

## DESCRIPTION OF THE COLLEGE

GENERAL INFORMATION		
Course leader	Blaženka Deanović, mag. oec.	
Name of the course	Student Internship	
Study program	Professional Short Study Entrepreneurship	
Course status	Compulsory	
Year	Second year	
Point value and method of teaching	ECTS student load coefficient	6
	Number of hours (L+E+S)	180 hours of practical work

DESCRIPTION OF THE COLLEGE
1.1. Objectives of the college
<i>The aim of the Student Internship course is to enable students to deepen and expand their knowledge and skills acquired through theoretical and practical education in a traditional classroom setting. It involves familiarizing students with work processes and the operations of a specific organizational unit, working on concrete tasks under the supervision of a mentor within the organization, and preparing students for the job market. It also aims to connect students with potential future employers.</i>
1.2. Conditions for course enrollment
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1.3. Expected learning outcomes for the course
<ol style="list-style-type: none"> <li><b>1. Apply acquired theoretical and practical knowledge in a practical environment.</b></li> <li><b>2. Develop professional skills such as teamwork, communication, ethical conduct, and problem-solving ability.</b></li> <li><b>3. Identify strategies for achieving the goals of individual business areas.</b></li> <li><b>4. Apply ethical and entrepreneurial standards in a business context.</b></li> <li><b>5. Understand the organizational structure, culture, and dynamics of the workplace.</b></li> <li><b>6. Anticipate business challenges and potential operational risks.</b></li> </ol>
1.4. Course content
<i>Certain knowledge and skills that students have acquired through the previous three semesters will be applied in 180 hours in one or more departments of the assigned organizational unit. The activities of the department in which the students do their internship must coincide with the outcomes of one or more completed courses. Students will perform the internship under the supervision of a mentor assigned by the internship provider, who will determine the content and dynamics of the performance, all in accordance with the learning outcomes of the Professional Practice course and the learning outcomes of the professional short study</i>

*Entrepreneurship and in agreement with the course holder, i.e. with previous education. Throughout the internship period, students are required to fill in a work diary, which is attached to the Professional Internship Report at the end. The report and work diary are reviewed and certified by the assigned mentor before being handed over to the course instructor.*

#### 1.5. Types of teaching

- ☐ lectures  
☐ seminars and workshops  
☐ exercises  
☐ distance education  
☐ field work

- ☐ independent tasks  
☐ multimedia and network  
☐ laboratory  
☐ mentoring work  
☒ the rest  
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#### 1.6. Obligations of students

*Students' obligations are detailed in the Statute, Study Regulations, Guidelines on Student Obligations, and Internship Regulations. The key obligations of students include:*

*INTERNSHIP COMPLETION: Internship is mandatory for full-time students for the duration specified in the curriculum of the short professional study program.*

*During the internship, students must fulfill the following obligations:*

- *Conscientiously perform tasks and duties during the internship.*
- *Maintain a regular internship diary.*

*Students are required to submit a Report on Completed Internship according to the provided template.*

*PART-TIME STUDENTS: Part-time students employed under an employment contract may be exempt from completing the internship if their job description aligns with the study program and they are obligated to fill out relevant documentation. If the job description does not align with the study program, the employer may allow the student to complete the internship during working hours by undertaking other tasks according to organizational possibilities.*

#### 1.7. Monitoring of students' work (add X next to the appropriate form of monitoring)

Class attendance		Class activity		Seminar work		Experimental work	
Written exam		Oral exam		Essay		Research	
Project		Continuous verification of knowledge		Report		Practical work	X
Portfolio							

#### 1.8. Assessment and evaluation of student work during classes and at the final exam

*The exam for the subject Internship means that the student has fulfilled all assigned obligations, and the grade is formed according to the following distribution of points:*

*Number of points Grade*

*Satisfied*

*Not satisfied*

*Knowledge assessment is conducted in accordance with the established learning outcomes, through the*

<i>completion of the Internship Report and Diary. The student is evaluated as either "satisfied" or "not satisfied" with the Internship.</i>		
<i>1.9. Mandatory literature and the number of copies in relation to the number of students currently attending classes in the course</i>		
<i>Title</i>	<i>Number of copies</i>	<i>Number of students</i>
<i>1.10. Supplementary literature</i>		
<i>1.11. Methods of quality monitoring that ensure the acquisition of output knowledge, skills and competences</i>		
<ul style="list-style-type: none"> <li>• <i>conducting surveys among students,</i></li> <li>• <i>conducting surveys among internship providers,</i></li> <li>• <i>conducting a survey among mentors (assessment of the student by the mentor assigned by the internship provider),</i></li> <li>• <i>achieved results and level of knowledge demonstrated during the preparation and defense of the final thesis (for students who choose a thesis in this subject),</i></li> <li>• <i>analysis of reports from the quality center coordinator, and</i></li> <li>• <i>feedback from students who have already graduated on the usefulness of the content of this subject in performing their professional duties.</i></li> </ul>		