

**Internship 2- 6 ECTS**

Bachelor of Science (Economics and Business Administration): elective studies

Master of Science (Economics and Business Administration): elective studies

Duration of internship: 3 months (1 month of internship gives 2 ECTS, maximum 6 ECTS)

Modes of Study: Learning diary

Assessment: Pass / Fail

Coordinator between business school – employee - student: Amanuensis

Course director: Supervisor of the internship: Tutor teacher at the bachelor's level and professor at the Master's level (Joensuu campus) / Tutor teacher (Kuopio campus):

**BEFORE INTERNSHIP**

Contact by e-mail your supervisor of the internship providing your written **plan** for internship period. Please, read about practical training in Business School Students Community (KAMU).

The internship plan (max 1 page A4) should contain the following:

- specify the internship period (duration of the internship)
- describe the organization where the internship takes place
- describe the duties / role during the internship
- specify the learning goals for the internship period
- discuss how the internship contributes your degree in business studies and your future career

Submit the internship plan by e-mail to your supervisor of the internship in UEF Business School.

Practical training could be supported (contact amanuensis) or other practical training (contact supervisor of the internship in the UEF Business School).

The support will be allocated directly to the training place. The application period for the funding is normally in the end of the autumn semester, and support is allocated to the coming (next) year.

Application to scholarship for internship will notify the students at Yammer (UEF Kauppatieteiden opiskelijat // UEF Business School Students). Applications for funding are to be submitted **ONLY** during the official application periods.

## **INSTRUCTIONS FOR THE LEARNING DIARY**

### **The learning outcomes, objectives and assignments of the learning diary**

A student has to write the report concerning the internship period in order to pass the internship and gain ECTS. The report is in a learning diary form. The learning diary report should cover the internship period.

When writing a learning diary, you should reflect your own process of learning during the internship, and thus you could become more conscious of your process of learning. You should not only describe your duties or tasks, rather you should relate gained information to your preexisting knowledge and experiences, as well as make connections between issues, relating things to each other and assimilating them into your own broader understanding within your business knowledge.

Write your learning diary on daily basis during the internship. Then your experiences are fresh and you can memorize the essential events.

The following instructions aim to provide you some themes and tasks, you should focus on. These themes help you to get the best of your internship. You may observe your working environment from different perspectives and angles. The themes are:

- a) Describe the organisation and work experiences during your internship
- b) Analyze the relationship between the practical matters in working life / business and your business studies
- c) Describe the recruitment procedures in the organisation / firm
- d) Describe and analyze your experiences, perceptions, feelings and reactions during internship

### **Organisation and internship:**

Describe the organisation of your internship: business idea/purpose of the organisation, industry, location, maturity (stage of the organisation's/firm's development, organisational age), size (staff and sales/revenue), products and/or services, customers, markets, pricing principles, procedures, management/governance, resources, organisation, recruitment, finance, business culture, stakeholders.

You do not need to describe and analyze all those mentioned above in detail. The main point is that you analyze the organisation/firm as multifaceted as possible. This helps you positioning the organisation/firm in its' business cluster and environment/society. So, explore carefully all the information concerning the organisation/firm you are working at.

In order to get the full picture of your employer and your role in an organisation/firm, please do the following:

Assignment: Organisation/firm and my role in there

- Interview the senior employee/manager about the history of the organisation/firm, organisation's/firm's mission and environment. Utilize the internet-material, as well.
- Describe your own tasks and duties and your role in an organisation/firm during your internship

How did you get this job (internship)? What tasks did you have during your internship: you may group them as follows: marketing, production, product development, development, materials, quality, management/leadership, accounting/financial management, calculation of salaries, projects etc. Compare these duties.

If your duties concerned only one area, please get familiar to other duties and colleagues as well in an organisation / firm.

Who was your superior/leader? Were there other interns in an organisation/firm? Were there any changes in an organisation/ firm during your internship? How did these changes occur and affected an organisation/firm? If you were developing something new or progressed something, how did you do it: what theories/models did you apply / where there multiple choices of the development ideas to choose? Did they apply your ideas in an organisation/firm? Why not? How did it impact?

### **The relationship between the theory (studies) and practice (internship):**

Reflect the knowledge that you have gained during your business studies with the experiences you had during your internship. Even if you have done only one field of duties, for example marketing research, please tell how you were able to apply your business knowledge.

Assignment: Studies and skills at internship

- What concepts, theories and models did you hear and see to be used in practice and in what context?
- How those concepts and theories did helped you to perceive the big picture of the organisation/firm?
- What knowledge and skill you needed in your internship that you have learned during your business studies? In what context in your internship?
- What were you not able to do/accomplish during your internship? What knowledge and skills did you lack?
- How did you colleagues help you?

## **The recruitment procedures in an organisation/firm: Employment skills**

It is important to find out the recruitment procedures of an organisation/firm because during the internship you are able to develop your employment skills.

Assignment: Recruitment

- How the organisation/firm employ?
- What are the employment main criteria for university students in the field of business?
- Is it possible for an intern to become a permanent employee?
- What knowledge and skill do you need to improve in order to get a job in your internship organisation/firm in the future?

## **Experiences, perceptions, feelings and reactions:**

Describe the problems/challenges you faced during the internship, and the solutions for these challenges. What did you learn, how was the communication and information sharing, what kind of working methods there were, how did the co-operation unfold?

How did you perceive the internship (working) and the learning process during your internship? Please, provide some improvement ideas with reasoning to the organisation / firm.

Assignment: Experiences, perceptions, feelings and reactions

- How did you perceive your internship and your position as an intern in an organisation/ firm?
- What were the most important learning experiences during your internship?
- How would you improve your working skills in the future?
- How was the working climate/atmosphere?
- What ideas would you give to an organisation/firm to improve?
- How are you going to utilize the gained experience in order to reach your professional aims?

You may choose what of these four main parts are you going to focus on in your learning diary, but all these four parts has to be included.

You may attach e.g. the brochures, pictures of the products etc. of the organisation/firm with the learning diary. You have to integrate the information of the attachments with your text in the learning diary. Please, comment the brochures for example from the marketing and the organisations's / firm's resourches perspectives.

When writing you learning diary, keep in mind that the learning diary would be interesting to read for your employee/supervisor/firm's owner as well as your teacher.

## Technical instructions

- Length : 6-8 pages (in Bachelor's degree), 8-10 pages (in Master's degree) + references + attachments
- Times New Roman
- size 12 cpi
- line spacing 1,5
- margin 2,5 cm
- cover page with
  - the title
  - to what degree is the internship entitled
  - students name and class (major, student number, phone-number, address and e-mail address)
  - Internship period (dates)
  - Employee and the address of the organisation/firm
  - time, when the internsip has been accepted in UEF Business School and the name of the supervisor (teacher/professor)
  - amount of words
- the employment certificate