

Kingdom of Saudi Arabia

**The National Commission for Academic Accreditation &
Assessment**

COURSE SPECIFICATION:

**INTERNSHIP IN MANAGEMENT
16021404**

2015

Course Specification

For Guidance on the completion of this template, please refer to Handbook 2 of Internal Quality Assurance Arrangements

Institution	Al-Baha University, KSA
College/Department:	Faculty of Administrative and Financial Sciences

A Course Identification and General Information

1. Course title:	Internship in Management
Course Code:	16021404
2. Credit hours:	3
3. Program(s) in which the course is offered. (If general elective available in many programs indicate this rather than list programs)	Business Administration
4. Name of faculty member responsible for the course	Dr. Faycel Daly
5. Level/year at which this course is offered:	4 th year/ 2 nd Semester
6. Pre-requisites for this course (if any)	
7. Co-requisites for this course (if any)	
8. Location if not on main campus	Al Baha University Campus

B Objectives

1. Summary of the main learning outcomes for students enrolled in the course.

Learning outcomes include, but not limited to, providing students with opportunities to apply knowledge and skills learned in the classroom in the real work environment, to explore their business interests in a professional working environment, and to refine the skills and professionalism needed to be successful in future work endeavours. Other essential learning outcomes for students include:

- To be able to demonstrate how theories and principles from their courses apply to specific business sectors and positions;
- to develop a basic understanding of the key functions of business—accounting, economics, finance, international business, management, management information systems, marketing, operations, and statistics;
- To understand the management process, the profit motive, and how firms operate and compete
- to develop the leadership and business decision-making skills necessary to perform effectively in a professional context.

2. Briefly describe any plans for developing and improving the course that are being implemented. (e.g., increased use of IT or web based reference material, changes in content as a result of new research in the field)

- Many seminars will be run by faculty members in various Business fields (e.g. personnel development, communication skills, CV, letter of motivation, reports writing, presentations, ...)
- Interns will have the opportunity to gain hands-on experience with professionals in their chosen organization. Submission of course assignments are required.
- Follow up visits to the chosen organisation by faculty supervisors to evaluate students' progress and commitment.

C. Course Description (Note: General description in the form to be used for the Bulletin or Handbook should be attached)

1 Assignments		
OUTLINE	Due Dates	Contact hours
Internship Orientation: Intern Profile (confirms that both the intern and the intern supervisor are aware of the internship responsibilities and due dates; contact information for the intern and the intern supervisor during the semester of the internship)	Wk 1	1.5
Monthly Progress Report # 1 (summary of your job responsibilities, along with a self evaluation)	Wk 4	N/A
Deadline to Schedule Midterm Meeting	Wk 5	N/A
Midterm Meeting (meeting between the instructor, the intern, and the intern's supervisor at organization)	Wk 6	1.5
Monthly Progress Report # 2 (summary of your job responsibilities, along with a self evaluation)	Wk 8	N/A
Monthly Progress Report #3 (summary of your job responsibilities, along with a self evaluation)	Wk 12	N/A
Supervisor (and Internship) Evaluations (completed by an appropriate and responsible management-level individual in students organization, indicating successful completion of the requirements of your internship)	Wk 14	N/A

2 Course components (total contact hours per semester):			
Lecture: None	Tutorial: None	Practical/Fieldwork/Internship: 200 hrs	Other:

3. Additional private study/learning hours expected for students per week. (This should be an average :for the semester not a specific requirement in each week)
Requirements are to be discussed between student and supervisor at chosen organization for internship.

4. Development of Learning Outcomes in Domains of Learning

For each of the domains of learning shown below indicate:

- A brief summary of the knowledge or skill the course is intended to develop;
- A description of the teaching strategies to be used in the course to develop that knowledge or skills;
- The methods of student assessment to be used in the course to evaluate learning outcomes in the domain concerned.

a. Knowledge

(i) Description of the knowledge to be acquired

Upon completion the internship, students will: understand and be able to demonstrate how theories and principles from their courses apply to specific business sectors and positions; understand and identify marketable strengths and personal areas for improvement; enhance their understanding of business etiquette/professionalism and business communication skills (i.e. presenting, writing, persuasion, etc.); Understand the management process, the profit motive, and how firms operate and compete; understand how legal, regulatory and political environments affect business decisions

(ii) Teaching strategies to be used to develop that knowledge

Interns will have the opportunity to gain hands-on experience with professionals in their chosen organization.

