

DESCRIPTION OF THE COURSE

| GENERAL INFORMATION | | |
|------------------------------------|--|-----------------------------|
| Course Holder | Blaženka Deanović, mag.oec. | |
| The name of the college | Student internship | |
| Study program | Professional Undergraduate Study of Finance and Business Law | |
| Status of the College | Mandatory | |
| Year | 2 nd Year | |
| Point value and method of teaching | ECTS coefficient of student workload | 6 |
| | Number of hours (P+V+S) | 180 hours of practical work |

| DESCRIPTION OF THE COURSE | |
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| 1.1. Objectives of the course | |
| <p><i>The aim of the course Professional Practice is to enable students to deepen and expand the knowledge and skills acquired through theoretical and practical education in the classical form of teaching. Getting acquainted with the work processes and operations of a specific organizational unit, working on specific jobs under the supervision of a mentor in the body, as well as preparing for the labor market. Connecting students with potential future employers.</i></p> | |
| 1.2. Requirements for enrolment in the course | |
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| 1.3. Expected learning outcomes for the course | |
| I1 | Determine the theoretical and practical acquired knowledge of the study in the business environment. |
| I2 | Categorize the key parameters for the successful implementation of business activities |
| I3 | Evaluate one's own strengths and competencies in relation to the area of interest within the company |

| | | |
|---|--|---|
| I4 | Compare theoretical knowledge with the possibilities of practical application | |
| I5 | Determine the organizational structure, culture and dynamics of the workplace | |
| I6 | Choose the methods and techniques used when performing the internship | |
| 1.4. Course content | | |
| <p><i>Certain knowledge and skills acquired by students 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 students perform 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 course, all in accordance with the learning outcomes of the Professional Practice course and with the learning outcomes of the professional undergraduate study of Finance and Business Law, and in agreement with the course leader, i.e. with prior education. Throughout the internship period, students are required to fill out a work diary, which is eventually attached to the Professional Practice Report. The work diary is reviewed and certified by the assigned mentor before handing it over to the course leader.</i></p> | | |
| 1.5. Types of teaching (put X) | <input type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> exercises <input type="checkbox"/> Distance education <input type="checkbox"/> Field Teaching | <input type="checkbox"/> Independent tasks <input type="checkbox"/> Multimedia & Network <input type="checkbox"/> laboratory <input type="checkbox"/> Mentoring work X is left _____ |
| 1.6. Student obligations | | |
| <p><i>The obligations of students are prescribed in detail by the Statute, Study Regulations, and Student Obligations Guidelines. The key obligations of students are PROFESSIONAL PRACTICE: Professional practice is mandatory for full-time students in the time duration provided for in the plan and program of the professional undergraduate study.</i></p> <p><i>During the internship, the student must fulfill the following obligations:</i></p> <ul style="list-style-type: none"> <i>Perform conscientiously tasks and tasks in practice</i> <i>Keep a regular practice diary</i> | | |

Students are required to submit a Report on the completed professional practice according to the given form.

PART-TIME STUDENTS: Part-time students employed under an employment contract may be exempt from professional practice in the event that the job description corresponds to the study program and they are obliged to fill in the relevant documentation. In the event that the job description does not correspond to the study program, the employer may enable the student to perform professional practice in other jobs during working hours in accordance with organizational possibilities.

1.7. Student Work Tracking (Add X to the appropriate tracking format)

| | | | | | | | |
|-------------------|--|---------------------------------|--|---------------|--|-------------------|---|
| Attending classes | | Teaching activity | | Seminar paper | | Experimental work | |
| Written exam | | Oral exam | | Essay | | Research | |
| Project | | Continuous Knowledge Assessment | | Report | | Practical work | x |
| Portfolio | | | | | | | |

1.8. Assessment and evaluation of students' work during classes and at the final exam

Passing the exam in the subject Professional Practice means that the student has fulfilled all the given obligations, and the grade is formed according to the following distribution of points:

| <i>Score</i> | <i>Rating</i> |
|--------------|----------------------|
| - | <i>Satisfied</i> |
| - | <i>Not satisfied</i> |

The examination of knowledge is carried out in accordance with the established learning outcomes, through filling out the Report and the Work Log of Professional Practice.

The course holder evaluates the student with the grades "satisfied" or "did not satisfy" the Professional Practice.

1.9. Required reading and number of copies in relation to the number of students currently attending classes in the course

| <i>Title</i> | <i>Number of copies</i> | <i>Number of students</i> |
|--------------|-------------------------|---------------------------|
| | | |

1.10. Supplementary literature

1.11. Ways of quality monitoring that ensure the acquisition of output knowledge, skills and competencies

- *conducting a survey among students according to the completed professional practice*
- *conducting a survey among practitioners,*
- *conducting a survey among mentors (evaluation of the student by the mentor assigned by the practitioner),*
- *achieved results and level of competence shown during the internship (visible from the internship report and work diary)*
- *Analysis of the Career Center Manager's Report*
- *Feedback from students who have already graduated on the usefulness of the content of this course in the performance of the work they do.*