

SYLLABUS

Basic data of the subject			
Academic unit	Faculty of Management		
Subject	Internship (Practical training in enterprise)		
Level	Bachelor		
Course status	Mandatory		
Year of studies	III		
Semester	VI		
Number of hours per week	4		
Value of credits - ECTS	6		
Time/ Location	USHAF		
Course lecturer	Prof. Ass. Dr. Aziz Rexhepi		
Contact details	Aziz.Rexhepi@ushaf.net		
Course description	This course deals with the practical part (internship) of work - which is related to lectures - in an enterprise with a focus on how to manage work, division of sectors in the enterprise, work activity that takes place in the enterprise, decision making, notification with financial aspects in the activity of the enterprise, keeping accounting, practices in the sector of storage, packaging and sales, notification of the products of the enterprise and the way of compiling the price for further sales, as well as other works related to the business activity of the enterprise.		
Course objectives	The aim of the course is for students to develop as a leader in entrepreneurship by understanding the aspects of practical work on management, product knowledge, pricing, decision making, enterprise finance, enterprise organization, in order to prepare them for turmoil. the path to the success of the enterprise in a competitive market with the main goal of growth and development of the enterprise by creating economic value.		
Expected learning outcomes	<p>Upon successful completion of the module, the student must:</p> <ul style="list-style-type: none"> • Gain knowledge of practical work management, • Identify the best way of managing-organizing the enterprise, • Develop skills and abilities to sell the product, • Practice it by looking at the financial evidence and understand the importance of finance for the enterprise, • Understand by practicing (seeing) to calculate the cost of the product, • Know the practical way of organizing the structure of the enterprise, • Competent to take an active part in practical team work for business activities in the enterprise, 		
Contribution to the student load (which must correspond with learning outcomes)			
Activity	Hours	Days/Weeks	Total
Lectures	1	15	15
Theoretical exercises / laboratory	3	15	45
Internship	5	12	60

Contacts with teacher / consultations			
Field exercises			
Midterm, seminars and projects.			
Homework			
Studying (at the library or at home)			15
Final preparation for the exam			
Time spent on evaluation (tests, quiz and final exam)	2	5	10
Projects and presentations	1	5	5
Total			150
Teaching methodology	Lectures on the organization of work in the enterprise, individual practical work of the student in the enterprise, seminar papers, discussions, group work,		
Assessment methods	55 points - Evaluation of the Presentation of the work related to internship performed (Work report - explanation of practical experience earned), 45 pike - Evaluation by the company on student work (Report of practice - how active, disciplined, careful, experienced the student was), The student passes the exam if he / she accumulates 50 points from all the evaluation criteria,		
Teaching tools	Whiteboard, Internet, wireless, computer, projector, PowerPoint, etc.		
Theory vs. practice ratio	20% Theory 80% Practice		
Literature			
Basic literature	1. Michael Griffin – “Business Internships” - Paperback – August 11, 2011		
Additional literature	1. Eric Woodard – “The Ultimate Guide to Internships - 100 Steps to Get a Great Internship and Thrive in It” - Ultimate Guides - 2015		
Designed learning plan			
Week		Lecture to be held	
	Week one	Presentation - introducing students to the syllabus of the course, Practical work and its importance,	
	Week two	The role of the enterprise in the economy,	
	Week three	Entrepreneurship and management,	
	Week four	Managerial principles and their importance - application in practice,	
	Week five	Organizational structure of the enterprise - practicing the structure, group discussion	
	Week six	Introduction to finance in the enterprise - practical aspect, student interactivity, case discussion,	
	Week seven	Introduction to managerial accounting, teamwork for assignments assigned to students,	
	Week eight	Importance of fair decision making for the enterprise - interactive discussion with students, presentations ,,	

	Week nine	Enterprise capital - presentation of students' work
	Week ten	The product of the enterprise and its importance - the practical aspect, group discussion with students,
	Week eleven	Ethics in business - the importance for the success of the enterprise - the practical aspect,
	Week twelve	Respecting the law and the activity of the enterprise, group discussion with students,
	Week thirteen	The role of product price for market success - presentation by students,
	Week fourteen	Tax liabilities to the state - practical application of payments,
	Week fifteen	The importance of employee motivation related to the business success of the enterprise - practical application, group discussion with students,
Academic policies and rules of conduct		
The student is required to attend the lectures regularly and to have appropriate behavior towards the colleagues and the staff of the University, as well as to maintain order in the classroom and actively participate in lectures and exercises.		