(iii) Methods of assessment of knowledge acquired

Supervisor (and Internship) Evaluations will be completed by an appropriate and responsible management-level individual in students organization, indicating successful completion of the requirements of your internship. Evaluation will be reviewed by course instructor. Review of the original job description will be provided by the company and will be compared to the job/tasks student actually performed/completed.

<p>b. Cognitive Skills</p>
<p>(i) Cognitive skills to be developed</p> <p>Upon completion the internship, students will be able to identify fundamental concepts and tools of analysis in the core areas of business administration, accounting, economics, management, marketing and finance; apply fundamental concepts and techniques from the functional areas of accounting, economics, finance, information technology, marketing and management to island, national and global business environments; Identify techniques of deploying diverse resources using a variety of management processes; effectively use teamwork, leadership, and written and oral communication skills in business situations; recognize ethical issues and develop socially responsible resolutions; solve business problems in real-world situations to the satisfaction of practicing managers; Integrate fundamental concepts in developing strategic plans and making general management decisions; observe and network with business managers and professionals</p>
<p>(ii) Teaching strategies to be used to develop these cognitive skills</p> <p>Interns will have the opportunity to gain hands-on experience with professionals in their chosen organization.</p>
<p>(iii) Methods of assessment of students cognitive skills</p> <p>Supervisor (and Internship) Evaluations will be completed by an appropriate and responsible management-level individual in students organization, indicating successful completion of the requirements of your internship. Evaluation will be reviewed by course instructor. Review of the original job description will be provided by the company and will be compared to the job/tasks student actually performed/completed.</p>
<p>c. Interpersonal Skills and Responsibility</p>
<p>(i) Description of the interpersonal skills and capacity to carry responsibility to be developed</p> <p>Students will integrate processes of thinking, communication, leadership, and management in order to apply interpersonal relationships knowledge and skills. Students will also learn to evaluate effectiveness of communication processes, demonstrate leadership that encourages participation and respect for the ideas, perspectives, and contributions of group members; apply management, decision-making, and problem solving processes to accomplish tasks and fulfill responsibilities; examine interrelationships among thinking, communication, leadership, and management processes to address individual, family, community, and workplace issues. Students will develop and demonstrate ethical behavior that is appropriate for</p>

<p>the business professional in today's society.</p>
<p>(ii) Teaching strategies to be used to develop these skills and abilities</p> <p>Interns will have the opportunity to gain hands-on experience with professionals in their chosen organization.</p>
<p>(iii) Methods of assessment of students interpersonal skills and capacity to carry responsibility</p> <p>Supervisor (and Internship) Evaluations will be completed by an appropriate and responsible management-level individual in students organization, indicating successful completion of the requirements of your internship, along with understanding and adherence to ethical and responsible behavior in the work place. Evaluation will be reviewed by course instructor. Review of the original job description and expectations will be provided by the company and will be compared to students' actual performance.</p>
<p>d. Communication, Information Technology and Numerical Skills</p>
<p>(i) Description of the skills to be developed in this domain.</p> <p>Upon completion the internship, students will develop excellent written and oral communication skills; develop analytical and critical-thinking skills necessary to make sound business and personal decision; demonstrate a working knowledge of the business environment and multi-cultural issues; demonstrate enhanced use of computers and computer applications in business; Solve business problems using case analysis, statistics and functional principles</p>
<p>(ii) Teaching strategies to be used to develop these skills</p> <p>Interns will have the opportunity to gain hands-on experience with professionals in their chosen organization.</p>
<p>(iii) Methods of assessment of students numerical and communication skills</p> <p>Supervisor (and Internship) Evaluations will be completed by an appropriate and responsible management-level individual in students organization, indicating successful completion of the requirements of your internship. Evaluation will be reviewed by course instructor. Review of the original job description will be provided by the company and will be compared to the job/tasks student actually performed/completed.</p>

e. Psychomotor Skills (if applicable)
(i) Description of the psychomotor skills to be developed and the level of performance required
(ii) Teaching strategies to be used to develop these skills
(iii) Methods of assessment of students psychomotor skills

