

INTERNSHIP I

Course code	<i>POL116_I</i>
Compulsory in the programs	<i>Economics and Politics</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. Vincentas Vobolevičius</i>
Prerequisites	-
Language of instruction	<i>English</i>

AIM OF THE COURSE

The course enables practical application of knowledge and skills acquired during the studies. The internship is carried out in two stages. The first stage of the internship takes place during the IV-V semesters. The Career Center announces a detailed internship schedule and other administrative information at the end of semester III.

The duration of the first stage of the internship in the company is at least 135 hours. The internship must be completed at public institutions or non-governmental organizations, engaged in policy development, implementation and / or assessment.

The first part of internship has three objectives:

- To introduce students to the functioning of public institutions or non-governmental organizations, engaged in policy development, implementation and / or assessment.
- To involve students in policy development implementation and / or assessment at internship venues.
- To enable students' critical reflection of the functioning of their internship venues as well as their own contributions to policy development implementation and / or assessment by writing an Internship Report.

At the end of the first stage of the internship, students prepare an Internship Report and present it to course coordinator for grading (detailed requirements are listed at the end of this document and will be presented to students by course coordinator in semester III).

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 (ELO)	Assessment methods	Teaching methods
CLO1. Apply relevant theories to evaluate real-world situations	ELO1.2	Internship Report Supervisor's evaluation	Work at the Internship venue Writing of Internship report
CLO2. Make ethically-sound decisions	ELO2.1	Internship Report Supervisor's evaluation	Work at the Internship venue Writing of Internship report
CLO3. Analyze and process data using appropriate software	ELO3.1	Internship Report Supervisor's evaluation	Work at the Internship venue Writing of Internship report
CLO4. Express information clearly in a written form	ELO4.3	Internship Report Supervisor's evaluation	Work at the Internship venue Writing of Internship report

ADDITIONAL REMARKS

- Students must confirm that the institutions hosting the internships permit the use of their name and data for reports and, if applicable, the preparation of the Internship Report.
- Students who wish to have employment at a suitable organization count toward internship requirements must submit an employment certificate to the Career Center by the deadline outlined in the internship schedule and sign a tripartite agreement among ISM, the institution, and the student by the deadline specified in the internship schedule.
- Students cannot intern at an institution in which they hold managerial or higher positions. Moreover, internship supervisors cannot be students' family members (parents, siblings or spouses).
- 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.
- 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>optional</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)	-
Total:	100

COURSE SPECIFIC AI GUIDELINES

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

Students may use AI tools to enhance their understanding of their **internship tasks**, brainstorm, identify relevant solutions, find applicable best practices and analyze data. Note: AI-generated content is not considered a reliable source and should not be cited as such. AI-generated information must be cross-verified with scholarly and other policy-relevant reliable sources.

Students may use appropriate AI tools to improve the quality of written English, including grammar and style, while writing their **Internship Report**. Students cannot, however, copy-paste AI-generated text into their papers and the use of AI tools must be acknowledged at the end of the Internship report (following the List of References)

Any use of AI tools beyond the purposes specified above must be aligned with the course instructor.

DESCRIPTION AND GRADING CRITERIA OF INTERNSHIP REPORT

The Internship Report is intended to evaluate the student's ability to understand policy in the fields of National Security or Foreign Affairs. Information for the report is collected during the first stage of the internship in the institution. The report must be formatted according to APA style requirements. Detailed requirements for the report will be provided at the end of the third semester.

Students submit 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.

The Structure of Internship Report

Title page

- I. The Venue (0.5 page)
 1. Indicate the name of an institution or a non-governmental organization where you completed your internship. State the mission of the institution or organization.
 2. Indicate the name of a department or another structural unit, where you completed your internship. State the mission of the unit.
- II. The Task (1,5 pages)
 1. Describe the key problem or task you were assigned to solve / complete at your internship venue.
 2. Explain the importance of your assignment:
 3. Discuss the importance of your assignment (or lack thereof) in the context of the entire institution.
 4. Discuss the importance of your assignment (or lack thereof) in the context of the mission of your unit.
 5. Discuss the importance of your assignment to your superiors at the institution. Why was your problem / task seen as important (or not) by people closest to you?
- III. The Contribution (2 pages)
 1. Describe a range of actions / strategies you (and your coworkers) considered for achieving the task or solving the problem assigned (if relevant)
 2. Describe an action / strategy applied to solve the problem / achieve the task assigned.
 3. Describe organizational factors that facilitated or hindered solution / implementation of your task. (Consider quantity and quality of resources dedicated to accomplishing the task, clarity and consistency or objectives, quality of communication and feedback during the process)
- IV. Reflection (1 page)
 1. Share what you learned about decision-making and problem-solving at the level of a public institution or a non-governmental organization at which you conducted your internship.
 2. Share what you learned about yourself during the internship:
 3. Do you see yourself as pursuing a career in the public sector?
 4. What strong character traits, cognitive abilities and skills have you demonstrated during the internship?
 5. What character traits, cognitive abilities and skills should you improve in the light of your internship experience?
- V. Acknowledgement of ai use
 1. A list of sections (with their respective page numbers) produced using tools of artificial intelligence. each entry on the list should contain short description of the purpose for the use of ai tools.

References

Acknowledgement of AI Use

The length of the revised report should be around 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.

INTERNSHIP PROCESS EVALUATION

Internship supervisor evaluates the internship process upon its completion. The university sends the evaluation form to internship supervisor via email. Supervisor must complete the form 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 evaluation form upon the completion of the internship.

The evaluation of the internship (feedback from the internship supervisor in the company) assesses student's performance and their general skills. Internship supervisor cannot be a family member of a student. When evaluating students' internship, their supervisors assess students' 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 internship grade, pending decided by the Study Commission. In the case of any questions regarding supervisor's assessment, the university may contact the supervisor.

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 evaluation of the retaken internship report constitutes 80% of the final grade.

ANNEX

DEGREE LEVEL LEARNING OBJECTIVES

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