

INTERNSHIP I

Course code	<i>ECO124_I</i>
Compulsory in the programs	<i>Economics and Data Analytics</i>
Level of studies	<i>Undergraduate</i>
Number of credits	<i>6 ECTS; 2 hours of theory, 4 hours of consultations, 21 hours of self-study, 135 hours of internship in a company</i>
Course coordinator (title and name)	<i>Assoc. Prof. Dr. Ieva Augutytė-Kvedaravičienė</i>
Prerequisites	-
Language of instruction	<i>English</i>

THE AIM OF THE COURSE:

The course is designed for the practical application of knowledge and skills that were acquired during studies. Students are expected to apply various managerial tools to a specific company situation and draw reasonable solutions from the analysis. The internship is carried out in two stages.

The first stage of the internship takes place during the IV-V semesters. The Career and Partnership Centre announces the detailed schedule for the internship and other administrative information at the end of the III semester.

Under the internship program, students will be able to learn about structure/activities and specifics of public/private/non-government organizations, master the spheres of economic research and acquire practical skills necessary for their future professional career.

The duration of the first stage of the internship in the company is at least 135 hours.

The academic task of the first stage of the internship is a **country and internship company's business sector analysis report** (scope: 4000 words), written according to the detailed requirements presented at the beginning of the internship.

MAPPING OF COURSE LEVEL LEARNING OUTCOMES (OBJECTIVES) WITH DEGREE LEVEL LEARNING OBJECTIVES (See Annex), ASSESMENT AND TEACHING METHODS

Course level learning outcomes (objectives)	Degree level learning objectives (Number of LO)	Assessment methods	Teaching methods
CLO1. To apply theoretical knowledge gained during studies in conducting country economic analysis	ELO1.1. ELO 1.2.	Written report	Lectures, consultations, independent studies
CLO2. To demonstrate practical skills needed to perform practical tasks at the company	ELO 1.2. ELO.2.1.	Employer's evaluation	Individual work, practical tasks at the internship institution
CLO3. To demonstrate analytical skills in identifying potential problem to be analysed in the Bachelor thesis	ELO 2.1. ELO.3.1. ELO 3.2.	Written report	Lectures, consultations, independent studies
CLO4. DSS4. To demonstrate personal skills of time management, responsibility, and teamwork	ELO 4.1.	Employer's evaluation, Written report	Individual work, practical tasks at the internship institution
CLO5. To be able to communicate verbally and in written form in a business environment.	ELO 4.3.	Employer's evaluation Written report	Consultations, Individual work, practical tasks at the internship institution

ADDITIONAL REMARKS

- If a student works in the analyzed company during the internship, she/he must submit an employment certificate to the Career Center by the deadline specified in the internship schedule.
- Students who work in the analyzed company only during the internship period and solely for the purpose of the internship, without having any other employment relationship with the internship company, must sign a tripartite agreement between ISM, the company, and the student by the deadline specified in the internship schedule.
- After the completion of the internship, a feedback survey is sent to the internship supervisor in the company via email, which must be completed by the deadline specified in the internship schedule.
- It is not allowed to conduct an internship in companies where the student is in a managerial position or is an owner of the company. Additionally, the assigned internship supervisor in the company cannot be a family member (spouse, sibling, parent) of the student.
- The feedback from the internship supervisor in the company serves as a legal basis for granting credits for the Internship subject. Failure to receive feedback will result in a failing evaluation of the Internship subject, regardless of whether the evaluation of the internship reports was passing or not.

ACADEMIC HONESTY AND INTEGRITY

The ISM University of Management and Economics Code of Ethics, including cheating and plagiarism, is fully applicable and will be strictly enforced in the course. Academic dishonesty and cheating can and will lead to a report to the ISM Committee of Ethics.

INTERNSHIP DOCUMENTS

- Tripartite internship agreement/employment certificate (submitted to the ISM Career Center within the specified deadline in the internship schedule).
- Feedback from the assigned internship supervisor in the company regarding the student's internship (in electronic form, to be filled out by the assigned internship supervisor in the company).

COURSE OUTLINE

Semester	Activity	In class hours
FIRST STAGE		
<i>End of III semester</i>	Introduction Presentation of the requirements for the first stage of the internship. Guidelines on how to prepare internship report.	2
<i>IV-V semester</i>	Internship at the company Preparation of <i>internship report</i> Consultation (<i>not compulsory, organized according to the schedule at the beginning of the internship</i>)	2+2
	Total:	6

FINAL GRADE COMPOSITION

Task type	Impact for final grade, %
Individual preparation of report (academic task)	100%
Professional internship performance process (evaluated by internship supervisor at the company)	-
In total:	100

DESCRIPTION AND GRADING CRITERIA OF EACH ASSIGNMENT

Internship report is aimed at checking student's ability to understand real situation of the chosen country and internship company's business sector, collect and interpret data and identify a problem. Specific requirements and structure of the report is presented in the guidelines on e-learning system. Data for internship report is being collected during the

internship process at the company. Scope of the report is approx. 4000 words (counting from the introduction to the conclusions). The report shall be prepared in accordance with APA requirements.

