

Course unit title:	INTERNSHIP		
Course unit code:	AFAI 300		
Type of course unit:	Business Elective		
Level of course unit:	Bachelor (1st Cycle)		
Year of study:	4th		
Semester when the unit is delivered:	Summer (after 6 th semester) or 7(Fall) or 8 (Spring)		
Number of ECTS credits allocated :	6		
Name of lecturer(s):	Dr. Andreas Georgiou		
Learning outcomes of the course unit:	<p>By the end of the course, the students should be able to:</p> <ol style="list-style-type: none"> 1. Integrate classroom knowledge and experience in an industrial, / practical setting in various businesses, government, or community-service work situations 2. Translate academic principles to action, to test career interests, and to develop skills and abilities through carefully planned and supervised programs related to the accounting and finance degree they are seeking. 3. Comprehend the contemporary turbulent and changing business environment. 4. Develop the appropriate communication skills necessary to communicate effectively with superiors, inferiors, colleagues and customers. 5. Work under pressure and within time constraints. 6. Learn to work in groups. 7. Expand and utilise the experience gained during their employment into two project reports. One for the first half of the internship (interim report) and one for the second half of the internship (final report). 		
Mode of delivery:	Independent study		
Prerequisites:	ABSA 102; AFOT 102 or ABSO 104; ABSE 203 AND, AFIN 102.	Co-requisites:	
Recommended optional program components:	None		
Course contents:	<ol style="list-style-type: none"> 1. Registrations for internships are handled at the departmental level with the cooperation of the careers office and the industry liaison office at Frederick University. . A departmental internship coordinator assists the student in designing the internship experience in various business disciplines such as: Accounting: Finance, Marketing and, Human Resources amongst others etc.. 2. Close liaison should be attained between the university and the firm, institution, or agency in order to ensure that the aims and objectives of the program are fulfilled and a high-quality of internship is attained. For this purpose on-site visits may be carried out by the Internship coordinator to ensure that all conditions are fulfilled. 3. An interim reports will be submitted to enable assess and evaluate the progress of the student. The reports which should also be signed by the work / department supervisor must show the basic skills the student is expected to develop (communication, working in groups and under time constraints) as well as the duties performed and their relevance to the theory gained in class. The interim report will be assessed. 4. Students will be required to submit a final report also for assessment before a grade is given to them. The final report which should also be signed by the work / department supervisor should include an overview of the company, the structure of the company, a detailed reference to the duties performed and their relevance to the theory gained in class, main problems faced as well as benefits gained at work. 		

Recommended and/or required reading:	
Textbooks:	<ul style="list-style-type: none"> Recent textbooks relevant to their academic discipline.
References:	<ul style="list-style-type: none"> Published articles relevant to their academic discipline.
Planned learning activities and teaching methods:	<p>Students are required to visit and work in the chosen work place for a minimum of 100 hours per semester. During their placement period, students will be guided by their work / department supervisor and their relevant lecturers and / or Internship coordinator to observe, and evaluate the students' performance in the relevant discipline. After 50 hours on the internship, the student will prepare an interim report that will outline work experience. After 100 hours on the internship, the student will prepare a final report that will outline work experience since the first 50 hours.</p> <p>The students' performance on applying the knowledge gained in the various aspects of the degree program in real business situations will be observed and assessed by the department / work supervisor and in cooperation with the relevant lecturer and the internship coordinator.</p> <p>The supervision and evaluation of students is the responsibility of the lecturer in charge through communication with the work / department supervisor, who will also submit an evaluation report.</p>
Assessment methods and criteria:	<p>Practical experience 40%</p> <p>Interim Report 20%</p> <p>Final report 30%</p> <p>Presentation 10%</p>
Language of instruction:	English
Work placement(s):	Yes