

## DESCRIPTION OF A STUDY COURSE – SYLLABUS

<b>Title of a course</b>	Semester Internship				
<b>Head of course</b>	PhD Davor Širola, Senior Lecturer				
<b>Study programme</b>	Specialist Graduate Professional Study Entrepreneurship				
<b>Status of a course</b>	Obligatory				
<b>Year of study</b>	2.	<b>Semester</b>	IV.	<b>ECTS credits</b>	15
<b>Teaching plan (L + E + S+ Pr)</b>	0+0+0+300				
<b>Goals of a course</b>					
To complete and apply theoretical knowledge with practical and to gain experience of working in a real-time environment in a profession thus enabling more successful inclusion into the professional work.					
<b>Conditions for enrolling course</b>					
No conditions					
<b>Learning outcomes on a level of a study programme which includes course</b>					
<p>Outcome 1: Recommend solutions for the purpose of improving business through the analysis of business indicators and reports</p> <p>Outcome 2: To critically judge business decisions from the aspect of ethically and socially responsible business</p> <p>Outcome 3: To apply managerial and marketing tools in managing business processes</p> <p>Outcome 4: To suggest possible answers to changes in business environment</p> <p>Outcome 6: To apply methodology of planning and controlling realisation of different plans</p> <p>Outcome 7: To recognize forms of organisational culture and to recommend changes due to its improvement</p> <p>Outcome 8: To propose modalities for management of human and other business resources</p> <p>Outcome 9: To apply methodology of professional and scientific-research work in different business situations</p> <p>Outcome 10: To apply sales and negotiating strategies and tactics for improving business processes</p> <p>Outcome 11: To recognize disadvantages and suggest improvements of team functioning</p> <p>Outcome 12: To choose appropriate approach to communicating business contents and motivating associates for the purpose of accomplishing goals.</p> <p>Outcome 13: To suggest appropriate modalities of financing and its management according to business needs</p> <p>Outcome 14: To recognize and evaluate different business risks and suggest modes for risk management</p> <p>Outcome 15: To analyse and create improvements of business procedures and processes</p>					
<b>Expected learning outcomes on a level of a course</b>					
<p>Outcome 1: To apply prior accumulated professional knowledge in a real-time working environment</p> <p>Outcome 2: To independently analyse and suggest improvements during realisation of working tasks in a real-time environment</p> <p>Outcome 3: To recognize possibilities and suggest improvements in approaching communication of business contents, motivating associates and functioning of teams for the purpose of accomplishing goals.</p> <p>Outcome 4: To develop work habits according to demands of a real-time working environment</p> <p>Outcome 5: To independently prepare professional report about professional traineeship</p>					
<b>Teaching modes</b>	<input type="checkbox"/> lectures <input type="checkbox"/> auditory exercises <input type="checkbox"/> seminars and workshops <input type="checkbox"/> distance learning <input type="checkbox"/> field classes		<input checked="" type="checkbox"/> individual assignment <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input checked="" type="checkbox"/> supervisor's work <input type="checkbox"/> other _____		
<b>Comments</b>	/				
<b>Students' obligations</b>					
The condition for executing traineeship is to submit a requirement for issuing traineeship assignment and order to teacher and approval of the suggested business subject where student is planning to perform traineeship.					
<b>Grading, evaluation and monitoring of students' work continuously during lectures and exams</b>					
Grading is based upon evaluation of adopted learning outcomes of a course. The complete exam term is being executed through its confirmation during the sixth semester, which includes submitting student's report upon traineeship and supervisor's confirmation note, at least a week prior to the date exam has been appointed in StudIS:					
	<b>OUTCOMES</b>	<b>Written exam</b>	<b>Oral exam</b>	<b>Max</b>	

Outcome 1	Satisfied	Satisfied	Satisfied
Outcome 2	Satisfied	Satisfied	Satisfied
Outcome 3	Satisfied	Satisfied	Satisfied
Outcome 4	Satisfied	Satisfied	Satisfied
Outcome 5	Satisfied	Satisfied	Satisfied
Percentage of ECTS	12	3	15
<b>Total</b>	<b>80 %</b>	<b>20 %</b>	<b>100 %</b>

Remarks about modes for evaluating outcomes:

- Student's report about finished traineeship (according to guidelines given by Traineeship assignment for specialist traineeship)
- Supervisor's confirmation note (employer's representative) with a comment upon quality of student's work

#### **Obligatory literature**

When preparing report upon finished specialist traineeship, students should consult all necessary literature that was used during their study at the Polytechnic, while it covers all fields outlined in the content of Traineeship assignment issued by teacher authorized for professional traineeship before its beginning.

#### **Additional literature**

- The Polytechnic of Rijeka Regulation Book on Traineeship
- Guidelines for performing traineeship issued by teacher authorised for traineeship on the Specialist Graduate Professional Study Entrepreneurship in Rijeka