

## SYLLABI

Basic Subject Data	
Academic Unit	Faculty of Management
Program:	Business Management and Entrepreneurship
Course Title	Internship (Practical learning in the company)
Level	Bachelor
Subject Status	Obligatory
Year of studies	III
Semesters	VI
Number of hours per week	3
Value in Credit - ECTS	8
Time/Location	UASF
Subject Teacher	
Contact Details	
Course Description	This course deals with the practical part (internship) of work - which is related to lectures - in an enterprise with a focus on the way of managing work, the division of sectors in the enterprise, the work activity that takes place in the enterprise, decision-making, information on the financial aspects of the enterprise's activity, bookkeeping, practice in the storage, packaging and sales sector, information on the enterprise's products and the method of compiling the price for further sales, as well as other tasks related to the enterprise's business activity,
Course Objectives	The goal of the course is for students to develop as leaders in entrepreneurship by understanding the practical aspects of management, product knowledge, pricing, decision-making, enterprise finances, enterprise organization, in order for them to be prepared to pave the way for enterprise success in a competitive market with the main goal of enterprise growth and development by creating economic value.
Expected learning outcomes	Upon completion of the module, the student will be able to: <ol style="list-style-type: none"> <li>1. Acquire knowledge of practical work management, <b>ECTS 1.00</b></li> <li>2. Identify the best way to manage-organize the enterprise, <b>ECTS 1.00,</b></li> <li>3. Develop skills and abilities to sell the product, <b>ECTS 1.00,</b></li> <li>4. Practice by looking at financial records and understand the importance of finances for the enterprise, <b>ECTS 1. 50,</b></li> <li>5. Understand by practicing (looking at) the calculation of the cost of the product, <b>ECTS 1.00</b></li> <li>6. Know the practical way to organize the structure of the enterprise, <b>ECTS 1.0</b></li> <li>7. Competent to actively participate in practical teamwork for business activities in the enterprise <b>ECTS 1.50,)</b></li> </ol>
Contribution to the student's workload (which should correspond to the student's learning outcomes)	

Activity	Hours	Day/week	Total
Lectures	1	15	15
Practical exercises/tasks	2	15	30
Internships	5	13	65
Contacts with teachers – consultations	1	5	5
Field exercises	1	5	5
Colloquium – seminars			
Homework	1	5	5
Student's self-study time about internship			55
Final preparation for the exam	1	5	5
Time spent on assessment (tests, final exam)	1	5	5
Projects, presentations, etc	2	5	10
<b>Totals</b>			<b>200</b>

<b>Teaching (and learning) methodology</b>	Lectures on the organization of work in enterprises, individual practical work of the student in the enterprise, seminar papers, discussions, group work..
<b>Assessment methods (passing criteria)</b>	<p><b>The assessment method</b> – is based on two activities – on the basis of which the final grade will be built:</p> <ul style="list-style-type: none"> <li>◆ Assessment of the Presentation of the work related to the completed internship.....max 55 points (%);</li> <li>◆ Assessment by the company for the student's work.....max 45 points (%);</li> </ul> <p><b>Passing criteria:</b></p> <ol style="list-style-type: none"> <li>1. Assessment of the Presentation of the work related to the completed internship - explanation of the practical experience gained - is assessed with 55 points (%) out of 100 possible points (%): The student (there can be max 2 students who have been in internship in the same company) presents the experience gained with a paper on the benefits of the completed internship - elaborating with a concrete case study, the knowledge, skills and competencies acquired during the professional internship in the company.</li> <li>2. Evaluation by the company for the student's work - Report on the internship by the supervisor in the company - how active, orderly, careful he/she was, the experience gained and other issues regarding the internship - is evaluated with 45 points out of 100 points (%) possible, The student, when determining in which company he/she will do the internship, will have the form to submit to the head of the company who is assigned to supervise the student's practical work, the supervisor must follow the student's practical work activity and evaluate it on a daily basis, at the end of the internship period, the supervisor completes the form, signs it and places it in a sealed envelope and through the student submits the envelope with the completed form to the professor of the subject who then opens the envelope and receives the form with the comments of the company supervisor - evidencing the evaluation in it.</li> </ol>

