

DEREE COLLEGE SYLLABUS FOR: EC 4090 INTERNSHIP IN ECONOMICS

(Updated Fall 2021)

US CREDITS: 3/0/3**PREREQUISITES:**

Normally the student will have completed 70 credits before embarking on this module. Formal approval by the Department Head / Program Coordinator / Internship Administrator (as appropriate) is required.

CATALOG DESCRIPTION:

Experiential learning in companies related to the industry. Students gain on-the-job experience and training as they learn to apply knowledge gained in the classroom to real life professional situations.

RATIONALE:

The internship allows students to get “hands-on” experience and, therefore, constitutes a pertinent learning tool. The internship provides opportunities for the development of practical skills and furnishes students with opportunities to observe and understand connections between coursework and skills needed to perform effectively in a professional environment. In addition, because the internship experience requires a great deal of personal responsibility, it enhances students’ professional confidence and provides an important step in their personal and professional maturation process. The industry placement is in essence the students’ first step towards a professional career.

LEARNING OUTCOMES:

As a result of taking this course, the student should be able to:

1. Apply vocationally relevant concepts associated with the operational management of financial and economic resources of the entity in which internship is conducted.
2. Formulate a personal development plan based on a critical self-assessment of personal and professional skills and competences, such as timeliness, ability to complete assignments with a minimum of supervision, team spirit, service attitude and initiative demonstrated during an internship-placement in a logistics and supply chain department or organization.
3. Relate theories and concepts in economic analysis with the professional practice in the industry through a critical reflection on the work-based learning internship experience.

METHOD OF TEACHING AND LEARNING:

In congruence with the teaching and learning strategy of the college, the following tools are used:

- Use of Blackboard site, where the Department Head / Program Coordinator / Internship Administrator (as appropriate) posts notes, instructions, timely announcements as well as additional resources in relation to the Internship course.
- Office hours: Students are encouraged to contact the Department Head / Program Coordinator / Internship Administrator (as appropriate), where they can ask questions and discuss Internship issues.
- The internship in Economics is consistent with the work-based learning (internship) policies and procedures, as they have been described in the DEREЕ Work-Based Learning (Internship) Policies and Procedures.
- Professional seminars and workshops.

	<ul style="list-style-type: none"> ➤ Personal Development Planning: The work-based learning internship experience is used as the basis for reflective learning both in terms of the integration of theories with practical experiences and in terms of the development of an experiential portfolio of personal skills and competences. ➤ Work-based learning internship: Minimum 180 and maximum 200 working hours (within 3-4 months).
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ASSESSMENT:	<p>Summative:</p> <table border="1"> <tr> <td>Individual Reflective paper – 1st summative (2600 – 3000 words)</td> <td style="text-align: center;">60%</td> </tr> <tr> <td>Individual Personal Development Planning (PDP) Report – 2nd summative (1000 – 1200 words)</td> <td style="text-align: center;">40%</td> </tr> </table> <p>Formative:</p> <table border="1"> <tr> <td>Individual ‘Critical Incident and Intervention’ Report – formative, biweekly (500-600 words)</td> <td style="text-align: center;">0%</td> </tr> <tr> <td>Individual Presentation of Internship Experience, Lessons Learned and Reflective Paper - formative</td> <td style="text-align: center;">0%</td> </tr> </table> <p>The formative ‘Critical Incident and Intervention’ Report aims to support students in the writing of the reflective paper.</p> <p>The formative ‘Presentation of Internship Experience, Lessons Learned and Reflective Paper’ aims at providing feedback to the student.</p> <p>The Reflective Paper tests Learning Outcomes 1 and 2.</p> <p>The Personal Development Planning (PDP) Report tests Learning Outcomes 2 and 3.</p> <p>The final grade for this module will be determined by averaging all summative assessment grades, based on the predetermined weights for each assessment. Students are not required to resit failed assessments in this module. Failure to pass the module results in module repeat.</p>	Individual Reflective paper – 1 st summative (2600 – 3000 words)	60%	Individual Personal Development Planning (PDP) Report – 2 nd summative (1000 – 1200 words)	40%	Individual ‘Critical Incident and Intervention’ Report – formative, biweekly (500-600 words)	0%	Individual Presentation of Internship Experience, Lessons Learned and Reflective Paper - formative	0%
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INDICATIVE READING:	<p>REQUIRED READING:</p> <p>Griffin M., (2011) <i>Business Internships</i>, Swansea Publishing Group, Swansea, Massachusetts</p>
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	<p>RECOMMENDED READING:</p> <p>Brown, C. (2010). «Overcoming Hiring Hurdles.» <i>Journal Of Financial Planning</i>, 23(8), 45-47.</p> <p>Carson, L. & Fisher, K. (2006) «Raising the bar on criticality: students' critical reflection in an internship program. » <i>Journal of Management Education</i>, 30(5), 700-723.</p> <p>Gault, J., Leach, E. & Duey, M. (2010) «Effects of business internships on job marketability: the employer's perspective». <i>Education + Training</i>, 52(1), 76-88.</p>
<p>INDICATIVE MATERIAL: (e.g. audiovisual, digital material, etc.)</p>	<p>REQUIRED MATERIAL: N/A</p> <p>RECOMMENDED MATERIAL: N/A</p>
<p>COMMUNICATION REQUIREMENTS:</p>	<p>Use of appropriate academic conventions as applicable in oral and written communications.</p>
<p>SOFTWARE REQUIREMENTS:</p>	<p>Blackboard, Word, Excel</p>
<p>WWW RESOURCES:</p>	<p>N/A</p>
<p>INDICATIVE CONTENT:</p>	<ol style="list-style-type: none"> 1) The significance of internships 2) Planning, preparing and finding an internship 3) Making the most of the internship 4) Student's responsibilities 5) Employer's responsibilities 6) The role of the internship in the learning process 7) Creating a portfolio 8) Preparing the reflective assessment 9) Completing the internship 10) Preparing the presentation of the internship experience 11) Setting the foundations for a career in finance