5. Schedule of Assessment Tasks for Students During the Semester			
Assessment	Assessment task (eg. essay, test, group project, examination etc.)	Week due	Proportion of Final Assessment
1	Orientation/Intern Profile		5%
2	Mid-term Meeting		15%
3	Monthly Progress Reports		30%
4	Employer Evaluation		50%

D. Student Support

1. Arrangements for availability of faculty for individual student consultations and academic advice. (include amount of time faculty are available each week)

Instructor will be available for student consultation and academic advice at office hours. Additional assistance will be arranged by appointment only.

E Learning Resources

1. Required Text(s)
N/A
2. Essential References
Guidelines book on internship , Al Baha University, Faculty of Business Administration and Financial Sciences (1433/1434 Hijri)
3. Recommended Books and Reference Material (Journals, Reports, etc) (Attach List)
Your Bright Future in Business Administration - Paperback (Sep 1, 2002) by Marilyn Pincus and Kaplan
Harvard Business Review
Human Resource Management Journal
International Journal of Human Resource Management
Personnel Review

<p>People Management Oxford English Dictionary <u>or</u> Collins Dictionary <u>and</u> a Thesaurus.</p>
<p>4. Electronic Materials, Web Sites etc</p> <p>www.about.com/popular.htm.internships</p>
<p>5. Other learning material such as computer-based programs/CD, professional standards/regulations</p> <p>Most employers expect students to be familiar with Microsoft Office</p>

F. Facilities Required

<p>Indicate requirements for the course including size of classrooms and laboratories (ie number of seats in classrooms and laboratories, extent of computer access etc.)</p>
<p>1. Accommodation (Lecture rooms, laboratories, etc.)</p> <p>Internships will be done at chosen organization.</p>
<p>2. Computing resources</p> <p>Students will have access to university business computer laboratory and will have access to Microsoft Office in order to complete and submit course assignments.</p>
<p>3. Other resources (specify --eg. If specific laboratory equipment is required, list requirements or attach list)</p> <p>Business computer laboratory must encompass student workstations, network printer, and scanners for student use.</p>

G Course Evaluation and Improvement Processes

<p>1. Strategies for Obtaining Student Feedback on Effectiveness of Internship</p> <p>Evaluations forms will be provided to the students at the end of the internship. The evaluation form provides an opportunity to reflect on and evaluate the experience with the program itself, the content of the internship, the internship site, and supervision.</p>
<p>2. Other Strategies for Evaluation of Internship program by the Instructor or by the Department</p> <p>Instructor and/or Department will revisit the learning contract in order to monitor the Internship program. Evaluations will take place throughout the internship so improvements can be made along the way.</p>

<p>3. Processes for Improvement of Internship</p> <p>Assurance of learning is facilitated through evaluations submitted by the student, the faculty member, and the business practitioner. Through an analysis of these evaluations and review of the overall internship process, the internship program is continually improved to assure a quality experience for all participants.</p>
<p>4. Processes for Verifying Standards of Student Achievement (e.g. check marking by an independent faculty member of a sample of student work, periodic exchange and remarking of a sample of assignments with a faculty member in another institution)</p> <p>To help instructor review the extent of the students' achievement, a mid-course and end of course rating scale will be utilized in an effort to survey goals for student learning. Based on the survey results, instructor will collect data to verify student's perceived strengths and weaknesses. The purpose of collecting evidence of student achievement is to help to establish baseline data to monitor improvements in student learning over time. A summary of a description of students' current levels of achievement of will be provided to student upon completion. Conference between instructor and student will be available, upon request, to discuss students' achievement review</p>
<p>5. Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement.</p> <p>Periodic focus groups will be conducted by instructor, faculty of the department, and department administrators to critique appropriateness of learning outcomes, content choice and currency, and assessment methods, match between all of the above.</p>