

# Syllabus

## 1. Programme information

1.1. Institution	THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
1.2. Faculty	International Business and Economics
1.3. Departments	Department of Modern Languages and Business Communication
1.4. Field of study	International business and economics
1.5. Cycle of studies	Master Studies
1.6. Education type	Full-time
1.7. Study programme	Business Communication in English
1.8. Language of study	English
1.9. Academic year	2018-2019

## 2. Information on the discipline

2.1. Name	<b>Intership</b>								
2.2. Code	<b>18.0091IF2.2-0003</b>								
2.3. Year of study	<b>2</b>	2.4. Semester	<b>2</b>	2.5. Type of assessment	<b>Colloquy</b>	2.6. Status of the discipline	<b>O</b>	2.7. Number of ECTS credits	<b>15</b>
2.8. Leaders	L/P(L/P)	<b>conf.univ.dr. DAVID Irina</b>					irina.david@rei.ase.ro		

## 3. Estimated Total Time

3.1. Number of weeks	14.00		
3.2. Number of hours per week	20.00	of which	
		L/P(L/P)	20.00
3.3. Total hours from curriculum	280.00	of which	
		L/P(L/P)	280.00
3.4. Total hours of study per semester (ECTS*25)	375.00		
3.5. Total hours of individual study	95.00		
<i>Distribution of time for individual study</i>			
Study by the textbook, lecture notes, bibliography and student's own notes			
Additional documentation in the library, on specialized online platforms and in the field	30.00		
Preparation of seminars, labs, assignments, portfolios and essays	30.00		
Tutorials	30.00		
Examinations			
Other activities	5.00		

## 4. Prerequisites

4.1. of curriculum	
4.2. of competences	

## 5. Conditions

for the L/P(L/P)	
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## 6. Acquired specific competences

PREFESSIONAL	C5	
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## 7. Objectives of the discipline

7.1. General objective	Carrying out an internship in Spoken/ Written Business Communication and in International Business and Economics in English to help students develop the following competences: develop skills and best practice in oral and written communication in English in various business contexts; develop communication skills specific to the intercultural business environment focusing on negotiation, conflict management, public relations and marketing skills; develop critical thinking skills and personal development in decision making in order to solve communication problems in real contexts; develop the necessary skills for execution and management levels in international business communication; develop the necessary skills in order to select and evaluate the appropriate information in and for the international business environment
7.2. Specific objectives	Develop skills and best practice in oral and written communication in English in various business contexts; develop communication skills specific to the intercultural business environment focusing on negotiation, conflict management, public relations and marketing skills; develop critical thinking skills and personal development in decision making in order to solve communication problems in specific contexts; develop the necessary skills for execution and management levels in international business communication; develop the necessary skills in order to select and evaluate the appropriate information in and for the international business environment

## 8. Contents

8.1. L/P(L/P)		Teaching/Work methods	Recommendations for students
1	Introductory seminar. Objectives and general conditions of the internship	Interaction teacher-students, students-students	Students are encouraged to participate in the discussions (interaction with the teacher and/ or other students) and to express their views on the issues Students are encouraged to ask for information in the various stages of writing their internship project and journal
2	Identifying professional areas compatible with the profile of the Master's programme	Interaction teacher-students, students-students	Students are encouraged to participate in the discussions (interaction with the teacher and/ or other students) and to express their views on the issues Students are encouraged to ask for information in the various stages of writing their internship project and journal

3	Stages and structure of the internship project	Interaction teacher-students, students-students	Students are encouraged to participate in the discussions (interaction with the teacher and/ or other students) and to express their views on the issues Students are encouraged to ask for information in the various stages of writing their internship project and journal
4	Writing the internship project and journal depending on the field of interest	Interaction teacher-students, students-students	Students are encouraged to participate in the discussions (interaction with the teacher and/ or other students) and to express their views on the issues Students are encouraged to ask for information in the various stages of writing their internship project and journal
5	Providing feed-back regarding the internship and the writing of the internship journal and project	Interaction teacher-students, students-students	Students are encouraged to participate in the discussions (interaction with the teacher and/ or other students) and to express their views on the issues Students are encouraged to ask for information in the various stages of writing their internship project and journal
6	Presenting and defending the internship project	Interaction teacher-students, students-students	Students are encouraged to participate in the discussions (interaction with the teacher and/ or other students) and to express their views on the issues Students are encouraged to ask for information in the various stages of writing their internship project and journal

***Bibliography***

- Metodologie privind organizarea și desfășurarea practicii de specialitate în cadrul programelor de studii universitare de masterat, <http://senat.ase.ro/Media/Default/Hotarari%20Senat/20160629/Hot.%20nr.%20112%20Sed.%20Senat%20din%2029.06.2016.pdf>, România

**9. Corroboration of the contents of the discipline with the expectations of the representatives of the epistemic community, of the professional associations and representative employers in the field associated with the programme**

**10. Assessment**

Type of activity	Assessment criteria	Assessment methods	Percentage in the final grade
10.1. L/P(L/P)	Writing the internship journal and project	Teacher evaluation	50.00
10.2. Final assessment	Oral exam - presentation of the internship project and journal	Self-evaluation, evaluation by the teacher	50.00
10.3. Modality of grading	Whole notes 1-10		
10.4. Minimum standard of performance	Completing the internship Writing the internship journal and project Participating in the oral exam		

Date of listing,  
05/26/2022

Signature of the discipline leaders,

Date of approval in the  
department

Signature of the Department Director,