Course Specifications
Valid as from the academic year 2019-2020

Course size
(nominal values; actual values may depend on programme)

<table>
<thead>
<tr>
<th>Credits</th>
<th>Study time</th>
<th>Contact hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.0</td>
<td>360 h</td>
<td>150.0 h</td>
</tr>
</tbody>
</table>

Course offerings and teaching methods in academic year 2019-2020

A (year)
Arabic, Chinese, microteaching 5.0 h
Dutch, English, work placement 145.0 h
French, German, Hindi, Japanese

Lecturers in academic year 2019-2020

<table>
<thead>
<tr>
<th>Lecturer</th>
<th>Position</th>
<th>Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Torck, Mathieu</td>
<td>LW21</td>
<td>staff member</td>
</tr>
<tr>
<td>Heirman, Ann</td>
<td>LW21</td>
<td>lecturer-in-charge</td>
</tr>
</tbody>
</table>

Offered in the following programmes in 2019-2020

<table>
<thead>
<tr>
<th>Programme</th>
<th>crds</th>
<th>offering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Arts in Oriental Languages and Cultures (main subject China)</td>
<td>12</td>
<td>A</td>
</tr>
<tr>
<td>Master of Arts in Oriental Languages and Cultures (main subject India)</td>
<td>12</td>
<td>A</td>
</tr>
<tr>
<td>Master of Arts in Oriental Languages and Cultures (main subject Japan)</td>
<td>12</td>
<td>A</td>
</tr>
<tr>
<td>Master of Arts in Oriental Languages and Cultures (main subject Middle East Studies)</td>
<td>12</td>
<td>A</td>
</tr>
</tbody>
</table>

Teaching languages
Dutch, English, German, French, Chinese, Japanese, Hindi, Arabic

Keywords
Internship, internationalization, practice experience

Position of the course
Students do an internship abroad or at home with one of the department’s internship partners in order to acquire pre-professional working experience.

Contents
Based upon a preliminarily delineated task list the student will be integrated into the daily professional activities of an internship partner of his/her choice. The content of the tasks will be defined in consultation with the internship partner and is related to the student’s specific skills: language proficiency, economic knowledge, internationalization, intercultural communication, business communication, PR etc. The student’s performance will be evaluated on the basis of a written internship report and oral discussion on the one hand, and by the internship partner on the other.

Initial competences
To have successfully completed the courses of ‘Hindi’, ‘Modern Chinese’, ‘Modern Japanese’ or ‘Arabic language acquisition’ in BA3 or to have acquired the necessary skills by other means.
The initial competences are also in accordance with the final competences of BA3 (Oriental languages and cultures - field of study: India, China, Japan, Arabic and Islamic Studies).

Final competences
1. To be able to correctly and meticulously carry out tasks in a professional context
2. To be able to integrate oneself in the daily activities of the internship partner in a dynamic and flexible manner
3. To be able to apply acquired skills from the bachelor trajectory as well as from other master courses

(Approved)
4 To be able to present in a critical way a written and oral report about the process and results of the internship activities

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
Microteaching, work placement

Extra information on the teaching methods
Through their internship students acquire first-hand experience in a job context and thus acquire pre-professional working experience. If the internship is related to the master dissertation, students have the opportunity to carry out fieldwork in light of their topic. At the end of the internship period students provide a written report which will be discussed orally with their tutors (microteaching). The report highlights aspects of progress related to the internship trajectory and the acquired results.

Learning materials and price
A manual with practical information will be provided.
Electronic learning environment – Internship manual:
• Instructions concerning the internship report
• Internship evaluation form
• Internship contract

References
References will be communicated at the start of the courses.

Course content-related study coaching
The lecturer-in-charge (internship tutor) will regularly follow up on the performance and experiences of the student and will provide support and feedback.

Evaluation methods
end-of-term evaluation

Examination methods in case of periodic evaluation during the first examination period
Job performance assessment, report

Examination methods in case of periodic evaluation during the second examination period
Job performance assessment, report

Examination methods in case of permanent evaluation

Possibilities of retake in case of permanent evaluation
not applicable

Extra information on the examination methods
Evaluation is twofold:
• written internship report with oral discussion
• external evaluation by the internship partner

Calculation of the examination mark
100% end-of-term assessment: 50% (written report with oral discussion) and 50% (internship partner)
Students have to pass all parts of the examination (= written report with oral discussion and external evaluation by the internship partner).
Students who do not take part in the assessment of one or more parts of the course evaluation or obtain a mark of less than 10/20 for one of its parts cannot pass the course evaluation. Should the average mark be higher than 10/20, the final mark will be reduced to the highest non-pass mark (= 9).

Facilities for Working Students
1 Exemption from educational activities requiring student attendance is not allowed
2 Rescheduling of the examination to a different time in the same academic year is not allowed
3 Feedback can only be given during office hours
For more information concerning flexible learning: contact the monitoring service of the faculty of Arts and Philosophy

(Approved)