The student submits the report (excluding appendices and reference list) to the Turnitin system for similarity check and the full paper to the e-learning system within the specified deadline in the internship schedule. Word documents are uploaded to both the Turnitin and e-learning systems.

Internship process evaluation

The evaluation of the internship (feedback from the internship supervisor in the company) is intended to assess the student's performance in the internship process and their general skills. The assigned internship supervisor in the company cannot be a family member of the student (spouse, sibling, parent). When evaluating the students' internship, the internship supervisor assesses their ability to apply systematic, critical, and constructive thinking, their ability to communicate effectively with different target audiences, and their ability to propose ethical and socially responsible solutions.

Failure to submit or failing feedback from the internship supervisor in the company may result in the annulment of the internship grade, as decided by the Study Commission. In case of any questions regarding the provided qualitative assessment, the university may contact the internship supervisor in the company.

The internship supervisor in the company evaluates the internship process upon its completion. The university sends the evaluation form for the student's internship to the internship supervisor via email, which the supervisor must complete within 5 working days. Before the start of the internship, the student must inform the internship supervisor in the company that they will receive the student's internship evaluation form upon the completion of the internship.

RETAKE POLICY

If a student receives a final failing grade for the course, student has the right to prepare an internship report at the end of semester, by the deadline specified in the internship preparation schedule. The length of the revised report should be 4000 words (counting from introduction to conclusion). Internship report must be formatted according to APA requirements. Detailed requirements for the internship report are provided on the e-learning system. The student submits the internship report (excluding appendices and bibliography) to the Turnitin system for similarity check, and the full paper to the e-learning system, by the deadline specified in the internship schedule. Word documents are uploaded to the Turnitin and e-learning systems. The evaluation of the retaken internship report constitutes 80% of the final grade.

COURSE SPECIFIC AI GUIDELINES

All students must comply with the ISM University of Management and Economics Artificial Intelligence Policy published on the e-learning platform.

Students may use AI tools to enhance their understanding of the topic, identify relevant theories, and find applicable examples. AI-generated information must be cross-verified with credible sources. AI tools may also be used to improve efficiency in working with literature sources or data analysis, as well as to improve the quality of written English, including grammar and style. AI-generated content is not considered a reliable academic source and should not be cited as such. The submitted paper must be written by the student. The inclusion of AI-generated text in the final submission is not permitted. Any use of AI tools beyond the purposes specified above must be aligned with the course instructor. More detailed guidance will be provided together with the research project instructions.

REQUIRED READINGS

Standard & Poor's, 2022. Criteria | Governments | Sovereigns: Sovereign Rating Methodology

ANNEX

DEGREE LEVEL LEARNING OBJECTIVES

Learning objectives for the Bachelor of Business Management

Programmes:

*International Business and Communication,
Business Management and Marketing, Finance,
Industrial Technology Management*

Learning Goals	Learning Objectives
Students will be critical thinkers	BLO1.1. Students will be able to understand core concepts and methods in the business disciplines
	BLO1.2. Students will be able to conduct a contextual analysis to identify a problem associated with their discipline, to generate managerial options and propose viable solutions
Students will be socially responsible in their related discipline	BLO2.1. Students will be knowledgeable about ethics and social responsibility
Students will be technology agile	BLO3.1. Students will demonstrate proficiency in common business software packages
	BLO3.2. Students will be able to make decisions using appropriate IT tools
Students will be effective communicators	BLO4.1. Students will be able to communicate reasonably in different settings according to target audience tasks and situations
	BLO4.2. Students will be able to convey their ideas effectively through an oral presentation
	BLO4.3. Students will be able to convey their ideas effectively in a written paper

Learning objectives for the Bachelor of Social Science

Programmes:

*Economics and Data Analytics,
Economics and Politics*

Learning Goals	Learning Objectives
Students will be critical thinkers	ELO1.1. Students will be able to understand core concepts and methods in the key economics disciplines
	ELO1.2. Students will be able to identify underlying assumptions and logical consistency of causal statements
Students will have skills to employ economic thought for the common good	ELO2.1. Students will have a keen sense of ethical criteria for practical problem-solving
Students will be technology agile	ELO3.1. Students will demonstrate proficiency in common business software packages
	ELO3.2. Students will be able to make decisions using appropriate IT tools
Students will be effective communicators	ELO4.1. Students will be able to communicate reasonably in different settings according to target audience tasks and situations
	ELO4.2. Students will be able to convey their ideas effectively through an oral presentation
	ELO4.3. Students will be able to convey their ideas effectively in a written paper