



JÖNKÖPING UNIVERSITY
Jönköping International Business School

STUDY GUIDE

**Internships In Business Administration
(JIBN18/JIAN18/JIIR28)**

Valid from fall 2023

Rules for the academic year 2023/24

Course responsible and examiner:

Madeleine Meurer

If you have any questions or concerns, feel free to contact the course examiner via email:

internships@ju.se



CODE OF CONDUCT

The internship is a **student-driven course**, meaning that you are responsible for managing the internship process and handing in the assignments on time. Before you contact the course examiner or a tutor, you are asked to check the FAQs on Canvas. If your question could not be answered, it is your responsibility to get in contact with the course examiner / your tutor as soon as possible.

KEY DEADLINES

Application - Informing the course examiner and study counsellor about the internship:

Start of the internship between June and September 2023 – JUNE 1st 2023

Start of the internship between October and December 2023 – OCTOBER 1st 2023

Start of the internship between January and February 2024 – DECEMBER 1st 2023

Start of the internship between March and May 2024 – MARCH 1st 2024

Application – Submission of the student registration form and the company registration form:

! Always before the start of your internship !

Start of the internship between June and September 2023 – JUNE 13th 2023

Start of the internship between October and December 2023 – OCTOBER 13th 2023

Start of the internship between January and February 2024 – DECEMBER 13th 2023

Start of the internship between March and May 2024 – MARCH 13th 2024

Fieldnotes submissions (NO EXCEPTIONS during the course breaks in summer/winter):

Submission fieldnote 1: Internship start date + (Number of days of your internship / 4)

Submission fieldnote 2: Internship start date + (Number of days of your internship / 4)*2

Submission fieldnote 3: Internship start date + (Number of days of your internship / 4)*3

Submission fieldnote 4: Internship end date

Business report submission

Internship end date + 4 weeks

WHAT HAPPENS IF I MISS A DEADLINE?

No extensions will be granted – please refrain from contacting the course examiner

1. You missed a deadline regarding the application – your internship will not be accepted: discuss with your employer and the study counsellor a later starting date of the internship (E.g., your internship starts in August and you missed the deadline to submit the documents on June 13th. You might want to ask whether you can do the internship starting from October) ! A later starting date is not guaranteed !
2. You missed a submission deadline: You need to do an additional assignment (available on CANVAS). The length of your assignment is calculated as following:

*Missed number of submissions * number of months delayed * 2 pages*

GENERAL INFORMATION

Not applicable for Digital Business students: If suitable to their study profile and course portfolio, program students with a major in Business Administration are offered the possibility to do an internship in a business organization. For a 15-credit internship, the minimum time spent with an organization is 10 weeks equivalent to full time. Students themselves take the initiative to investigate their opportunity to take an internship course with a student counselor and locate an internship position.

Applicable for all students: The aim of the internship course is to facilitate increased in-depth learning within a predefined field of business administration. The internship position should offer an exclusive opportunity to study a topic in business administration. The aim of this course is to provide students with the possibility to analyze your internship environment and generate new knowledge and insights from it. Students must be enrolled in the internship course before they can start an internship. Before a student can be enrolled in the internship course, the internship position and the topic of study must be approved by the course examiner.

CHECKLIST FOR STUDENTS BEFORE THE INTERNSHIP:

- a) *Not applicable for Digital Business students:* Meet with your study counsellor to see if you are eligible for doing an internship course.
- b) Identify and contact an organization suitable for your internship (for support have a look at [ju.jobteaser.com](https://www.ju.jobteaser.com) or contact societalengagement@ju.se). Agree on an internship with the host organization that is both
 - a. Relevant to your program, and
 - b. meets the minimum time requirements described above (and, ideally, is also aligned with academic quarter/semester)
- c) Get the organization to assign a contact person responsible for the internship and have them send a description of what tasks the internship entails (i.e., a 'job description').
- d) *Not applicable for Digital Business students:* Report back to your study counsellor with this information. Your counsellor will write and email to you, confirming that you are eligible to do an internship – save this email as .pdf.
- e) *For all students:* Fill in the application form and score 100% in the quiz: <https://esmaker.net/nx2/s.aspx?id=687e01cd0f77> ! Don't forget to save your identifier number that you can generate here: <https://www.uuidtools.com/generate/v4>
- f) *For all students:* Ask the company that you will be working with to fill in the company registration form: <https://esmaker.net/nx2/s.aspx?id=967e58ff32f4>

Write a professional email that includes a) the form link, and b) the identifier number that you generated.

