

Jönköping International Business School

**Internships In Business Administration
(JIBN18/JIAN18/JIIR28)**

**Valid from fall 2024
Rules for the academic year 2024/25**

- Course Description and Study Guide -

1. Course Team

Course Examiner and Responsible:

Miguel Gil, Assistant Professor
Room B4012, Phone, SMS and WhatsApp: 0767232819
Email: miguel.gil@ju.se

2. Intended Learning Outcomes

On completion of the course, you will be able to:

Knowledge and understanding

1. Account for, reflect on, explain, and potentially solve company challenges.

Skills and abilities

2. Thoroughly investigate a predefined topic by means of active organization participation
3. Independently write a business report, which derives useful conclusions for practice
4. Learn how to communicate complex information effectively and tailor their writing to a practitioner-oriented audience
5. Prioritize tasks, set deadlines, and create a timeline for completing the report
6. Create a professional document that reflects student's knowledge and skills in the business field

Judgement and approach

7. Identify, analyze and critically discuss practical implications associated with the internship with the aim to contribute in terms of knowledge to the host company

3. Key Deadlines

Last day to apply for your internship:

If you start your internship between June and September 2024 (A1): *13th June 2024*

If you start your internship between October and December 2024 (A2): *13th October 2024*

If you start your internship between January and February 2025 (S1): *13th December 2024*

If you start your internship between March and May 2025 (A2): *13th March 2025*

4. Apply for the internship course

Very important! This relates to your enrolment in the course, not about finding an internship.

Step 1: Check with your study counsellor if you are eligible to take the internship course.

Step 2: Find an internship opportunity (further instructions below).

Step 3: If you are eligible for the internship course and you have an internship offer, then complete the following registration form: <https://esmaker.net/nx2/s.aspx?id=687e01cd0f77>

Step 4: Ask your internship manager to complete the company registration form:

<https://esmaker.net/nx2/s.aspx?id=967e58ff32f4>

Once you have completed the 4 steps, the course examiner will validate the application. If everything is correct, you will soon be enrolled in Ladok and Canvas, where you will be able to submit your internship assignments.

5. Find an internship opportunity

Jönköping University cannot find an internship opportunity for you. However, there are different things that you can do to find an internship opportunity:

Option 1: Find the internship via LinkedIn.

Option 2: Check the vacancies page of the company you are interested in working with.

Option 3: Check the program canvas page for internship opportunities published there.

Option 4: Take a look at www.ju.jobteaser.com for internship opportunities.

Option 5: Contact the Social Engagement department at JIBS societalengagement@ju.se

6. Characteristics of the internship

Length:

Depending on the number of credits, there are different minimum criteria.

- For 15 ECTS, you need to work a minimum of 10 weeks full-time
- For 7.5 ECTS, you need to work a minimum of 5 weeks full-time.

It is possible to work less than full-time, but you will have to adjust the length of the internship. For example, you can do 15 ECTS internship working 20 weeks half-time.

The previous lengths are the minimum to obtain the stated credits. However, if you agree with your employer, you can work more than that. However, you cannot get more credits.

Topic:

Your internship should relate to business administration and, ideally, the program you are studying. It is important to avoid internships that are totally disconnected from your studies, for instance, working as a bartender in Miami. If you have a question regarding the relevance of your internship, please contact the examiner of the course via email: internship@ju.se

Starting date:

You are allowed to start the internship at any point in time. However, it is recommended that you do the internship aligned with the University calendar to avoid a clash with other courses.

7. Assignments and grading

In order to successfully complete this course, you need to submit and pass the following assignments:

- 4 Fieldnotes: You will write short reports describing your internship experience. Each fieldnote is submitted after completing 25%, 50%, 75% and 100% of your internship experience.
- Final Report: A larger report where you critically discuss your internship experience. This assignment is submitted no later than one month after finishing your internship.
- Complete the final student survey: <https://esmaker.net/nx2/s.aspx?id=32c26eba4303>
- Complete the final company survey: <https://esmaker.net/nx2/s.aspx?id=0397de4452c3>

More information about the assignments and the rubric on how these are graded is published on the Canvas page of the internship course.

Once you have successfully completed these four assignments, you will receive a PASS grade. If you fail to complete these assignments, you will be asked to resubmit them.

If you have a question regarding any assignments, please contact the examiner at internship@ju.se. However, if you have further questions, you can also book a tutoring session at this link: <https://docs.google.com/spreadsheets/d/19LRtGSFM2xTO2Fmny-9wCnPWEjXuUTvzCRP4osmb1tY/edit#gid=1548305208> You can only schedule one session, so please come with all of your questions ready.

8. How to apply for Erasmus funding (Optional)

Are you doing your internship outside of Sweden in an EU country? You can apply for ERASMUS funding.

Reach out to the international office (<https://ju.se/student/en/exchange/contact-international-office.html>): They will provide you with additional information and necessary application forms.

The course examiner can sign those forms for you. Reach out, attaching the required forms (internships@ju.se).