

DESCRIPTION OF A STUDY COURSE – SYLLABUS

Title of a course	Semester Internship																				
Head of course	PhD Davor Širola, Senior Lecturer																				
Study programme	Professional undergraduate study Entrepreneurship																				
Status of a course	Obligatory																				
Year of study	3.	Semester	VI.	ECTS credits	15																
Teaching plan (L + E + S+ Pr)	0+0+0+300																				
Goals of a course																					
To apply knowledge of business communication in finding employer and supervisor for performing traineeship. To gain experience in usage of accumulated knowledge and skills during the study by virtue of responsible individual and team work.																					
Conditions for enrolling course																					
No conditions																					
Learning outcomes on a level of a study programme which includes course																					
<p>Outcome 1: To apply appropriate methods and procedures in preparing information for making business decisions</p> <p>Outcome 2: To apply professional knowledge and skills for improving existing or initiating a new business subject</p> <p>Outcome 3: To define and evaluate key performance indicators of a company for the purpose of management and business decisions making</p> <p>Outcome 6: To create a plan of procurement, sale and marketing activities</p> <p>Outcome 7: To analyse and evaluate financial information</p> <p>Outcome 8: To recognize and analyse different organisational solutions in business processes</p> <p>Outcome 9: To analyse needs and modes for gaining, using and developing resources of a business subject</p> <p>Outcome 10: To evaluate ethical approaches to planning and executing business assignments</p> <p>Outcome 11: To cooperate in team for the purpose of solving business assignments in Croatian or foreign language</p> <p>Outcome 12: To support attitudes in business communication with different stakeholders in Croatian and foreign language</p> <p>Outcome 13: To recognize different business risks and their influence upon business process</p> <p>Outcome 14: To apply basic methods for screening the environment</p> <p>Outcome 15: To independently prepare and present professional contents by usage of ICT tools</p>																					
Expected learning outcomes on a level of a course																					
<p>Outcome 1: To apply prior accumulated professional knowledge in a real-time working environment</p> <p>Outcome 2: To demonstrate independence, responsibility and self-initiative in solving work assignments</p> <p>Outcome 3: To apply business communication skills in a real-time working environment</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>																					
Teaching modes	<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 _____																		
Comments																					
Students' obligations																					
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.																					
Grading, evaluation and monitoring of students' work continuously during lectures and exams																					
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:																					
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th style="width: 25%;">OUTCOMES</th><th style="width: 25%;">Written exam</th><th style="width: 25%;">Oral exam</th><th style="width: 25%;">Max</th></tr> <tr> <td>Outcome 1</td><td>Satisfied</td><td>Satisfied</td><td>Satisfied</td></tr> <tr> <td>Outcome 2</td><td>Satisfied</td><td>Satisfied</td><td>Satisfied</td></tr> <tr> <td>Outcome 3</td><td>Satisfied</td><td>Satisfied</td><td>Satisfied</td></tr> </table>						OUTCOMES	Written exam	Oral exam	Max	Outcome 1	Satisfied	Satisfied	Satisfied	Outcome 2	Satisfied	Satisfied	Satisfied	Outcome 3	Satisfied	Satisfied	Satisfied
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	Outcome 4	Satisfied	Satisfied	Satisfied
	Outcome 5	Satisfied	Satisfied	Satisfied
	Percentage of ECTS	12	3	15
	Total	80 %	20 %	100 %

Remarks about modes for evaluating outcomes:

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

Obligatory literature

When preparing report upon finished 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 traineeship before its beginning.

Additional literature

1. The Polytechnic of Rijeka Regulation Book on Traineeship
2. Guidelines for performing traineeship issued by teacher authorised for traineeship on the Undergraduate Professional Study of Entrepreneurship in Rijeka