

NAME OF THE COURSE	Student Internship Programme						
Code	EUADP1	Year of study	2				
Course lecturer	All teachers in scientific-teaching positions who carry out teaching activities	Credits (ECTS)	6				
Associate lecturers	-	Type of instruction (number of hours)	L	S	E	F	
			0	0	0	176	
Status of the course	Elective	Percentage of application of e-learning	0				
COURSE DESCRIPTION							
Course objectives	To train a student to solve specific practical problems in a real work environment of host organizations.						
Course enrolment requirements and entry competences required for the course	Students are eligible to apply for the Student Internship Programme if, at the time of application, can enroll in the following academic year in elective courses in the second year of graduate studies. Students' internship applications are considered in terms of internship vacancies in host organizations. If the number of students applying for internship is higher that the number of available vacancies, a selection procedure will be conducted according to the Regulations on Student Internship Programme.						
Learning outcomes expected at the level of the course (4 to 10 learning outcomes)	Course learning outcome: 1. Apply the acquired knowledge to solve specific business problems in a real work environment of private organizations. Individual learning outcomes: 1. Apply the acquired professional terminology and relevant methods and techniques in a real work environment. 2. Adopt relevant work procedures and tasks. 3. Observe and understand the dynamics of organizational culture (the method of decision making, organization of work, distribution of power, interaction among colleagues, implementation of organizational mission/vision, and the meaning of responsibility and monitoring the results of work activities and processes) 4. Develop written and oral communication skills. 5. Write an Internship Report in which 5-10 completed business tasks are explained and relevant related records are provided.						
Course content broken down in detail by weekly class schedule (syllabus)	Internship is conducted by working with a mentor from the host organization by performing specific work tasks. Internship in the host organization lasts for 22 working days (176 working hours) with work tasks defined by the host organization with the consent of the mentor from the Faculty of Economics, Business and Tourism in Split. The remaining 4 working hours refer to writing an Internship Report and its defence before the mentor from the Faculty of Economics, Business and Tourism in Split.						
Format of instruction:	☐ lectures ☐ seminars and workshops ☐ exercises ☐ <i>on line</i> in its entirety ☐ partial e-learning ☒ fieldwork		☐ independent assignments ☐ multimedia ☐ laboratory ☒ <u>work with the mentor</u> ☐ (other)				

Student responsibilities	The student who enrolls in the Student Internship Programme is required to work for 176 working hours (22 working days) according to the work schedule defined by the host institution. The student is obliged to follow the instructions of the mentor from the host organization and diligently perform the set work tasks. Upon completion of the internship, the student is required to write an Internship Report and defend it before the mentor from the Faculty of Economics, Business and Tourism in Split.					
Screening student work (name the proportion of ECTS credits for each activity so that the total number of ECTS credits is equal to the ECTS value of the course)	Class attendance		Literature research		Practical training	5.5
	Experimental work		Report		Consultation with the mentor	
	Essay		Seminar essay		Data collection	
	Tests		Oral exam		Writing the Internship Report	0.3
	Written exam		Project		Defending the Internship Report	0.2
Grading and evaluating student work in class and at the final exam	The mentors from the host organization and the Faculty of Economics, Business and Tourism in Split assess internship descriptively. The mentor from the host organization continuously monitors whether the student regularly attends the internship and whether he/she is diligent in solving the assigned work tasks. At the end of the internship, the mentor from the host organization assigns one of the following two descriptive grades to the student: • The student has successfully completed the internship • The student has not successfully completed the internship. If the mentor from the host organization gives the grade "The student has not successfully completed the internship", he/she must provide a written explanation of the grade. In that case, the mentor from the Faculty of Economics, Business and Tourism in Split does not assess the Internship Report, but only defines the final grade of the Internship as "Not passed". If the grade given by the mentor from the host organization is "Student has successfully completed the internship", the mentor from the Faculty of Economics, Business and Tourism in Split analyses the Internship Report, discusses the work assignments with the student and assigns one of the following two descriptive grades: • The student has successfully defended the Internship Report • The student has not successfully defended the Internship Report. If the mentor from the Faculty of Economics, Business and Tourism in Split gives the grade "The student has not successfully defended the Internship Report", he/she must explain the grade in writing. The course Student Internship Programme is passed only if the descriptive grades given by both mentors have confirmed the successful completion of student internship.					
Required literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media	
	Specialist literature is defined by the mentor from the host institution.					

Optional literature	Specialist literature is defined by the mentor from the host institution.
Quality assurance methods that ensure the acquisition of exit competences	• Monitoring students' performance (mentor from the host organization, mentor from the Faculty of Economics, Business and Tourism) • Supervising the execution of the student internship programme (Student Internship Coordinator, Vice Dean for Education) • Analysing study success in all study courses (Vice Dean for Education) • Evaluating completed internship (Centre for Quality Assurance of the Faculty of Economics, Business and Tourism)
Other (as the proposer wishes to add)	