



Programme for Business and Economics Internship

Business Administration (15/30 credits)

Internship instructions for supervisors

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APPENDIX 1 – INTERNSHIP EVALUATION REPORT

THE INTERNSHIP MODULES ON THE PROGRAMME FOR BUSINESS AND ECONOMICS

The internship modules are part of the programme for business and economics at Örebro University School of Business. During the internship, the student is based at a company or an organisation in the business and economics sector. There are two modules to choose from, one that covers 10 weeks (15 credits) and one that covers 20 weeks (30 credits). Out of these weeks, three are scheduled to the university. For students to be able to actively participate and contribute to their host organisations' operations, we recommend students to do their internship no earlier than during their sixth semester. During the course, the student is expected to learn more about the practical application of business administration and to get an idea of his/her future professional role. During the internship, the student has a supervisor at the host organisation. His/her role is of central importance to the student's learning process, not least through their regular meetings, during which the student and supervisor discuss work progress (read more about the supervisor's role below).

What can an economics and business student contribute with to the organisation?

A student may e.g. be a resource for both administrative and strategic duties within the organisation as well as on different projects. Advantages may e.g. be:

- a better future recruitment base and improved competitiveness in the long term
- a chance to have duties carried out which the regular operations do not accommodate
- an addition of new knowledge and new approaches
- goodwill for the organisation/company, which is important given that the students/interns of today are the decision-makers of tomorrow.

TEACHING AND COURSE STRUCTURE

The internship modules run during term time, both in the autumn and spring. Semester dates will be announced separately. The main rule is that the student has a 40-hour working week for 7 weeks (applies to Internship, 15 credits) and 17 weeks (Internship, 30 credits) respectively. The general course content and teaching methods (as set out in the course syllabus) are described in the following.

Course content

The courses follow the same structure and only differ in terms of duration. Each module is in two parts. The following text, describing the course content, is an extract from the course syllabuses:

The first introductory part consisting of three modules are preparatory and more theoretical in character. This first part opens with a module discussing research methodology for field studies, such as methods for observation, interviewing and documentation. The second module discusses different traditional divisions/functions within companies and organisations and how these can be organised and developed. Students are given the opportunity to prepare for their internship by advancing their knowledge, through an individual assignment, on organisation

and development within the specific field (industry) within which the internship will take place. Students shall also draft an internship plan.

During the course's second and practical part (the internship), the student takes an active part in and observes the work carried out at the host organisation. The student carries out continuous studies of the operations and documents these in a field diary. The studies shall take a comprehensive view where e.g. the operational goals, organisation, division of responsibilities, management, cooperation, working methods and application of relevant legislation will be examined. With the support of the onsite supervisor, the student shall concretise and complete his/her individual internship plan until the writing of the final report, which shall be in two parts. One part shall be geared towards problems and possibilities related to the actual operations in the host organisation (operational focus). Here, the onsite supervisor has the opportunity to formulate operational-specific problems for the student to investigate.

The second part of the final report shall contain a critical reflection of the internship experiences in relation to the student's own future professional role (professional focus).

Teaching methods

The course combines practical experience and theoretical studies. The internship modules are planned and carried out in consultation between the student, the onsite supervisor and the course coordinator. During the course's *first and preparatory part*, *teaching is in the form of lectures, seminars and supervision*. This part of the course is scheduled to Örebro University and the student is expected to take an active part during this period. Compulsory assignments are set, which are to be presented and discussed at seminars where attendance is compulsory. The number of compulsory seminars is evident from the course syllabus in question.

During the course's *second part* the student shall take an active part in *the practical work of a company* or an organisation. The student shall actively learn from the duties involved within the professional field in question. The internship modules are followed up through a minimum of three (applies to the 15-credit course) and six (applies to the 30-credit course) meetings respectively with the onsite supervisor, the writing of a report, as well as 1-2 compulsory seminars at Örebro University School of Business.

Intended learning outcomes

The course syllabuses for the internship course at Örebro University School of Business contain the intended learning outcomes for the courses. Divided into three categories, the intended learning outcomes are related to knowledge, skills, and judgement. Some of the intended learning outcomes are followed up through written exams at the university while others are followed up through the assessment made by the host organisation (see the evaluation report form at the end of these instructions). The intended learning outcomes are listed below.