EMAIL EXAMPLE

Dear [your contact person],

I hope this email finds you well.

First and foremost, I would like to express my heartfelt thanks to you and the entire team at [your host company] for considering me as an intern. I am truly honored and eager to start this new chapter in my professional journey.

Now that I have been accepted, I would like to bring to your attention a requirement from my university regarding the internship. As per the university's guidelines, it is necessary for the host company to fill out the registration form found at the following link: <https://esmaker.net/nx2/s.aspx?id=967e58ff32f4>

Also, in the form you need to provide an identifier number related to my internship: [your identifier number]

I kindly request your assistance in completing this registration form at your earliest convenience.

Once again, thank you for this great opportunity.

Kind regards,

[your signature]

- g) After the submission of both forms and if you fulfill the requirements (see point 2), the course examiner will add you to the Canvas page and send you as well as the company an email with your business report topic (please note this means your internship has been accepted).
- h) Once the course examiner accepts the internship, you may sign the contract with your host organization and start your internship. You will be assigned a tutor who will grade your assignments, answer your questions, and respond to potential issues during the course.
- i) Do not forget to register for the course on LADOK. Just because you are on Canvas does not mean you are officially registered for this course. You cannot receive credits if you are not registered!
- j) Optional: Are you doing your internship outside of Sweden in an EU country? You can apply for ERASMUS funding.

- a. Reach out to the international office (<https://ju.se/student/en/exchange/contact-international-office.html>): They will provide you with additional information and necessary application forms
- b. The course examiner can sign those forms for you. Reach out to him/her, attaching the required forms (internships@ju.se).

CHECKLIST FOR STUDENTS DURING THE INTERNSHIP

- a) Take field notes regularly throughout your internship
- b) Divide your internship time into four (roughly equal) quarters. Once every quarter, summarize your field notes into a "Field Note Summary" and submit these via Canvas.
 - a. Each "Field Note Summary" should contain at least three personal reflections (i.e., not just descriptions of what you have done).
 - b. Your "Field Note Summaries" should be written as text (approx. 1-3 pages per submission).
- c) Roughly half-way through your internship, you should start working on your 'Business Report'.
- d) If you wish, you have the option to book online a time slot with your tutor for a Q&A via Zoom.

CHECKLIST FOR STUDENTS AFTER THE INTERNSHIP

- a) You have four weeks from the last day of your internship to complete and submit your 'Business Report'. You should submit this assignment and fill out the form on Esmaker:
<https://esmaker.net/nx2/s.aspx?id=32c26eba4303>
- b) Let your host company fill out a final survey:
<https://esmaker.net/nx2/s.aspx?id=0397de4452c3> Write a professional email that includes a) the form link, and b) the identifier number that you generated.

EMAIL EXAMPLE

Dear [your contact person],

I hope this email finds you well.

I have thoroughly enjoyed my time and gained valuable experience during my internship at [host company]. The opportunity to work with a dynamic team and contribute to meaningful projects has been truly rewarding. I am grateful for the guidance and support provided by you and the entire team throughout my internship journey.

To facilitate the evaluation process, my university requests you to fill out the evaluation form available at the following link:

<https://esmaker.net/nx2/s.aspx?id=0397de4452c3>

In the form, there is a field requesting an identifier number. I have already mentioned this identifier number in a previous email for your reference: [your identifier number]

Completing the evaluation will not only assist me in fulfilling the requirements of my the internship course but also enable the university to assess the effectiveness of their internship programs.

I understand that you have a busy schedule, and I genuinely appreciate your time and effort in completing the evaluation form.

Once again, thank you for this great opportunity.

