the economics or finance issues that you would like to address through your work experience from the consulting service.

(If insufficient space – please use a separate sheet)

Instructions to the applicant:

1. A completed application form together with a copy of your transcript/grades of all courses should be submitted to Ms. Annie Lam at the School Office of the School of Economics and Finance (Room 908, K.K. Leung Building) by the following deadlines of application:
 - (b) within the first 2 weeks of the employment. Late application (i.e. a completed application is submitted to the School Office after the employment has commenced for more than 2 weeks) will **NOT** be approved; AND
 - (c) by the end of the add/drop period of the enrolled semester (i.e. 4:00 pm, September 14, 2016 in the 1st semester; or 4:00 pm, February 2, 2017 in the 2nd semester; or 4:00 pm June 19, 2017 in the summer semester).

If a completed application is submitted to the School Office within the first 2 weeks of employment, but after the end of the add/drop period, such application will be treated as a special case for the School's consideration.

2. You have the responsibility to remind your supervisor/mentor of the participating company to complete and submit the "Student Assessment Form by Employer" to Ms. Annie Lam at the School Office (Room 908, K.K. Leung Building, School of Economics and Finance, The University of Hong Kong, Pokfulam, Hong Kong). Alternatively, your supervisor/mentor may email the pdf file of the form to annielhc@hku.hk, or by fax to 2548 1152. The deadline for submission of the form will be the last day of the revision period of the enrolled semester (i.e. December 7, 2016 in the 1st semester, or May 5, 2017 in the 2nd semester, or Aug 11, 2017 in the summer semester).
3. Your research paper to supervising professor and a Turnitin report should be submitted to Ms. Annie Lam at the School Office at Room 908, K.K. Leung Building by the last day of the revision period of the enrolled semester (i.e. December 7, 2016 in the 1st semester, or May 5, 2017 in the 2nd semester, or Aug 18, 2017 in the summer semester).