

Management and Organisation: Instructions for the Internship report (22217 and 22218)

Basic requirements

1. The report should be based on work experience that the student has gained in working life.
2. The relevance and acceptability of the internship period is assessed by the instructor (emma.nordback@hanken.fi). The internship should be of relevance for your studies and the subject you are majoring in at Hanken and should thus principally have been conducted during your studies but work experience up to 3 years before commencing studies is also acceptable.
3. The internship should consist of at least 8 or 16 weeks of full-time work or equivalent (also longer periods of part-time work can be accepted – please contact the instructor). You may combine different periods of employment (e.g. 4 weeks + 4 weeks). 8 weeks of work will give you 5 credits and 16 weeks of work will give you 10 credits.

What should the report contain?

1. A signed certificate of employment (original or an attested copy), including at least the dates of your employment period and your title/work tasks)
2. At least the following basic information:
 - Your name, student number, phone number and a valid e-mail address.
 - The employer's name, address, and basic information about their operations (sector of industry, turnover, number of employees, etc).
 - Description of your position in the company/organisation and your responsibilities, linking them to the organisation as a whole.
 - Which course code the internship should be registered as: 22217 for 8 weeks of work (5 credits) or 22218 for 16 weeks of work (10 credits).
3. The main part of the report should be a critical analysis of the internship and its relation to your studies.
 - An objective assessment of how the experiences from the internship relate to your studies at Hanken. For example:
 - How did you make use of your studies in your work?
 - Which courses, tools and theories were you able to use and apply? Describe the central theories/models!
 - What do you feel has been missing in your studies? How does the internship affect your possible future studies/ choice of courses?
 - An objective assessment of what you have learned during your internship

- An objective assessment of what you have been able to contribute to (the development of) the organisation where you worked.

The recommended length of the report is 6-10 pages. Please follow the instructions in Hanken's writing guide. The report can be submitted to the instructor by e-mail.

Evaluation

The report will be marked with "pass" if it meets the above requirements. If not, the report will be failed and must be resubmitted.