



## COURSE SYLLABUS

### Internship in Business Administration, 15 credits

*Internship in Business Administration, 15 högskolepoäng*

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Course Code:	JIAK11	Education Cycle:	First-cycle level
Confirmed by:	Council for Undergraduate and Masters Education Jan 17, 2011	Disciplinary domain:	Social sciences
Valid From:	Jan 17, 2011	Subject group:	FE1
Version:	1	Specialised in:	G1F
		Main field of study:	Business Administration

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### Intended Learning Outcomes (ILO)

On completion of the course the student will be able to:

#### *Knowledge and understanding*

1. Account for, reflect on, and explain differences between practice and theory in business administration.

#### *Skills and abilities*

2. Independently identify a topic that is relevant for the student's program studies, which can be studied in the internship organization and provide improved knowledge in the subject business administration.
3. Identify, collect, and combine a theoretical framework suitable to analyze a predefined topic of study in business
4. Thoroughly investigate a predefined topic of study in business administration by means of active organization participation and theoretical reflection.
5. Independently write an academic report, which combines theory and experiences from practice and derives useful conclusions for theory and practice.

#### *Judgement and approach*

6. Identify, analyze and critically discuss practical and theoretical implications associated with the internship with the aim to contribute in terms of knowledge in the field of business administration.

### Contents

If suitable to their study profile and course portfolio, programme students with a major in Business Administration are offered the possibility to do an internship in a business organization. For a 15 credit internship, the minimum time spent with an organization is 10 weeks. Students themselves take the initiative to investigate their opportunity to take an internship course with a student counselor and locate an internship position.

The aim of the internship course is to facilitate increased in-depth learning within a predefined field of business administration. The internship position should offer an exclusive opportunity to study a topic in business administration. By applying theoretical knowledge to practical experiences, this internship course also provides a unique opportunity to reflect on the variations between theory and practice and the value of combining them to gain valuable knowledge and skills for a career in business administration.

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Students must be enrolled in the internship course before they can start an internship. Before a student can be enrolled in the internship course, the internship position and the topic of study must be approved by the course examiner.

**Ex-ante check-list for students interested in doing an internship:**

1. Meet with study counsellor to see if you are eligible for doing an internship course.
2. Identify and contact an organization suitable for your internship.
3. Get permission from the company to do an internship in the organization
4. Get the organization to appoint an internship responsible and craft an internship work description.
5. Based on the type of organization and the work description – identify a topic that you wish to study and gain increased knowledge about during the internship. Write 1 page specifying the background and problem description and preliminary purpose of your internship course report. (i.e. What area of business administration and what specific topic in that area do you aim to go deeper into by means of the internship?)
6. Send the organization's work description plus information of contact person, and your topic description to the course examiner.
7. If your internship position and topic is accepted – meet with the assigned teacher to discuss the topic and preliminary literature before you leave for the internship.

**Type of instruction**

To fulfill the academic requirements of the internship, each student should submit the following reports:

*Field note reflections:* During the time of the internship each student should take field notes about specific things they observe or experience related to business administration (not limited to your chosen area and topic of internship study). Drawing on these field notes students should reflect on how practice mirrors what they have studied in previous courses. For the 15 credit internship, students should submit four such reflections (2-3 pages each) to their internship teacher during the internship. Each field note submission should contain reflections of at least three observations or experiences and connections to theory (in total 12 reflections).

*An internship report:* During and related to the internship, each student should write a report with the aim of analyzing and generating new insights related to a predefined topic in the area of business administration. To facilitate a relevant frame of reference and thorough analyses, students should identify and study research-based literature (at least 2 books and 20 articles, or 30 articles). Discussion about literature should be held with the teacher before starting the internship.

The report should be well structured and fulfil the scientific standards required by JIBS. The report

should be between 15 and 20 pages (excluding references and appendix) and contain the following:

- 1) Introduction that presents the topic and questions in focus during your internship.
- 2) A summary of previous and relevant research (based on the literature requirements)
- 3) Presentation of observations/experiences/discussions (etc) in practice combined with critical discussion and analyses (including references to previous research).
- 4) Conclusions and recommendations to theory and practice.
- 5) List of references (please remember to use references correctly in your report!)
- 6) Appendix 1: Description of the internship organization
- 7) Appendix 2: Description of the work conducted in the organization

Formal requirements:

- Remember to make explicit and transparent references to other authors.
- Write in Word, Times New Roman, 12p, single-spaced.

The teaching is conducted in English.

### Prerequisites

45 Credits in Business Administration (or the equivalent).

### Examination and grades

The course is graded Fail (U) or Pass (G).

The ILOs are examined according to below:

- ILOs 1 and 5 are examined through Field Note Reflections.
  - ILOs 2, 3, 4, 5, and 6 are examined through the internship report
- The grade is translated to the ECTS grading scale (A, B, C, D, E, Fx or F).

Registration of examination:

Name of the Test	Value	Grading
Written assignment <sup>1</sup>	15 credits	U/G

<sup>1</sup> Determines the final grade of the course, which is issued only when all course units have been passed.

### Course evaluation

At the outset of the course the course manager ensures that course evaluators are elected (or exist) among the students. The course evaluation is carried out continuously as well as at the end of the course. On the completion of the course the course evaluators and course manager discuss the course evaluation and possible improvements. The result is reported to, among others, the Associate Dean for Education, the Council for Undergraduate and Master Education, and the Board of Directors of JIBS. The course manager shall at the outset of the following course report results and measures taken in the previous course evaluation.

### Other information

This course cannot be used to fulfil the requirement of the major.

The internship report cannot replace the writing of a bachelor thesis (G2F-level)

## **Course literature**

### *Literature*

Preliminary literature should be suggested by the student and discussed with the internship teacher before the student leaves for the internship. The literature applied should be relevant for the internship focus and include at least twenty (20) scientific articles and two (2) textbooks, or 30 articles. This minimum requirement refers to literature beyond the literature students have studied in previous JIBS courses. Literature from previous courses can still be used - especially for the field note reflections.