Knowledge and understanding

On completion of the course the student shall have

- developed a comprehensive view and an understanding of the way in which work within the business and economics sector affects and is affected by the general focus and development of

the operations

- knowledge of and practical experience from a variety of duties within companies/ organisations, linked to the economics field
- knowledge of practical methods applied within the professional field in question
- knowledge of interviewing and observational methods

Competence and skills

On completion of the course the student shall be able to

- identify suitable methods with which to study operations, people and environments in his/her everyday situation
- autonomously formulate problems and identify possible solutions to practical problems
- autonomously plan, prioritise and complete a set task within a given time frame
- identify, using experiences and observations, his/her own need for further knowledge
- critically reflect on his/her professional role in the interaction between different teams within an organisation
- search for relevant information to be used as a basis for analysis and critical reflection

Judgement and approach

On completion of the course the student shall have the ability to

- critically reflect on professional conduct within an operation focusing on taking responsibility for the process and results of the work as well as for his/her own learning process
- communicate important perspectives of the relationship between theory and practice

THE INTERNSHIP

Preparing for the internship

It is the student's responsibility to look for and contact potential host companies or organisations. When the student has identified a host organisation, he/she completes an internship proposal together with the prospective onsite supervisor (see special instructions). The student submits the proposal to the study administrator in question, no later than two weeks before the start of the course. The internship is to be approved by the course coordinator at the university. The student will be notified no later than a week before the start of the course whether the internship has been approved.

For the proposal to be approved, the student shall be offered a variety of duties, i.e. that the host organisation is able to offer routine tasks as well as assignments of a more analytical character. This also means that the organisation shall facilitate the student's physical presence, i.e. that he/she is given access to a desk, computer and/or other requisite equipment and that he/she as far as possible is included in the organisation's operations in terms of information, meetings etc. The internship is unpaid; however the courses qualify the student for student aid like other courses at the university.

Students spend the first three weeks at Örebro University Business School (the first part of the course). Not until course week four can the student be expected to be at the host organisation full time.

Internship plan and supervision

During the opening module, the student will draft an individual internship plan. An outline time plan and objectives for the internship will be included. At an early stage during the actual internship, the internship plan shall be made concrete in collaboration with the onsite supervisor and adjusted to suit the conditions within the organisation in question. When preparing the internship plan, the student shall consider the intended learning outcomes set out in the course syllabus. The onsite supervisor is responsible for introducing the student at the organisation and must be available to support the student in his/her different tasks. The supervisor is also responsible for giving the student the directions, instructions and resources needed so that he/she is able to complete the assigned tasks successfully. It is important that the student is given the opportunity to meet up with the supervisor regularly. In addition to the everyday contact, the supervision should amount to at least six (for the 30-credit course) and three (for the 15-credit course) meetings respectively during the internship period. These should be scheduled in advance and can be compared to the appraisal interviews that are normally held between managers and employees to review employees' performance and potential. In these meetings, the supervisor and the student may evaluate recent events, address any problems and discuss how to solve them. If the supervisor feels that there are issues concerning the student's attendance, development or performance, the supervisor is expected to contact the course coordinator as soon as possible.

During the internship, the student shall keep a field diary. The purpose of this diary is to encourage the student to observe and to train his/her the ability for professional analysis and assessment of what he/she sees and experiences. These observations should then serve as the basis for the final project of the course in which student observations are put in relation to established knowledge and theories within business administration. The notes in the field diary are also an important tool during the meetings with the supervisor.

After the internship

The onsite supervisor completes and sends an evaluation report to the course coordinator at Örebro University (see appendix 1 to these instructions). The student also submits an internship evaluation.

Contacts between the onsite supervisor and the course coordinator at Örebro University Business School

When the internship is approved by the university, the onsite supervisor will be contacted by the course coordinator at Örebro University, via e-mail or telephone. If you as a supervisor have any questions, the course coordinator is who you should primarily turn to. It is important that you as the onsite supervisor contact the course coordinator at an early stage if any problems would arise during the internship.

PRACTICAL MATTERS

Working hours

The student's working hours are the same as for other staff at the host organisation. If he/she would be doing overtime, this should be claimed as compensatory leave. For the student to be able to complete the intended learning outcomes (see the course description above), we recommend that the equivalent of one hour per working day is reserved for documentation and self-study purposes.

Student finance

The internship is unpaid. Student aid is paid during the period in the same way as for other courses at the university.

