

COURSE SPECIFICATION DOCUMENT

Academic School / Department:	Richmond Business School
Programme:	MBA MSc International Business Management MSc Digital Marketing with Data Analytics
FHEQ Level:	7
Course Title:	Graduate Internship in Business Administration
Course Code:	MGT 7902
Total Hours:	300
Timetabled Hours:	0
Guided Learning Hours:	8
Independent Learning Hours:	292, with a minimum of 280 practice hours (equivalent to 8 weeks full-time on a 35-hour working week, or 15 weeks part-time on a 2.5 day working week)
Semester:	Fall, Spring
Credits:	20 UK CATS credits 10 ECTS credits 4 US credits

Course Description:

The MBA internship is a work placement within an organization related to the world of business. The internship aims to provide students with a graduate level experiential learning opportunity in which they can develop intellectual, professional and personal skills that will enable them to function well in a culturally diverse working environment in all key job sectors. All internships are supervised by faculty, and all last a minimum of 200 hours in length. Each student will also complete a series of assessments throughout the internship. These assessments have been designed to help the student reflect on the skills they are learning and the benefits gained from the internship experience, and also to help them determine if their current career goals are the correct fit for them.

Prerequisites:

A 2.5 GPA, no withstanding "F" and "FA" grades

Aims and Objectives:

- To provide students with an opportunity to participate in graduate-level experiential learning;
- To develop the hands-on skills needed for a particular professional environment; To prepare students for work in the field of business and management;

- To reflect upon work experience and possible future career paths;
- To consider the application of learned academic and practical knowledge within a professional context; and
- To develop students' professional communication skills.

Programme Outcomes:

MBA:

A1-A3, A5, B1-B5, C1-C5, D1-D5.

MSc:

A2, A5, B1, B3, B4, B5, C1-4, D1-5

IBM:

A2, A5, B1, B3, B4, B5, C1-4, D1-5

MSc Digital Marketing with Data Analytics:

B3-B4, C1-C2-C3-C4, D2-D3-D4

A detailed list of the programme outcomes is found in the Programme Specification. This is maintained by Registry and located at: <https://www.richmond.ac.uk/programme-and-course-specifications/>

Learning Outcomes:

By the end of this course, successful students should be able to: Subject Knowledge and Understanding (A)

1. Apply, in a practical manner to the business environment, knowledge and understanding gained through formal study;
2. Use tools and techniques in practical business situations and critically evaluate their appropriateness and effectiveness;
3. Test strategic concepts and theories and reflect on how successfully they can be applied in practice, in complex and familiar and unfamiliar real-life situations; and
4. Discuss current issues affecting business and key topics of academic debate and research.

Cognitive skills (B)

1. Examine and comment upon the key aspects of organisational strategy, with particular emphasis on its influences and drivers and how options are evaluated and implemented in the organisation;
2. Understand and reflect upon a firm's profit situation, identify reasons and offer solutions; and
3. Explain how their studies and research relate to the business environment.

Subject specific, practical and professional skill (C)

1. Apply knowledge that will help them plan and evaluate future study and career development.

General/transferable skills(D)

1. Develop the interpersonal skills required to enable them to work efficiently as a member of a team trying to achieve organisational goals; and
2. Developed a range of skills and attributes which will contribute to employment opportunities.

Indicative Content:

- Critical reflection on the internship experience
- The range of career pathways possible within the field of business and management
- Hands-on skills within a specific sector of the field of business and management
- Writing within a professional context
- How to approach the search for an internship

Assessment:

This course conforms to the Richmond University Assessment Norms approved at Academic Board and are located at <https://www.richmond.ac.uk/university-policies/>

Teaching Methodology:

‘Experiential Learning involves direct encounter with the phenomena or discipline being studied and the learning is achieved through reflection upon the everyday experiences’ (Houle 1980). The Internship program utilizes these ideas and assists student with the process of self-learning support by a faculty supervisor. Faculty supervision will be in a combination of meetings, correspondence through email, and assessment of written work.

Indicative Text(s):

There is no set text for this programme as students will research and read material relevant to their topic.

- Cottrell, S. (2021). *Skills for Success*. Basingstoke: Palgrave Macmillan.
- Johnson, K. (2021) *Business and Management Internships: Improving Employability Through Experiential Learning*. Routledge.
- Hooley, T. (2017) *You are Hired! Graduate Career Handbook: Maximise Your Employability and Get a Graduate Job*. British Library: Crimson Publishing
- Moon, J. (2006) *Learning Journals: A Handbook for Reflective Practice and Professional Development*. Routledge

Websites

- Chartered Institute of Personnel and Development (CIPD) (n.d.) *CIPD*. Available at: <https://www.cipd.co.uk>
- UK Government (n.d.) *National minimum wage: Work experience and internships*. Available at: <https://www.gov.uk/national-minimum-wage-work-experience-and-internships>

Please Note: The core and the reference texts will be reviewed at the time of designing the semester syllabus.

See syllabus for complete reading list.

Change Log for this CSD:

Nature of Change	Date Approved & Approval Body (School or AB)	Change Actioned by Academic Registry
Duration of internship is now defined by hours instead of weeks, Indicative text updated	School by email Feb/march 2018	
Added MSc to list of programmes	Nov 2021	
Revision – annual update	May 2023	
Programme Outcomes Updated	Oct 2023	
Total Hours Updated	April 2024	