



# Course program and reading list

Semester 0 Year 2023

**School:** Arison School of Business B.A

## Internship in business administration

**Lecturer:**

Dr. Danna Tevet [dtevet@runi.ac.il](mailto:dtevet@runi.ac.il)

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<b>Course No.:</b>	<b>Course Type :</b>	<b>Weekly Hours :</b>	<b>Credit:</b>
3888	Elective	3	10

<b>Course Requirements :</b>	<b>Group Code :</b>	<b>Language:</b>
Final Paper	230388800	Hebrew

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### Course Description

This annual 10 credit course is intended for third year business administration students who are specializing in Marketing/Finance/Digital innovation in the Israeli/International programs.

The purpose of the internship is to help students gain relevant job experience in their field of specialization, and to expand their professional skills. Each student will be assigned to a firm and will work at least 12 hours per week during the autumn semester (13 weeks). The academic part of the internship will take place during the spring semester.

Internships are completed under the guidance and supervision of the firm's supervisor and a faculty representative (Dr. Tevet) who will make regular check-ins with the interns.

### Course requirements

Job requirements

1. Students must remain at the internship placement during the 13 weeks of autumn semester. In case of personal problems, significant changes in the work schedule,

- job expectations, or the working conditions, students are required to notify me immediatly.
2. Comply to professional work standards including: regular attendance, punctuality, working within agreed upon hours, wearing appropriate attire, and abiding by all code of conduct policies.
  3. Interns may be requested to sign a Non-disclosure document by the firm. Regarless, interns will sign an agreement with Reichment University before starting the internship.

### **Academic requirements**

1. Studnets are required to
  1. participate in regular Zoom update sessions throughout the internship period (automn semester).
  2. Attend pre-scheduled frontal classes and office hours during spring semester.
3. Studnets will submit 2 written papers and will present a presentation in class at the end of the spring semester.

### **Class meetings and office hours schedule (automn semester)**

Date	Topic	Comments
22/3/23	Opening class of spring semester	<b>Frontal, in classroom</b>
29/3/23	Independent work	
19/4/23	Independent work	
3/5/23	Personal meetings	Office or Zoom
10/5/23	Independent work	
17/5/23	Class meeting	<b>Frontal, in classroom</b>
24/5/23	Independent work	
31/5/23	Personal meetings	Office or Zoom
7/6/23	Independent work	
14/6/23	Independent work	
21/6/23	Presentations in class #1	<b>Frontal, in classroom</b>

\*Schedule and timelines are subject to change. Students are required to regularly check emails and messages on the Moodle regarding course instructions and schedule.

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## Course Goals

The purpose of the internship is to help students gain relevant job experience in their field of specialization, and to expand their professional skills. Each student will be assigned to a firm and will work at least 12 hours per week during the autumn semester (13 weeks). The academic part of the internship will take place during the spring semester.

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## Grading

### **Evaluation method:**

The grade will be based on a combination of job performance assessments and academic evaluation and assignments as follows.

1. The supervisor at the firm will submit a written evaluation of the intern's professionalism, performance and motivation. This evaluation will account for 40% of the total grade.
2. Professor's impression of the intern's academic and professional performance, demonstration of learning outcomes, motivation, seriousness and responsibility, will account for 15%.
3. Two written papers (15% each) and one frontal presentation in class (15%) – total of 45%. Papers and presentation can be submitted in English.
4. Note: attendance during pre-scheduled office hours and frontal classes is mandatory. Missing class or a personal meeting without receiving prior consent might result in grade penalty of 4 points of the total grade.
5. Course credit will not be awarded if a student does not meet all the above requirements.

Students are encouraged to consult with me and report any issue of concern.

Students are required to regularly check emails and messages on the Moodle regarding course instructions and schedule.

### **Course assignments deadlines:**

Assignment #1 – due by 4.3.2023 at 23:59 pm.

Assignment #2 – due by 24.5.2023 at 23:59 pm.

Presentation due by 21.6.2023 during class

A separate document with instruction for the assignments will be sent to interns by mid first semester.

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Lecturer Office Hours

By appointment