Kind regards,

[your signature]

INTENDED LEARNING OUTCOMES

On completion of the course, you will be able to:

Knowledge and understanding

1. Account for, reflect on, explain, and potentially solve company challenges

Skills and abilities

2. Thoroughly investigate a predefined topic by means of active organization participation
3. Independently write a business report, which derives useful conclusions for practice.
4. Learn how to communicate complex information effectively and tailor their writing to a practitioner-oriented audience
5. Prioritize tasks, set deadlines, and create a timeline for completing the report
6. Create a professional document that reflects student's knowledge and skills in the business field

Judgement and approach

7. Identify, analyze and critically discuss practical implications associated with the internship with the aim to contribute in terms of knowledge to the host company

ASSIGNMENTS

To fulfill the requirements of the internship course, you need to submit four 'Field Note Summaries' and one 'Research Project'.

Assignment: Four 'Field Note Summaries'

GOOD TO KNOW

- A 'Field Note Summaries - Checklist' is available on Canvas under *Modules*
- An example of a 'Field Note Summary' is available on Canvas under *Modules*

During the internship, you should regularly take field notes about your observations, experiences, and insights. You should **critically reflect** on your environment, what you are doing, relates to what you have studied, as well as any competencies/skills you would like to develop during/after your internship.

You should divide your time at your internship into four quarters of roughly equal length. Once every quarter, you should summarize the field notes you have taken in that quarter into a 'Field Note Summary' and submit this via Canvas under Modules or Assignments. For example, in a 12-week internship, you would submit one 'Field Note Summary' roughly every three weeks.

Each 'Field Note Summary' should be written as text (approx. 1-3 pages)

Each 'Field Note Summary' should contain at least **three** reflections based upon your experiences. These must contain reflections and not simply descriptions of what you did or saw.

These are personal reflections and, therefore, they do not need to contain references to the academic literature and do not have to follow a specific form or structure.

Format: Arial 11pt or Times New Roman 12pt; A4, all margins 2.5cm, 1.15 line spacing

PLEASE NOTE: Each student will have different deadlines depending on when they start and finish the course. Students will **not** receive reminders about their own personal deadlines and so should make a note of when they should submit each assignment at the start of the course.

Assignment: 'Business Report'

GOOD TO KNOW

- A 'Business Report – Checklist' is available on Canvas under *Modules*
- Examples of a 'Business Report' are available on Canvas under *Modules*
- A template for the 'Business Report' is available on Canvas under *Modules*

During your internship, you should work on a 'Business Report', which should provide actionable insights and recommendations to decision-makers in organizations. The aim of this assignment is for you to analyze your internship environment and generate new knowledge and insights (*see Intended Learning Outcomes*). Therefore, the 'Business Report' must be focused on specific issues or challenges that your host organization faces.

The company will specify a research question for you that is related to your internship and of value for your internship host organization.

While the 'Business Report' is not due until four weeks after your internship is finished (*see below* for more information regarding submission and deadline), it is recommended that students begin working on their 'Business Report' about half-way into their internship.

It is also recommended (but not required) that you contact your tutor to discuss your ideas for your 'Business Report' with them before you begin working on this assignment. You can book a timeslot to discuss your project with your tutor using the timesheet available on Canvas under *Modules*.

<https://docs.google.com/spreadsheets/d/19LRtGSFM2xTO2Fmny-9wCnPWEjXuUTvzCRP4osmb1tY/edit?usp=sharing>

The 'Business Report' should be written up as a report and should fulfill standards of the leading consulting companies (Deloitte, KPMG, PwC, EY, McKinsey, BCG) in terms of structure and language. The report should be submitted as a .pdf, 2,000 words long (+/-10 %; excluding front page, contents, references, and appendices) and must have the following sections:

- 1) *Introduction* that presents the company and motivates the research question related to a company challenge or need.
- 2) *A fact check* of previous and relevant research (based on the literature requirements)
- 3) *A findings/results section* where students make suggestions on how to tackle the company challenge or need.
- 4) *Conclusions and recommendations for practice*.
- 5) If applicable: Appendix

The report should be supported by academic literature. Academic literature should be used to support the fact check and findings section. At least 10 academic sources signal an appropriate coverage of literature. Academic sources are academic journal articles (ranked ABS2, ABS3, ABS4, ABS4* - see *AJG column of the ABS Guide in Modules*) as well as books *only for the method section* published by established publishing houses (*Springer, Elsevier, Wiley, Taylor & Francis, Cambridge University Press, Oxford University Press, Palgrave Macmillan, Routledge, Sage Publications, Emerald Group Publishing IGI Global*). You may use non-academic sources in addition to (and not instead of) academic sources. Reports with less than 10 academic sources will automatically be graded as fail. Please follow APA citation guidelines (see *Citation Guide in Modules*) and refer to the literature search and citation guides provided by JU library¹ as needed.

