

COURSE SPECIFICATION DOCUMENT

NOTE: ANY CHANGES TO A CSD MUST GO THROUGH ALL OF THE RELEVANT APPROVAL PROCESSES, INCLUDING LTPC.

Academic School/Department:	Business & Economics
Programme:	MBA
<i>FHEQ</i> Level:	7
Course Title:	Graduate Internship in MBA
Course Code:	MGT 7902
Course Leader:	Parviz Dabir-Alai
Student Engagement Hours:	250
Lectures/Seminars:	
Tutorials:	
Independent / Guided Learning:	250
Semester:	Summer
Credits:	20 UK CATS credits 10 ECTS credits 4 US credits

Course Description:

The MBA internship is a full-time work placement within an organization related to the world of business. The internship aims to provide students with a graduate level experiential learning opportunity in which they can develop intellectual, professional and personal skills that will enable them to function well in a culturally diverse working environment in all key job sectors. All internships are supervised by faculty, and all last a minimum of 9 weeks in length and are carried out full time Monday to Thursday/ Friday. Each student will also complete a series of assessments throughout the internship, such as keeping a written journal of their experience, preparing an internship portfolio, and delivering a final presentation. These assessments have been designed to help the student reflect on the skills they are learning and the benefits gained from the internship experience, and also to help them determine if their current career goals are the correct fit for them. Students' final grades are based on

several factors including, written assignments, presentation, and a report from their workplace supervisor which is taken into consideration.

Prerequisites: MBA students only

Aims and Objectives:

- To provide students with an opportunity to participate in graduate-level experiential learning
- To develop the hands-on skills needed for a particular professional environment
- To prepare students for work in the field of business and management
- To reflect upon work experience and possible future career paths
- To consider the application of learned academic and practical knowledge within a professional context
- To develop students' professional communication skills, including written and oral communication

Programme Outcomes:

A1-A3, A5, B1-B5, C1-C5, D1-D5.

A detailed list of the programme outcomes are found in the Programme Specification.

This is located at the archive maintained by the Academic Registry and found at: <http://www.richmond.ac.uk/content/academic-schools/academic-registry/program-and-course-specifications.aspx>

Learning Outcomes:

By the end of this course, successful students should be able to:

Subject Knowledge and Understanding (A)

1. Apply, in a practical manner to the business environment, knowledge and understanding gained through formal study
2. Use tools and techniques in practical business situations and critically evaluate their appropriateness and effectiveness
3. Test strategic concepts and theories and reflect on how successfully they can be applied in practice, in complex and familiar and unfamiliar real-life situations
4. Discuss current issues affecting business and key topics of academic debate and research.

Cognitive skills (B)

1. Examine and comment upon the key aspects of organisational strategy, with particular emphasis on its influences and drivers and how options are evaluated and implemented in the organisation
2. Understand and reflect upon a firm's profit situation, identify reasons and offer solutions
3. Explain how their studies and research relate to the business environment

Subject specific, practical and professional skill (C)

1. Apply knowledge that will help them plan and evaluate future study and career development.

General/ transferable skills (D)

1. Develop the interpersonal skills required to enable them to work efficiently as a member of a team trying to achieve organisational goals.
2. Developed a range of skills and attributes which will contribute to employment opportunities

Indicative Content:

- critical reflection on the internship experience
- the range of career pathways possible within the field of business and management
- hands-on skills within a specific sector of the field of business and management
- writing within a professional context
- verbal communication and presentation skills within a professional context
- how to approach the search for an internship

Assessment:

This course conforms to the Richmond University Internship Norms approved at Learning and Teaching Policy Committee and found at:

<http://www.richmond.ac.uk/content/academic-affairs/academic-standing.aspx>.

Teaching Methodology:

'Experiential Learning involves direct encounter with the phenomena or discipline being studied and the learning is achieved through reflection upon the everyday experiences' (Houle 1980). The Internship program utilizes these ideas and assists student with the process of self-learning support by a faculty supervisor. Faculty supervision will be in a combination of meetings, correspondence through email, and assessment of written work.

Indicative Text(s):

There is no set text for this programme as students will research and read material relevant to their topic.

Brennan, J. & Little B. (2002) *A Review of Work Based Learning in Higher Education*, Prentice Hall

Cottrell, S. (2010), *Skills for Success: Personal Development and Employability*, Palgrave Macmillan.

Fanthome, C. (2004) *Work Placements: A Survival Guide for Students*. Palgrave Macmillan

Little B. (1998) *Developing Key Skills through Work Placement*, Council for Industry & HE

Moon, J. (2006) *Learning Journals: A Handbook for Reflective Practice and Professional Development*. Routledge

Sharp J.A, Peters J. & Howard K. (2002) *The Management of a Student Research Project*, Gower

Web Sites

www.cipd.co.uk

www.practicebasedlearning.org

www.work-experience.org

www.gov.uk/national-minimum-wage-work-experience-and-internships

Please Note: The core and the reference texts will be reviewed at the time of designing the semester syllabus.

See syllabus for complete reading list.

Change Log for this CSD:

Major or Minor Change?	Nature of Change	Date Approved & Approval Body (School or LTPC)	Change Actioned by Academic Registry