

International Business College Mitrovica

Internship Report Manual

Public Administration, 6th Semester

The learning outcomes (see IBCM Program Handbook) are tested through the internship report, grade by two internal PA teachers (1 is the supervisor). The grade given can be “pass” or “fail”.

The assessment criteria are based on:

1. Learning goals for the student
2. A written recommendation from the internship institutions and
3. A “small project” on a chosen subject related to the internship.

The report can have 15 pages maximum and 2 annexes’.

The learning goals and the recommendation from the institution (if recommendation is oral the internal supervisor is asked to write it down for the report).

IBCM is responsible for the final evaluation of the internship. The evaluation is based on the above mentioned assessment criteria.

Each student has the possibility of 120 min. guidance from the internal supervisor.

The goals for the “small project” are:

The student must demonstrate that they are able to observe the internship placement / work place in a systematic way.

The student has to apply academic concepts and theory through her /his own observations, analysis, reflection and evaluation of practice.

The components of the project:

1. An introduction of internship placement within institution and the description of tasks performed by student.
2. The Internship article shall include the Work Placement (place of the Internship as a whole – institution, company, etc.) organizational context.
3. Then the student must select an interesting and relevant professional issue to use as the basis for an analysis and evaluation of the observed practice. The subject should be discussed with the internship institution to give the student the best possibilities the reach the goals.

Points 1 and 2 max. 5 pages. Point 3 max 10 pages.

In all cases, the student must involve academic concepts / theories from classes.

Examples from the Danish context:

Task: recruiting staff to a small “old-fashion” community: Barriers and drivers for innovation in the Y-department in X-municipality.

Task: Better working environment: Diagnoses and proposals for change in a department with a poor working environment.

Finally, the project must include reflections on what the student has learned in the internship e.g. the working process and progressions in skills. All seen in the framework of the learning goals.

Contents of the written project:

- Table of Contents
- Introduction
- Presentation of the institution and its organizational context.
- How was the learning objectives / goals achieved.
- Subject / problem area e.g. working environment problems
- Problem statement
- Theory and Method
- Analysis
- Reflection
- Conclusion
- Perspectives
- Bibliography
- Annex

Each student will have a 20 minutes individual oral feedback on the internship report of the internal supervisor and another teacher from IBCM. The feedback will provide information so the student will be able to identify her / his own learning needs in relation to field-work, learning and reflection as well as in a coming position as a civil servant.

Complaint Regulations (See the Internship Handbook for further information)

The student may appeal against a negative final evaluation of the internship within 2 weeks. The appeal will take form as a written statement.

Re-examine

If the student is not evaluated as "passed", she / he is automatically set to re-examination.

Education plan (From the next semester)

Partners	
Internship institution	Student
Eksternal supervisor	Internal supervisor
Start date	End date
Task student shall work with during the stay	
Overview – other institutions or department that the student shall cooperate with	

A description of the professional guidance and evaluation that the student will receive

What is the students professional and personal learning objectives for the ionternship and what is the milestones to reach the goals? Will be evaluated during the mid-term meeting / evaluation.

Development points as they were full-filled during the mid-term evaluation

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Approval of the agreement	
Student	Date:
Internship	Date:
IBCM	Date:

Approval of the the course is completed	
Student	Date:
Intership institution	Date: