

# Course Specifications

Valid in the academic year 2018-2019

Course size (nominal values; actual values may depend on programme)  
Credits 6.0 Study time 180 h Contact hrs 15.0 h

Course offerings and teaching methods in academic year 2018-2019

A (year)	Dutch, English	work placement	1.25 h
		fieldwork	10.0 h
		guided self-study	5.0 h

Lecturers in academic year 2018-2019

De Beelde, Ignace	EB22	lecturer-in-charge
Claeys, Tine	EB58	co-lecturer

Offered in the following programmes in 2018-2019

	crdts	offering
<a href="#">Master of Science in Business Economics (main subject Accountancy)</a>	6	A
<a href="#">Master of Science in Business Economics (main subject Corporate Finance )</a>	6	A
<a href="#">Master of Science in Business Engineering (main subject Data Analytics)</a>	6	A
<a href="#">Master of Science in Business Engineering (main subject Finance)</a>	6	A
<a href="#">Master of Science in Business Economics (main subject Marketing)</a>	6	A
<a href="#">Master of Science in Business Engineering (main subject Operations Management)</a>	6	A
<a href="#">Master of Science in Economics</a>	6	A

Teaching languages

Dutch, English

Keywords

Position of the course

During the internship, the knowledge and skills acquired during the courses are applied in practice through concrete assignments in an external business context.

The internship is supervised by a internship mentor, but with increasing levels of independence, and spans a period of minimum 4 weeks of full-time work. Further, the internship aims to improve the student's professional skills and attitudes, required for the independent execution of the profession.

Contents

The content of the internship is determined by the internship mentor and pre-aligned with the student, before getting the required approval from the internship coordinator. The content of the internship has to be related to one or more domains of the student's field of study. The internship has to contain assignments that are problem-solving oriented and mainly include professional and analytical tasks. In the execution of the tasks, the student testifies of sufficient understanding, independence, initiative taking and analytical mindset.

The internship report is a critical reflection of the completed internship as well as an introspection of the student's own performance.

Initial competences

Meet the admission requirements for the Master studies

Final competences

1 Analyse the business reality based on learned concepts and theories

- 2 Position internship activities in the overall business
- 3 Use research methods and techniques
- 4 Develop solutions and recommendations based on well-founded arguments
- 5 Adopt a constructive attitude towards feedback
- 6 Convey information to people with diverse backgrounds in a focused and structured way
- 7 Work independently
- 8 Show sense of initiative starting from an appropriate assertiveness
- 9 Critical assessment of internal and external (company) information
- 10 Deliver high-quality output
- 11 Plan and structure internship activities
- 12 Have the communicative and social skills to function smoothly, socially and constructively in the business reality
- 13 Report about the internship activities and experience in a critical, synthetic and reflective way

#### Conditions for credit contract

This course unit cannot be taken via a credit contract

#### Conditions for exam contract

This course unit cannot be taken via an exam contract

#### Teaching methods

Guided self-study, work placement, fieldwork

#### Learning materials and price

For documents and information, we refer to the Minerva site Stages FEB / Internships FEB (FX00004A) - Documents - Stage als keuzevak/Internship elective course: Master (Business) Economics - Business Engineering

#### References

#### Course content-related study coaching

The internship mentor will guide the student with regards to the content of the assignment and will give feedback about his/her performance on a regular basis. The internship coordinator will be the point of contact for the student in the build-up to the internship and during the internship.

#### Evaluation methods

continuous assessment

#### Examination methods in case of periodic evaluation during the first examination period

#### Examination methods in case of periodic evaluation during the second examination period

#### Examination methods in case of permanent evaluation

Assignment, job performance assessment

#### Possibilities of retake in case of permanent evaluation

examination during the second examination period is possible in modified form

#### Extra information on the examination methods

The coordinator gives, (possibly) in consultation with the internship mentor a professor from the field and the lecturer, a final score based on the following elements:

- The evaluation of the internship
- The evaluation of the internship report

#### Calculation of the examination mark

In order to pass the student must:

- Complete the internship (at least 20 working days) itself and submit the internship report on time;
- Achieve at least 8/20 for the internship report, if not, the internship report will have to be rewritten in the second examination period;
- Achieve at least 10/20 for the internship itself, if not, the internship will have to be redone, either at the same organisation or somewhere else;
- Achieve a total score of at least 10/20, calculated as the weighted average of the internship itself (2/3) and the internship report (1/3).

The student must meet all the requirements listed above in order to pass. If this would not be the case, but the total score would still be 10/20 or more, the score will be reduced to the highest unsuccessful grade, namely 9/20.

