

**COURSE SPECIFICATION DOCUMENT**

<b>Academic School / Department:</b>	Richmond Business School
<b>Programme:</b>	All undergraduate degrees – Richmond Business School
<b>FHEQ Level:</b>	6
<b>Course Title:</b>	Business Internship
<b>Course Code:</b>	BUSM 6401
<b>Total Hours:</b>	230
Timetabled Hours:	0
Guided Learning Hours:	6
Independent Learning Hours:	224, with a minimum of 210 practice hours (equivalent to 6 weeks full-time on a 35-hour working week, or 15 weeks part-time on a 2 day working week)
<b>Credit</b>	32 UK CATS credits 16 ECTS credits 8 US credits

**Course Description:**

The internship in business is a student work placement that aims to provide students with experience working within the business sector. Students will develop the intellectual, professional, and personal skills that will enable them to function well in a culturally diverse working environment. All internships are supervised by faculty and aim to bridge the transition from an academic into a professional environment. This experience should also assist students to help them determine their career goals. During the internship, the staff of the Internship Office and a faculty supervisor work closely with each student to ensure that the placement is a successful one. There is also an integration of the work supervisor input in co-creating some aspects of this course. This course embeds the UN SDGs 12, 9 and 16 by placing emphasis on responsible production and consumption (SDG 12), ethical behaviour (SDG 16) and entrepreneurial innovation (SDG 9).

**Prerequisites:**

Completion of 60 credits and a 3.0 GPA



**Aims and Objectives:**

Internships aim to provide students with experience in the business world, so that they may make a more informed decision about their career moves and ambitions.

The course will enable students to understand their own strengths and weaknesses in the workplace, work with people from other cultures, and give them confidence that they can make the transition from classroom to workplace comfortably. The programme aims to ensure that students are given genuine responsibility in the workplace, and to measure how they respond to this.

As a result, the overall aim of the internship is to equip the student with the correct skills in order to be better prepared for successfully gaining employment following graduation. In addition, students will have the chance to link their learning during their majors with the experience that they are acquiring as part of their internship.

**Programme Outcomes:**

B6(i),C6(i), D6(i, ii, iii)

A detailed list of the programme outcomes are found in the Programme Specification. This is located at the archive maintained by Registry and found at:

<https://www.richmond.ac.uk/programme-and-course-specifications/>

**Learning Outcomes:**

By the end of this course, successful students should be able to:

<b>Course Learning Outcomes</b>	<b>Programme Learning Outcomes</b>
1. Demonstrate a systematic and sophisticated understanding of the application of business learning into professional practice identifying current and critical issues specific to the relevant business environment and industry sector.	<b>B.6(i)</b>
2. Demonstrates communication skills needed to plan and work within a group context addressing different type of audiences.	<b>C.6. (i)</b>
3. Demonstrates the ability to act with minimal direction and supervision and to engage in reflection, use feedback to analyse own capabilities and plan and implement actions.	<b>D.6. (i)</b>
4. Demonstrate personal responsibility and professional code of conduct, while taking responsibility for their own work, learning and development, and effectiveness in professional and interpersonal communication	<b>D.6. (ii)</b>
5. Demonstrate entrepreneurial education in the form of skills and practices by contributing to a portfolio of practice.	<b>D.6. (iii)</b>

**Indicative Content:**

At the start of the internship, the student fills out a learning contract with their workplace supervisor in order to establish what they aim to achieve from the internship experience and the skills that they would like to work on developing during its duration. Further involvement with the academic supervisor will ensure the basic organizational knowledge and the definition of the project (with the co-creation by the work supervisor) is set to guide feedback and work throughout the internship. The student is then assigned relevant projects by their work supervisor to work on throughout this period. A final portfolio presentation to a mixed academic and business audience will wrap up the practical knowledge acquired in relation to the learnt academic background during the major.

**Assessment:**

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

**Teaching Methodology:**

This course will be delivered face to face through a combination of lectures and interactive sessions. In addition to classroom activities, there are guided learning elements that are tutor led and arranged through Blackboard. These activities can be asynchronous online sessions, flipped classrooms, set readings with discussion boards or set guest lectures for example. Set activities are monitored by the instructor to ascertain student engagement. Students are encouraged to prepare for class and to play an active part, to raise questions, following-up ideas and interact with a wide range of provided material.

**Indicative Text(s):**

Johnson, K.W. (2022) *Business and management internships improving employability through experiential learning*. London: Routledge.

Sweitzer, H.F. and King, M.A. (2019) *The successful internship: Personal, professional, and civic development in experiential learning*. Boston, MA, USA: Cengage.

See syllabus for complete reading list.

**Change Log for this CSD:**

Nature of Change	Date Approved & Approval Body (School or AB)	Change Actioned by Registry Services
First Edition	Nov 2024	