Insurance

Örebro University has taken out a collective insurance policy, Student UT, via the Swedish Legal, Financial and Administrative Services Agency (Kammarkollegiet). The insurance cover applies to internships abroad during the official internship period and provides insurance cover equivalent to the cover of the general student insurance applicable in Sweden as well as travel insurance. The cover applies 24 hours a day in the country in which the internship is undertaken for the whole of the internship period, as well as two weeks before and after such period. The insurance cover also applies to direct travel to and from the internship destination and the student's town of residence in Sweden.

Illness

In the event of illness, the student shall immediately report this to the host organisation/supervisor. The student may be on leave from the internship to care for sick children in accordance with the rules of the Swedish Social Insurance Agency (*Försäkringskassan*). If the student is ill or is on leave to care for sick children for more than five days, the course coordinator must be contacted for a discussion on how to make up for the lost days (student's responsibility). Absence due to occasional doctor's and dentist's appointments, extending over less than a day, is counted as working hours. A full day corresponds to a sick day.

Student union duties

If the student has been appointed representative to the board within the student union or the university, he/she is entitled to claim a further five days for such duties.

CONTACT DETAILS

Do not hesitate to contact us if you have any queries about the internship!

Study Guidance Officers +46 (0)19-30 31 78 alt. +46 (0)19-30 35 72
studievagledning.HH@oru.se

Postal address

Örebro University
Örebro University School of Business
Study Guidance Office
SE-701 82 Örebro

Mark the envelope with “Internship”

Parts of the texts found in this document have been written with the following sources as references:

Socionomprofessionens yrkeskunskap och yrkesidentitet II, 30 hp Studiehandledning, HT2010 (Professional knowledge and professional identity within social work II, 30 credits. A student's guide, Autumn 2010)
Örebro University, School of Law, Psychology and Social Work, Social Work Programme

MKVA12 Medie- och kommunikationsvetenskap: Kvalificerad yrkespraktik, 1-30 högskolepoäng. MKVA13 Medie- och kommunikationsvetenskap: Kvalificerad yrkespraktik, 1-15 högskolepoäng (MKVA12 Media and Communication Studies: Qualified work practice internship, 1-30 ECTS credits. MKVA13 Media and Communication Studies: Qualified work practice internship, 1-15 ECTS credits)
Lund University, Department of Communication and Media

www.oru.se

INTERNSHIP EVALUATION REPORT – INSTRUCTIONS

Over the past semester you have been the supervisor of a business and economics student, who have completed his/her internship in your organisation. The examination of the student is based on (1) your evaluation as supervisor, and (2) written and oral exams. For us to be able to examine the student, we therefore require your help in your capacity as supervisor. Your evaluation should cover the student's attendance as well as his/her performance and development during the internship.

In terms of attendance, the student is entitled to a total of five days of sick leave. If the student has been absent for more than five days we need your comments on the extent of, reasons for and any consequences of this absence.

Please find an evaluation report form on the following pages. Complete the form and send it to Örebro University School of Business when the student has completed his/her internship.

Please note that the questions in the evaluation report should be interpreted in view of the specific conditions within your organisation. This means that there is room for you as supervisor, based on your knowledge of the specific operations at hand, to make your own interpretation of the questions in the evaluation report.



Programme for Business and Economics

Internship, 15/30 credits

Business Administration

Internship evaluation report

Supervisor evaluation report

Student:

Surname:

First name:

Internship details:

Company/organisation:

Supervisor:

Internship period:

Has the student met the attendance criterion during his/her internship period?

Yes No

Comment:

What have been the main duties of the student during the internship?

-
-
-

How would you overall like to rate the student's work during the internship?

Are there any particular skills that you feel the student contributed with during the internship?

Are there any particular skills that you feel the student has been lacking in order to perform his/her duties?

In the evaluation of the student's performance during the internship, we would like the supervisor to pay special attention to the intended learning outcomes of the course and comment on whether the student has developed and demonstrated:

- knowledge of and practical experience from *a variety of duties* in the host organisation

- knowledge of *practical methods applied* within the professional field in question

- the ability to autonomously *formulate problems and identify possible solutions* to practical problems

- the ability to autonomously *plan, prioritise and complete a set task within a given time frame*

Would your organisation be prepared to receive students as a part of their training also in the future?

Yes No

Comment:

.....

Date and signature of supervisor