HOW TO FIND AND CITE ACADEMIC LITERATURE

1. Search for literature on Scopus, Web of Science, GoogleScholar or at the university library platform
2. Is it a journal article or a book?
 - a. For journal articles: Check whether the article is in the ABS list
 - i. The journal is not in the list: Do NOT include
 - ii. The journal is ranked 1 in the AJG2021 Column: Do NOT include
 - iii. The journal is ranked 2, 3, 4, or 4* in the AJG2021 Column: Include
 - b. For books: Check whether the publisher is one of those publishing houses: Springer, Elsevier, Wiley, Taylor & Francis, Cambridge University Press, Oxford University Press, Palgrave Macmillan, Routledge, Sage Publications, Emerald Group Publishing IGI Global
 - i. The book is not related to methodology: Do NOT include
 - ii. The book has not been published by one of the named publishing houses: Do NOT include
 - iii. The book has been published in one of these publishing houses and the content is related to methodology: Include
3. Cite the references in APA style (I recommend using the freeware Mendeley)
4. Mark the citations that you want to be counted as 'academic references'

¹ <http://ju.se/library/search--write.html>

The 'Business Report' should be submitted on the course's Canvas page² **within four weeks after the final date of your internship**. Like the 'Field Note Summaries', students will have different hand-in dates depending on when their internship finishes, so it is important for each student to determine when their own deadline is. Students will **not** receive reminders about their final deadline. If you cannot submit within four weeks, please contact your tutor as soon as possible to mutually agree on a submission date. Also, your tutor will ask you for an additional assignment.

Format: Arial 11pt or Times New Roman 12pt; A4, all margins 2.5cm, 1.15 line spacing

GRADING

The course is graded **Pass/Fail**. To obtain a pass grade, you must:

1. Be registered for this course on LADOK,
2. Complete 10 weeks (15 credits) or 5 weeks (7.5 credits) of fulltime internship (or equivalent),
3. Fill out the application form and the final form
4. The company filled out the registration form and the final form (if problems occur, please contact internships@ju.se)
5. Obtain a pass grade for the '*Field Note Summaries*'
6. Obtain a pass grade on the '*Business Report*'.

Grading criteria for the 'Field Note Summaries'

Pass:

- ✓ Each 'Field Note Summary' contains at least three personal reflections on the student's internship experience.
- ✓ The 'Field Note Summaries' were submitted in a timely manner (i.e., one per quarter of the student's internship).

Fail:

- ✗ A 'Field Note Summary' does not discuss at least three personal reflections related to the student's internship → remedy: the student will be asked to resubmit this summary.
- ✗ The 'Field Note Summaries' were not submitted in a timely manner → remedy: the student will need to complete an alternative assignment.

² <https://canvas.ju.se/login/>

Grading criteria for the 'Business Report'

Pass:

- ✓ The report has a clear research question that is relevant beyond the specific internship organization,
- ✓ The report presents a detailed fact-check commensurate to the requirements outlined in this study guide,
- ✓ The report draws meaningful conclusions to address the research question,
- ✓ The language is clear, and on an appropriate academic level, the number of spelling and grammar errors is within acceptable limits
- ✓ The report contains at least 10 academic sources (journal articles ranked ABS2, ABS3, ABS4, ABS4* or books related to methodology published by leading publishing houses). Academic referencing, according to the APA guidelines, is applied faithfully and consistently, and the reference list is complete and formatted properly.
- ✓ The report is professionally formatted and fulfills the structural and formal requirements outlined in this study guide (see Template – alternative Designs are appreciated but should be approved by a tutor)

Fail:

- ✗ The report fails to meet one or more pass requirements → remedy: the student will be told why they failed and asked to resubmit this assignment.

GOOD LUCK WITH YOUR INTERNSHIP!

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JÖNKÖPING UNIVERSITY
Jönköping International Business School

CeFEO

Centre for Family
Entrepreneurship and
Ownership

MMTC

*Media, Management and
Transformation Centre*