

<b>General information</b>			
Course co-ordinator		Jasna Vuk, MSec, Senior Lecturer	
Course title		<b>INTERNSHIP</b>	
Study programme		Professional undergraduate study Accounting and Finance	
Course status		Obligatory	
Year	Semester	2	4
Value of credits and lecturing procedures		ECTS	3
		Number of hours (Lectures+Exercises+Seminars)	-

<b>1. COURSE DESCRIPTION</b>	
<i>1.1. Objectives</i>	
<p>The objective of Internship is a practical application of knowledge and skills acquired by the students during the first two years of study and the acquisition of new skills through direct inclusion into the process of work in companies, institutions, sole trading companies, non-profit organisations and budget beneficiaries i.e. the institutions where students perform their internship. The objective is also to apply the acquired knowledge in the bookkeeping application, by means of which the students will record business events arising from the operations of micro and small-sized enterprises and draw up annual financial reports and tax reports. In their seminar papers on the topic referring to the activities performed by students during their internship period or at his/her workplace (part time students who perform the business activities for which the competences are acquired at the study programmes of the RRiF College, the students are expected to prepare a case study including all the necessary documents and thus connect the knowledge acquired in several courses into one entity.</p>	
<i>1.2. Course enrolment conditions</i>	
None	
<i>1.3. Expected outcomes of the course</i>	
<ol style="list-style-type: none"> <li>1. to actively apply the bookkeeping application used for recording of business events in a company and to draw up financial and tax reports</li> <li>2. to independently keep business correspondence</li> <li>3. to be pro-active upon inclusion into business processes of an organisation aimed at application of the acquired theoretical knowledge</li> <li>4. to manage business situations independently and efficiently</li> </ol>	
<i>1.4. Course contents</i>	
<p>.Business correspondence in the Croatian language (inquiries, offers, orders, invoices, statement on compensation, subsequent credit notes, complaints, e-mails). Recording of business events in micro and small-sized companies by means of the bookkeeping application. Preparation of annual financial reports for micro and small-sized companies. Preparation of tax reports. Independent writing of a seminar paper on the selected topic.</p>	
<i>1.5. Teaching methods</i>	<input type="checkbox"/> lectures <input type="checkbox"/> instruction <input checked="" type="checkbox"/> guided discovery learning <input type="checkbox"/> discussion <input checked="" type="checkbox"/> group/team learning <input checked="" type="checkbox"/> independent work

1.6. Comments							
1.7. Students' obligations							
Full time students are obliged to perform internship in duration of 180 working hours and to write a seminar paper on the selected topic referring to the activities they performed during their internship in an organisation. Part time students who perform the activities in the fields encompassed by the study programme of the RRiF College should submit the Confirmation on Employment and are obliged to write a seminar paper on the selected topic (in view of their business activities i.e. the contents of the study programme). Unemployed part time students are obliged to perform their internship according to the conditions determined for full time students.							
1.8. Monitoring accomplishments of full time students and unemployed part time students							
Attendance		Student's activity during lectures		Seminar paper	0.5	Experimental work	
Written exam		Oral exam		Essay		Research work	
Project		Permanent testing of student's knowledge		Written presentation		Practical work	2
Portfolio		Independent task solving	0.5				
1.9. Monitoring accomplishments of part time students							
Attendance		Student's activity during lectures		Seminar paper	1	Experimental work	
Written exam		Oral exam		Essay		Research work	
Project		Permanent testing of student's knowledge		Written presentation		Practical work	2
Portfolio		Independent task solving					
1.10. Measuring the achievements of learning outcomes and evaluation and assessment of the results of students' work							
The workload factor of each learning outcome stated in the Chapter 1.3. totals 1. A half of the workload factor for each learning outcome represents a minimum threshold for the achievement of the this learning outcome. The course is not graded. After fulfilment of all the conditions the text <i>Internship completed</i> is entered into the student's index.							
1.11. Obligatory reading							
<ol style="list-style-type: none"> <li>1. Instructions for Seminar Paper Writing – posted on the website of the RRiF College</li> <li>2. Instructions for Internship Procedure – posted on EduNeta</li> <li>3. References needed upon preparation of the seminar paper</li> </ol>							
1.12. Optional reading							
References needed upon preparation of the seminar paper							

1.13. *Quality control which ensures the acquisition of the corresponding knowledge, skills and competences after the completion of the study.*

At the end of the semester the students fill in an anonymous questionnaire. The comments, suggestions and information in the questionnaire and the evaluation procedures are to be used to improve lectures, exercises and other ways of work with students. Self-evaluation of teaching staff is aimed at making some corrections in order to improve the quality of teaching.

1.14. *Expected competences*

- communication and presentation skills
- entrepreneurial skills
- creativity, innovativeness and pro-activity