

## **Fieldwork/ Business Internship**

### **BSFE 503**

#### **Course Description**

Students must complete an internship in a national or international business organization or government agency and have responsibility for particular assignments. They must take on an assignment to work at the business organization or government agency according to their indicated preferences. Students are encouraged to choose a workplace that matches their interests, or the type of job that could benefit their future career. The areas of business in which students are allowed to have their internship include Finance and Accounting, Marketing, Personnel Management, Production, Sales Management, Transportation, Import/Export Management, International Affairs, and General Management. The choice of workplace is subject to final approval by the Course Instructor (s).

#### **Objective of the Course**

This course intends to

- a. allow students to allow students to have real experiences in the working environment
- b. apply their theoretical knowledge in practical situations at the workplace.
- c. encourages students to explore their own strengths and weaknesses regarding their knowledge and working abilities.
- d. create awareness of the responsibilities at work and the difference between a students' life style and the working life style.
- e. improve their interpersonal relationship skills and have clearer vision of the business-working environment.
- f. Gain knowledge and experience for applying in future careers.

#### **Grading Criteria**

Students will be strictly evaluated based on the work attendance and four major tasks as shown bellow:

1. Internship Report
2. Internship viva
3. Employer's Evaluation

#### **Major Tasks**

1. Students are required to prepare the report which includes the following issues:
  - 1.1. Company details: Overview of the company
  - 1.2. Work responsibilities and assignments
  - 1.3. Problems you have encountered in your assigned tasks
  - 1.4. Knowledge gained from the work experience
  - 1.5. Contribution of the project to the company
  - 1.6. How has the internship expanded/broadened your business knowledge?
  - 1.7. General comments and suggestions for the company
2. After the internship period is completed, please ask the person who had supervised you at your internship company to complete the Evaluation Form included in the Internship package.

**Course rules and regulations**

1. Students must attend the workplaces on time everyday and follow the working hours of the organization strictly. In case of the illness or emergency, students must ask for the permission to be absent from the supervisor at the workplace and inform the course instructor.
2. Students must be on their best behavior at the workplace.
3. Students must be punctual in every aspect at the workplace (e.g. returning from lunch,
4. complete the assigned task).
5. Students must hand in the final report and the evaluation form to the course instructor by the date of announcement.