



APPLIES TO ACADEMIC YEAR 2016/2017

ELE 3647 Internship

Programme

Elective

Responsible for the course

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Department

Department of Communication and Culture

Term

According to study plan

ECTS Credits

15

Language of instruction

English

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 good study progress in the chosen bachelor field and C in average grade. Acceptance on the course will be done on an assessment of all requirements: progress, grades, letter of motivation, CV and learning contract. 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, signature and contact details of the contact person in the company.

Compulsory reading

Book extract:

Sweitzer, H. Frederick and Mary A. King. 2013. The successful internship : personal, professional and civic development. 4th international ed. Cengage Learning. Chap. 2 Essentials for the journey. Chap. 3. Framing the experience: The developmental stages of an internship. Pages 22-61. (3rd ed. from 2009 can alternatively be used)

Other:

Appr. 350 pages Chosen Curriculum

Recommended reading**Course outline**

- The internship phases
- Learning contract and work plan
- On companies and enterprises, the work tasks
- Problem statement, syllabus and term paper
- Professional development
- Uses of theory
- Reflection tools

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 preparatory work with the term paper. The work must be done during the semester through two full workdays (a 8 hours) per week from the start of the semester and until after the last workshop. If needed, the intern and company may agree to a slightly different workload, for example is a trade fair, survey or other activities require the student to work more during some weeks and less other weeks. The length of the internship work in the company shall not exceed 15 weeks calculated from the start of the semester. The work is not paid, and emphasis is on the intern's learning.

At school: 160 hours

- Kick-off seminar with interns and companies
- 4 workshops for students, and one term paper review session .
- It's learning activities.
- Literature review/term paper (individual).
- Prepare oral presentation.

Use of hours

Hours: 90

60-lectures, workshops, It's Learning

30 tuition

90 hours total

Examination

Grade in the course will be based on a process evaluation with the following parts and weighting:

Part 1 - Project paper, counts 50% of the final grade

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. It is recommended to make use of literature from previous course curricula.
- Signed confirmation letter from the internship company that the internship is completed, and an assessment of the results in relation to the learning contract.

Part 2. Classroom participation. Individual contribution at each workshop (20%).

Part 3 - Oral presentation, counts 30% of the final grade

The oral presentation will take place with sensors, and shall contain the key points from the paper.

All parts must be passed to obtain final grade in the course.

Specific information regarding any aspect of student evaluation will be provided in class. Please note that whilst attendance is not compulsory, it is the student's responsibility to obtain any information provided in class. Information on It's Learning is not designed for the purposes of students who choose not to attend class.

Examination code(s)

ELE 36471 Process evaluation, counts for 100% of final grade in ELE 3647 Internship, 15 credits.

Examination support materials

All support materials are allowed.

Re-sit examination

At the next ordinary course. Requires new term paper (counts 50 %) and oral presentation (counts 50 %).

Additional information

There is a maximum limit at 60 students in the course.