

Internships In Business Administration (JIBN18/JIAN18/JIIR28)

**Valid from fall 2025
Rules for the academic year 2025/26**

1. Course Team

Course Examiner:

Anders Melander

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2. Intended Learning Outcomes

On completion of the course, you 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

3. Key Deadlines

There is no explicit deadline for applications in this course. The rule is that your application must be granted in a formal email **before** the internship can take place. And, we need at least ten working days to process your complete application. During vacation times, this process time is extended. If you intend to apply for an internship that will start in August or January, we recommend submitting your application at least one month before the planned start date.

Note that you need a confirmation of your eligibility from the study counsellor before you can submit your application (see below), and study counsellors could also be on vacation!

If you intend to apply for Erasmus funding (see below), you must do so at least one month before the internship starts.

4. Apply for the internship course

Very important! This relates to your enrolment in the course, not about finding an internship.

Step 1: Check with your study counsellor if you are eligible to take the internship course.

Step 2: Find an internship opportunity (further instructions below).

After completing these two steps:

Step 3: If you are eligible for the internship course and you have an internship offer, then complete the following registration survey: <https://esmaker.net/nx2/s.aspx?id=687e01cd0f77>

When completing the registration survey, you need written confirmation from the study counsellor that you are eligible (an email will do). You also need written confirmation from the internship company (it could be a contract or simply an email confirmation).

Step 4: Ask your internship manager to complete the company registration survey: <https://esmaker.net/nx2/s.aspx?id=967e58ff32f4>

Once you have completed the four steps, the course examiner will validate the application. If everything is correct, you will soon be enrolled in Ladok and Canvas, where you can submit your internship assignments.

For questions regarding eligibility and registration, please contact your study counsellor. For questions about the registration process. Please email internships@ju.se and cc the examiner mean@ju.se

5. Find an internship opportunity

Jönköping University cannot offer you an internship opportunity. However, there are different things that you can do to find an internship:

Option 1: Find the internship via LinkedIn. Guest lecturer? Other students?

You find 210000 companies at https://se.kompass.com/en/r/jonkopings-land/se_06/

But, don't forget about the public sector and "Not-for-profit" organizations.

Option 2: Check the vacancies page of the company you are interested in working with.

Option 3: Check the program canvas page for internship opportunities published there.

Option 4: Take a look at www.ju.jobteaser.com for internship opportunities.

Option 5: Contact the Social Engagement department at JIBS societalengagement@ju.se

6. Characteristics of the internship

Length:

Depending on the number of credits, different minimum criteria apply.

- For 15 ECTS, you need to work a minimum of 400 hours (10 weeks full time)
- For 7.5 ECTS, you need to work a minimum of 200 hours (5 weeks full-time.)

It is possible to work less than full-time, but you will need to adjust the length of the internship accordingly. For example, you can do 15 ECTS internship working 20 weeks half-time.

The mentioned lengths are the minimum to obtain the stated credits. However, if you agree with your employer, you can work more than that. However, you cannot get more credits.

Topic:

The assigned tasks in your internship should relate to business administration and, ideally, the program you are studying. It is essential to avoid internships that are disconnected from your studies, for instance, working as a bartender in Miami. If you have a question regarding the relevance of your internship, please contact internships@ju.se

Starting date:

You are allowed to start the internship at any point in time. However, it is recommended that you complete the internship in alignment with the University calendar to avoid conflicts with other courses. Please discuss this with the study counsellor.

8. Insurance

As you receive credits for the internship the same general insurance rule applies also for this course. Please read about the rules here;

[If you get sick or injured - Service - Jönköping University](#)

You can read more on the process if you need to use the insurance here.

[Insurance for university students in Sweden - Kammarkollegiet](#)

If you intend to do your internship outside Sweden, insurance depends on where you are going. You find general information here;

[Insurance for Outgoing Students - Exchange - Jönköping University](#)

If you are in need of more specific information, please contact International office/Service Center.

7. Assignments and grading

To complete this course you need to submit and pass the following assignments:

- 4 Fieldnotes: You will write short reports describing your internship experience. Each fieldnote is submitted after completing 25%, 50%, 75% and 100% of your internship experience.
- Business Report: The final report where you critically analyse a challenge at your internship organization. This assignment is submitted no later than one month after finishing your internship.
- Complete the final student survey: <https://esmaker.net/nx2/s.aspx?id=32c26eba4303>
- The company representative needs to complete the final company survey: <https://esmaker.net/nx2/s.aspx?id=0397de4452c3>

The internship course's Canvas page contains more information about the assignments and the rubric for grading them.

Once you have completed these four assignments, you will receive a PASS grade. If you fail to complete these assignments, you will be asked to resubmit them.

If you have a question regarding any assignments, please contact internships@ju.se.

8. How to apply for Erasmus funding (Optional)

Are you doing your internship outside of Sweden in an EU country? You can apply for ERASMUS funding.

Go to the international office <https://ju.se/student/en/exchange/scholarships/erasmus-/erasmus--scholarship-for-traineeship.html>. There, you will find information about the application process. Be aware that you need to initiate this process **at least one month before the internship period**. When initiating the process, you need an internship placement and confirmation of your eligibility from the study counsellor and examiner. You and the company should also have submitted the registration surveys.

OBS after submitting the application, you need a signature on a copy of this from the Internship examiner. Email, attaching the application (internships@ju.se). You receive the signature when everything is in order. I.e, when you and the company have completed the registration surveys.

The signed copy of the application should then be submitted on the International Office case management system (see instructions on the above page). If/when application is approved you need to administer more document.....so a month is much needed!

