

# Course Specifications

Valid as from the academic year 2020-2021

## Internship HRM and Organizational Management (F710391)

Due to Covid 19, the education and evaluation methods may vary from the information displayed in the schedules and course details. Any changes will be communicated on Ufora.

Course size (nominal values; actual values may depend on programme)  
Credits 9.0 Study time 270 h Contact hrs 270.0 h

### Course offerings and teaching methods in academic year 2020-2021

A (semester 2)	Dutch	Gent	work placement	245.0 h
			lecture	5.0 h
			self-reliant study activities	20.0 h

### Lecturers in academic year 2020-2021

Lagasse, Leen	EB23	lecturer-in-charge
Cools, Eriijn	EB58	co-lecturer
De Decker, Tine	EB58	co-lecturer
Teerlinck, Evert	EB58	co-lecturer

### Offered in the following programmes in 2020-2021

	crdts	offering
<a href="#">Master of Science in Teaching in Economics (main subject Business Administration)</a>	9	A

### Teaching languages

Dutch

### Keywords

Practical training, internship, traineeship, writing a report

### Position of the course

Under the supervision of an external supervisor of the traineeship provider and under conditions of increasing independence, the acquired knowledge from the course will be applied. Furthermore professional competences and attitudes, necessary for the independent accomplishment of the job, will be developed. This is realised by a practical training in 4/5 regime in an external business context during an imposed period.

### Contents

The internship is situated in the domain of HRM and Organizational Management. The content and the level of the internship assignment(s) are jointly determined by the student and the internship mentor (from the enterprise or organisation), whereupon the faculty internship supervisor (UGent) should approve the content. The internship includes enough (min. 50%) analytical management supporting tasks. The student shows (in the performance of the duties) of sufficient understanding, independence, initiative and analytical thinking. On the initiative of the master's thesis supervisor, the possibility exists to link the practical training to the master thesis. The internship report is a critical reflection of the executed tasks, the specific guidelines are communicated to the student by the learning platform.

### Initial competences

Meet the admission requirements for the Master.

### Final competences

- 1 Analyse the business reality based on learned concepts and theories.
- 2 Use research methods and techniques.
- 3 Position activities in the overall business.
- 4 Critical assessment of external and internal (company) information.
- 5 Form an opinion without knowing all the parameters.
- 6 Develop creative solutions and recommendations with reasoned arguments.

- 7 Convey information to people with diverse backgrounds in a focused and structured way.
- 8 Deliver high-quality output.
- 9 Work independently.
- 10 Plan and structure job responsibilities.
- 11 Show sense of initiative starting from an appropriate assertiveness.
- 12 Adopt a constructive attitude towards criticism and feedback.
- 13 Communicate and use social skills to function fitting to the business reality.
- 14 Report in a critical way about job responsibilities and functioning.

#### 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, work placement, self-reliant study activities

#### Extra information on the teaching methods

Experiential learning during 8 weeks in 4/5 regime.

#### Learning materials and price

For information and documents, reference is made to the course site on the learning platform 'Voorbereiding stage in de Master Handelswetenschappen, in the academic year prior to the academic year of the internship. In the academic year of the internship, all information and documents can be found on the course site Stage.

#### References

#### Course content-related study coaching

The student is assigned a mentor at the internship place, who sends the student content and provides feedback on his performance at regular intervals. It is the task of the internship coordinator / supervisor to guide the students in the search for an internship, to evaluate them and to function as a point of contact for the students during the internship. In addition, the internship coordinator / supervisor, possibly in consultation with an expert in the subject of the studyprogram, monitors the content of 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 internship coordinator gives a final score based on the following elements:

- The final evaluation by the supervisor
- The interim evaluation, determined by the evaluation by the internship supervisor during the internship visit or the telephone consultation.
- The evaluation of the internship report

Not respecting the deadlines will result in a minus mark

#### Calculation of the examination mark

An average is calculated based on the above evaluation components.

- The student must complete the internship and submit the internship report on time. The late submission of the internship report is equivalent to not participating in this evaluation component.
- The student must obtain a final score of at least 10/20.
- If the student does not take part in the evaluation of the internship report or obtains 8/20 or less for the evaluation of the internship report, one can no longer pass for the whole of the course unit.
- If the student gets 8/20 or less for the final evaluation by the supervisor, you can no longer pass for the whole of the course.
- If in the above two cases the average would nevertheless be a final score of 10/20 or

more, this is reduced to the highest unsuccessful number, namely 9/20.

- Not respecting the deadlines will result in a minus mark on the final score.

Second session: there is no second session possible for this course.

Exception: if the deficit only concerns the partial score for the internship report, the student has the possibility to rework the internship report in the second session.