

## Internship, Reporting and Communication Practice (F700061)

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

Credits	12.0	Study time	360 h	Contact hrs	30.0 h
---------	------	------------	-------	-------------	--------

Course offerings and teaching methods in academic year 2019-2020

B (year)	Dutch	self-reliant study activities	10.0 h
		seminar	10.0 h
		lecture	10.0 h

Lecturers in academic year 2019-2020

Peferoen, Ludo	EB25	lecturer-in-charge
Vanderhoudelingen, Véronique	EB58	co-lecturer

Offered in the following programmes in 2019-2020

<a href="#">Bachelor of Science in Public Administration and Management</a>	crdts	offering
	12	B

Teaching languages

Dutch

Keywords

Internship, public management, public administration and policy analysis, job experience, project management, communication skills (solicitation-, and meeting techniques)

Position of the course

The course 'stage, rapportering en communicatietraining' (internship, reporting and communication) comes at the end of the bachelor program. The internship constitutes the first confrontation with the field and allows students to gain their first job experience during their educational curriculum. The internship intends to refine and strengthen the knowledge and skills that have been assembled during the bachelor program and to bridge the gap between theory and practice.

Contents

The course has three parts: internship, communication training and reporting.  
 -The student is given a substantial assignment in the work place that will be the focus of his internship  
 -The communication training teaches the basics about job application and meetings. The elements of project management will be presented.  
 -The student is instructed how to report about his assignment and to reflect on his performance.

Initial competences

The competences of the courses seminarie beleidsdomein, onderzoeksmethoden 3 and management in de publieke sector

Final competences

Core competences:

- 1) To be able to adapt quickly to the organisation:
  - To have insight in the functioning of the organisation
  - To have knowledge of the most important actors in and around the organisation
  - To be able to work together with colleagues and chiefs
- 2) Reflect critically about the organisation and about its own work and performance
- 3) To be able to function autonomously in an organisation: autonomously perform assignments of the organisation
- 4) To be able to write a report

General competences:

1) To communicate information, ideas, problems and solutions to specialists and to the general public:

- by writing a report and notes
- by cooperating with colleagues

2) To be able to cope with uncertainties, to elaborate skills to initiate problemsolving studies/activities:

- knowing how to set up small research
- to be able to plan and manage a project
- use the required data-analysis techniques

3) To be able to apply the acquired communication skills

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

Lecture, seminar, self-reliant study activities

Extra information on the teaching methods

internship.Sessions: communication and project management.

Learning materials and price

Posted online

References

Course content-related study coaching

Delineation of assignment through deliberation between mentor, coach and student

Daily follow-up by mentor

The coach keeps in touch with mentor and student and is available for questions concerning the assignment

The co-ordinator can be called upon for practical questions

The report is to be written in accordance with a set of clear instructions

Mentor and coach explain their assessments of the student's performance during a feedback session

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

Participation, job performance assessment, report

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 student has to participate in all parts of the course. Shortcomings in presence or engagements or an insufficient respect for deadlines will lead to an unsatisfactory mark. Once the internship period has ended, the student has to write an internship report comprising the results of his/her work and his/her reflections about the work and work process. The report has to be submitted a week after the internship.

Calculation of the examination mark

60% of the grade is determined by aspects concerning execution of the assignment, 40% by the report. The final grade is reached through deliberation between mentor, coach and co-ordinator, and is determined by the co-ordinator.

If the student receives unsatisfactory marks, the co-ordinator will determine a substitute assignment.