



## Course Syllabus

<b>Course Code</b>	<b>Course Title</b>	<b>ECTS Credits</b>
BADM 486	Task-Based Internship	6
<b>Prerequisites</b>	<b>Department</b>	<b>Semester</b>
None	Management & MIS	
<b>Type of Course</b>	<b>Field</b>	<b>Language of Instruction</b>
Elective	Internships	English
<b>Level of Course</b>	<b>Lecturer(s)</b>	<b>Year of Study</b>
1 <sup>st</sup> Cycle	School of Business Faculty	3 <sup>rd</sup> and 4 <sup>th</sup>
<b>Mode of Delivery</b>	<b>Work Placement</b>	<b>Corequisites</b>
Face-to Face	Yes	None

### Course Objectives:

The main objectives of the course are to:

- Provide students with a unique experiential learning opportunity related to business
- Enable students to select an internship area among a variety of business related disciplines, enabling them to create a distinguishing independent learning experience.
- Offer students opportunities to apply the knowledge learned in academic courses to a workplace setting, obtaining valuable job skills
- Provide students with hands-on experiences on real authentic industry problems/projects in the private or public sector.

### Learning Outcomes:

After completion of the course students are expected to be able to:

1. Apply theoretical concepts in practical situations
2. Work under supervision for specific tasks.
3. Use more effectively job skills such as communication, problem solving and decision making
4. Undertake responsibilities of a real working environment
5. Prepare progress reports and present them to superiors.

**Course Content:****Step I: Student- Instructor Meeting**

Before the Internship begins the student should arrange a meeting with the Internship Supervising Lecturer to discuss his/her background, areas of expertise, special skills, career objectives and interests.

**Step II: Job Description from Internship Provider**

The Internship provider should send to the Internship Supervising Lecturer a written description of the “**Task**” identifying precisely students’ role and responsibilities as well as the contact information of the Appointing Manager who will supervise students’ work.

**Step III: Student-Internship Provider Meeting**

Student should contact and meet with the appointing manager in order to discuss his/her role and responsibilities. Then, following the job description the student will start to work on his/her assigned task. During internship time the lecturer must:

- ✓ be in contact with internship supervisor to get informed of any issues/changes/problems
- ✓ follow-up students’ progress in order to evaluate the assigned tasks, students’ performance and final deliverables

**Step IV: Appointed Manager Evaluation Report**

Upon completion of the Internship the Appointed Manager supervisor provider must communicate to the Supervising Lecturer a written evaluation on students’ progress.

**Step V: Student Final Project Report**

Within two weeks after completion of the internship, the student must write a 5-8 pages (A4, Times New Roman 12, 1,5 space) report stating the following:

- A. A brief description of the Company;
- B. Main aim and objectives of the accomplished “Task”;
- C. A description of the steps he/she followed to accomplish his/her tasks;
- D. Deliverables and Conclusions;
- E. Personal Statements:
  - ✓ Lessons learned During Internship;
  - ✓ Which course content mostly helped to accomplish the Internship task;
  - ✓ What other knowledge (if any) would have been useful in accomplishing the Internship task;
  - ✓ Which new skills were gained through the internship experience;
  - ✓ The overall impact of Internship on students;
  - ✓ Current or future profession in MIS, Management, Business Administration, Marketing, Accounting, Finance and Economics.

**Learning Activities and Teaching Methods:**

Internship in a company of the private or public sector.

**Assessment Methods:**

Student Final Project/written Report; Appointed Manager's final evaluation on student's performance in view of student's Final Project/written Report.

**Required Textbooks / Readings:**

Title	Author(s)	Publisher	Year	ISBN
Upon demand				

**Recommended Textbooks / Readings:**

Title	Author(s)	Publisher	Year	ISBN
Upon demand				

**Attendance Regulations:**

Students need to meet all time commitments with the Internship Provider with possible special arrangements in line with their internship. The required hours of work are calculated based on the task assigned by the Appointed Manager and correspond to the following course codes (*see Table below*).

Course Code	Credits (ECTS)	ECTS	Hours of Work
BADM 486	3	6	160 ( <i>8 Weeks</i> )