



## COURSE SYLLABUS

# Internship in Business Administration, 15 credits

*Internship in Business Administration, 15 högskolepoäng*

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<b>Course Code:</b> JIBN18	<b>Education Cycle:</b> First-cycle level
<b>Confirmed by:</b> Council for Undergraduate and Masters Education Sep 12, 2017	<b>Disciplinary domain:</b> Social sciences
<b>Revised by:</b> Council for Undergraduate and Masters Education Dec 4, 2023	<b>Subject group:</b> FE1
<b>Valid From:</b> Jan 15, 2024	<b>Specialised in:</b> G2F
<b>Version:</b> 4	<b>Main field of study:</b> Business Administration

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### Intended Learning Outcomes (ILO)

*Do you have any questions? Contact: [internships@ju.se](mailto:internships@ju.se)*

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

Knowledge and understanding

1. Account for, reflect on, explain, and potentially solve company challenges

Skills and abilities

2. Thoroughly investigate a predefined topic by means of active organization participation
3. Independently write a business report, which derives useful conclusions for practice.
4. Learn how to communicate complex information effectively and tailor their writing to a practitioner-oriented audience
5. Prioritize tasks, set deadlines, and create a timeline for completing the report
6. Create a professional document that reflects student's knowledge and skills in the business field

Judgement and approach

7. Identify, analyze and critically discuss practical implications associated with the internship with the aim to contribute in terms of knowledge to the host company

### Contents

If suitable to their study profile and course portfolio, program 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 equivalent to full time. 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. The aim of this course is to provide students with the

possibility to analyze your internship environment and generate new knowledge and insights from it.

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.

### **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. Students should submit four such reflections to their internship teacher during the internship.

*Business report:* During and related to the internship, each student should write a report with the aim of providing actionable insights and recommendations to decision-makers in the host company. To facilitate a relevant frame of reference and thorough analyses, the report should be supported by academic literature (at least 10 academic sources). Academic sources are academic journal articles (ranked ABS2, ABS3, ABS4, ABS4\* ) as well as books published by established publishing houses (Springer, Elsevier, Wiley, Taylor & Francis, Cambridge University Press, Oxford University Press, Palgrave Macmillan, Routledge, Sage Publications, Emerald Group Publishing IGI Global).

The report should fulfill the scientific standards required by JIBS. The report should contain the following:

- 1) Introduction that presents the company and motivates the research question related to a company challenge or need.
- 2) A fact check of previous and relevant research (based on the literature requirements)
- 3) A findings/results section where students make suggestions on how to tackle the company challenge or need.
- 4) Conclusions and recommendations for practice.
- 5) If applicable: Appendix

The teaching is conducted in English.

### **Prerequisites**

Passed 60 credits in Business Administration or a combination of Business Administration and Economics and/or Business Statistics (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

Registration of examination:

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

<sup>1</sup> All parts of the compulsory examination in the course must be passed with a passing grade (A-E ) before a final grade can be set.

The final grade of the course is determined by the sum total of points for all parts of the examination in the course (0-100 points).

Grade is set in accordance to JIBS grading policy.(A-E or Pass)

### Course evaluation

It is the responsibility of the examiner to ensure that each course is evaluated. At the outset of the course, the programme evaluators in the course must be contacted. In the middle of the course, the examiner should meet the programme evaluators to identify strengths/weaknesses in the first half of the course.

At the end of the course, the examiner should remind students to fill in the survey. The examiner should also call a meeting with the programme evaluators to debrief the course, based on course evaluation data and comments. The next time the course runs, students should be informed of any measures taken to improve the course based on the previous course evaluations.

At the end of each study period, JIBS' Director of Quality and Accreditation crafts a "Course Evaluation Quarter Report", presenting the quantitative results from course evaluation surveys. The Associate Dean of Education, The Associate Deans of Faculty, Programme Directors, and JSA President and Quality receive the report.

### Other information

The credits from this course can only be used as elective credits and cannot be included in the major.

### Academic integrity

JIBS students are expected to maintain a strong academic integrity. This implies to behave within the boundaries of academic rules and expectations relating to all types of teaching and examination.

Copying someone else's work is a particularly serious offence and can lead to disciplinary action. When you copy someone else's work, you are plagiarising. You must not copy sections of work (such as paragraphs, diagrams, tables and words) from any other person, including another student or any other author. Cutting and pasting is a clear example of plagiarism. There is a workshop and online resources to assist you in not plagiarising called the Interactive Anti-Plagiarism Guide.

Other forms of breaking academic integrity include (but are not limited to) adding your name to a project you did not work on (or allowing someone to add their name), cheating on an examination, helping other students to cheat and submitting other students work as your own, and using non-allowed electronic equipment during an examination. All of these make you liable to disciplinary action.

## **Course literature**

### Literature

Preliminary literature should be suggested by the student and discussed with the internship teacher before writing the report. The literature applied should be relevant for the internship focus and include at least ten (10) academic references (see business report). This minimum requirement refers to literature beyond the literature students have studied in previous JIBS courses. Literature from previous courses can be used.