	<p>Purpose: development of students' practical skills, abilities and competencies to prepare for the labor market in real conditions.</p> <p><b>The student passes the exam if he/she collects 50 points (%) from all activities foreseen by the assessment method,,</b></p> <p><b>Grades in UShAF:</b></p> <table><tr><th>Note</th><th>ECTS/Note</th><th>Percentage (%)</th><th>Definition</th></tr><tr><td>10</td><td>A</td><td>90 - 100</td><td>Excellent</td></tr><tr><td>9</td><td>B</td><td>80 - 89</td><td>Excellent</td></tr><tr><td>8</td><td>C</td><td>70 - 79</td><td>Very good</td></tr><tr><td>7</td><td>D</td><td>60 - 69</td><td>Good</td></tr><tr><td>6</td><td>E</td><td>50 - 59</td><td>Sufficient</td></tr><tr><td>5</td><td>FX/F</td><td>0 - 49</td><td>Insufficient</td></tr></table>	Note	ECTS/Note	Percentage (%)	Definition	10	A	90 - 100	Excellent	9	B	80 - 89	Excellent	8	C	70 - 79	Very good	7	D	60 - 69	Good	6	E	50 - 59	Sufficient	5	FX/F	0 - 49	Insufficient
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<b>Concretization tools – IT</b>	Laptop, projector, Smart-board, wireless, internet, MS Teams, skill testing instruments, etc.																												
<b>Relationship between the theoretical and practical part of the study</b>	<p>◆ 20% - Theory, ◆ 80% - Practical work,</p> <p>This report aims to analyze the connection between the theoretical knowledge acquired during the lectures and the implementation of practical work (Practical learning in the enterprise).</p> <p>Of the total 200 hours foreseen for the course, the division is made according to the ratio of 20% with a focus on theory and 80% on practice.</p> <ul style="list-style-type: none"><li>• 40 hours are dedicated to theoretical lectures, including the acquisition of basic concepts, methodologies and standards foreseen in the course module.</li><li>• 160 hours are focused on practical work (Practical learning in the enterprise),</li></ul> <p>Division of 8 ECTS:</p> <ul style="list-style-type: none"><li>✓ 2 ECTS are dedicated to the theoretical part</li><li>✓ 6 ECTS are dedicated to the practical part.</li></ul> <p>This division reflects the balance between the acquisition of basic concepts and their application through practical activities.</p>																												
<b>Literature</b>																													
<b>Basic Literature</b>	1. Michail Griffin – “Business Internship” – Paperback – August 2011,																												
<b>Additional Literature</b>	1. Eric Woodard – “The ultimate guide to internships - 100 steps to get a great internship and thrive in it” - ultimate guides – 2015																												
<b>Designed lesson plan:</b>																													
<b>Java</b>	<b>Lecture to be held</b>																												
<b>First week</b>	Introduction to the subject and presentation of the syllabus Introduction to the subject, literature, assessment forms, division into groups,																												
<b>Second week</b>	The role of the enterprise in the economy,																												
<b>Third week</b>	Entrepreneurship and Management, Interactive discussions,																												
<b>Week Four</b>	Management principles and their importance - application in practice,																												
<b>Fifth week</b>	Organizational structure of the enterprise - practice of the structure, Interactive discussions.																												

<b>Week Six</b>	Introduction to finance in the enterprise - practical aspect, student interactivity, discussion,
<b>Week Seven</b>	Introduction to managerial accounting, teamwork for tasks assigned to students,
<b>Week Eight</b>	The importance of right decision-making for the enterprise - interactive discussion with students, presentations,
<b>Ninth Week</b>	Capital of the enterprise - student presentation for papers,
<b>Tenth week</b>	Product of the enterprise and its importance - practical aspect, group discussion with students,
<b>Week Eleven</b>	Ethics in business - importance for the success of the enterprise - practical aspect Tax obligations to the state - practical application of payments,
<b>Twelfth week</b>	AI Respect for the law and the activity of the enterprise, group discussion with students,
<b>Week Thirteen</b>	The role of product price for success in the market - presentation by students,
<b>Fourteenth Week</b>	The paper scientific
<b>Fifteenth week</b>	Decision-making models in enterprises,
<b>Academic Policies and Etiquette Rules</b>	
The student is obliged to attend lectures in an orderly manner and to have correct behavior towards colleagues and staff of the University, maintaining calm and active engagement in lectures and exercises is mandatory. During lecture and exercise hours, food, whispers that hinder classroom work and the use of mobile phones are PROHIBITED. At the same time, mobile phones should be turned off or put on silence and not used during lectures or exercises. Lack of academic integrity (including plagiarism, copying another person's work, using unauthorized exam aids, fraud, etc.) will not be tolerated. If there are doubts about the authenticity of the submitted work, the teacher has the right to ask the student to verify his/her work. This can be done through: repetition of the work, written or oral testing, unexpected quiz or any other action deemed necessary by the lecturer.	