



APPLIES TO ACADEMIC YEAR 2012/2013

## ELE 3637 Internship

### Programme

Elective

### Responsible for the course

Benedicte Brøgger

### Department

Department of Innovation and Economic Organisation

### Term

According to study plan

### ECTS Credits

15

### Language of instruction

Norwegian

### Introduction

The objective with the internship program is to give students the opportunity combine work experience with studies in a manner that enhances their learning in both situations. By working in an enterprise, the students get to use theories and models they have learnt at school to solve practical tasks. This brings forth the relevance of the academic knowledge. At the same time, the course gives them the opportunity to systematically reflect on their practical work experiences. This prepares them for working life. The business community gets access to updated academic knowledge, able hands and the opportunity to address their needs for new knowledge as they prepare the internship activities for their interns. The student is responsible for finding an internship company.

### Learning outcome

#### Knowledge

- Know about the key operative function in an enterprise and their interconnections.
- Have an overview of the formal management systems of the enterprise.
- Understand how informal rules and business culture shape everyday work

#### Skills

- Ability to define and negotiate a realistic and productive work plan with manager
- Know how to identify and use relevant and reliable information, theories and models, in writing as well as orally.
- Ability to reflect on own professional development

#### Reflection

- Respect for the complexities involved in doing business.
- Independence and responsibility.
- Critical reflection

### Prerequisites

Student must have the required study progress in the chosen bachelor field. Ability to read and write English is expected.

To apply, the student must submit a CV, report on grades, a letter of motivation and a signed learning contract with the company. The letter of motivation must contain what the student seeks to achieve in terms of professional development from working in the specific company. The learning contract must describe the intern's role and responsibility during the internship, the expected learning outcome for the intern, the expected practical outcome for the company, progress and name and contact details of the contact person in the company.

### Compulsory reading

#### Books:

Switzer, H.F. and M.A. King. 2008. The successful internship : personal, professional and civic development. 3rd international student ed. Cengage Learning. Kap. 2 Essentials for the journey. Kap. 3. Framing the experience: The developmental stages of an internship. Side 22-61.

**Other:**

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**Recommended reading****Course outline**

- The 5 internship phases
- Learning contract and work plan
- On companies and enterprises
- Problem, syllabus and project report
- Professional development
- Uses of theory
- Reflection and experiential learning

**Computer-based tools**

No special IT-tools are used

**Learning process and workload****In internship company: 240 hours**

The work tasks must be agreed with the company, including hours to work with the term paper. The work is done during the semester according to the agreement between intern and company, the recommended form is two full days per week during the semester. The work is not paid, and emphasis is on the intern's learning.

**At school: 160 hours**

- Introduction market, 4 workshop.
- Literature review and choice of syllabus.
- It's learning activities.
- Term paper (individual).
- Oral presentation.

To get a maximum outcome from the course, students are expected to attend at least 80% of the seminars at school.

**Use of hours**

Hours: 90

6 hours - introduction market  
72 hours - workshops and lectures  
12 hours - Local process and course administration  
90 hours total

**Examination**

The internship examination consists of a term paper, which is to be submitted in advance of the 4th workshop. The paper is to be submitted individually in three copies and must include:

- Reference list of 350 pages chosen literature.
- Signed confirmation letter from the internship company that the internship is completed, and an assessment of the results in relation to the learning contract.

Oral presentation for examiners of key points from the paper.

**Examination code(s)**

ELE 36371 Term paper and oral presentation together counts for 100% of grade.

**Examination support materials**

Aid tools are allowed

**Re-sit examination**

At the next ordinary course. Requires new term paper and oral presentation.

**Additional information**