



JÖNKÖPING UNIVERSITY
*Jönköping International
Business School*

INTERNSHIP IN BUSINESS ADMINISTRATION

Syllabus changes

Madeleine Meurer

Course JIBN18/JIAN18/JIIR28

Internship as an academic course



JÖNKÖPING UNIVERSITY
Jönköping International
Business School

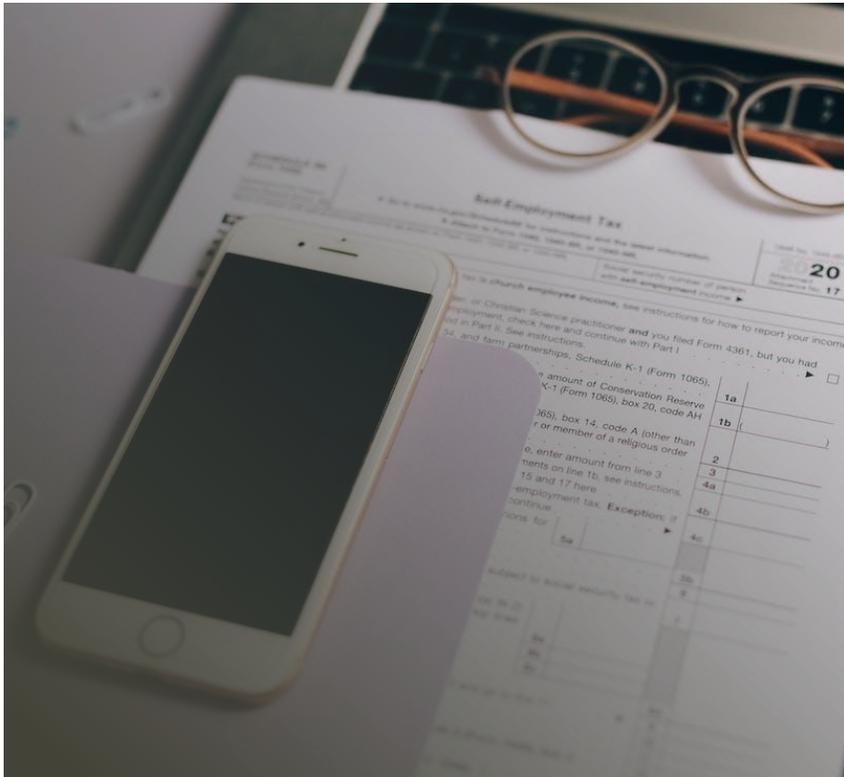
An 'internship course' is *more* than just an internship

- Do everything you would normally do at an internship
- But also leverage your position to reflect, apply, and create knowledge!
- Solve a challenge for the company that you are working for!

Top tip: Think of yourself as an intern *and* a consultant

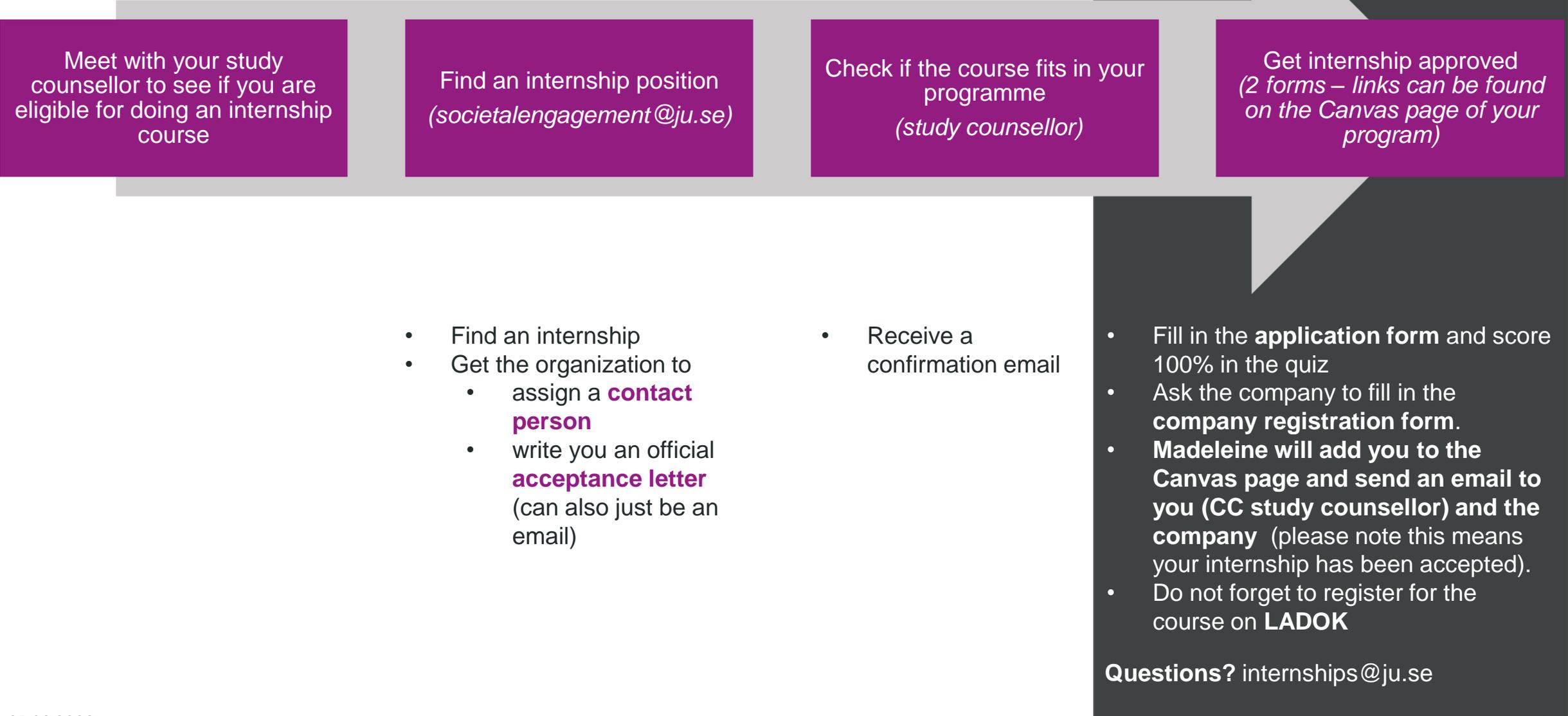


Requirements



1. A *qualified* position where you can deepen your competences
2. A position *relevant* to your programme
3. At least *200 hours* of internship
 - 15 hp = Minimum ten weeks fulltime (or equivalent)
 - 7.5 hp = Minimum five weeks fulltime (or equivalent)

Application process



Strict deadlines



JÖNKÖPING UNIVERSITY
Jönköping International
Business School



**Internship during
Spring 1***

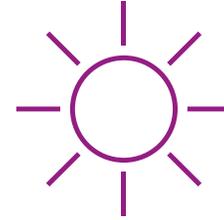
Apply before
1st December

*including
internships over
the Christmas
break



**Internship during
Spring 2**

Apply before
1st March



**Internship during
Autumn 1****

Apply before
1st June

**including
internships over
the Summer break



**Internship during
Autumn 2**

Apply before
1st October

**! Internships during the summer/christmas break require a mutual agreement !
→ Check the box in the form**

What if I have not secured an internship yet, but the deadline is approaching?



JÖNKÖPING UNIVERSITY
Jönköping International
Business School

Contact your student counsellor before the deadline to express your interest in the internship course

Students who have not expressed their interest in the course before the deadline will not be considered for registration



Hand-ins: 4+1



During the internship: *Four field-note reflections*

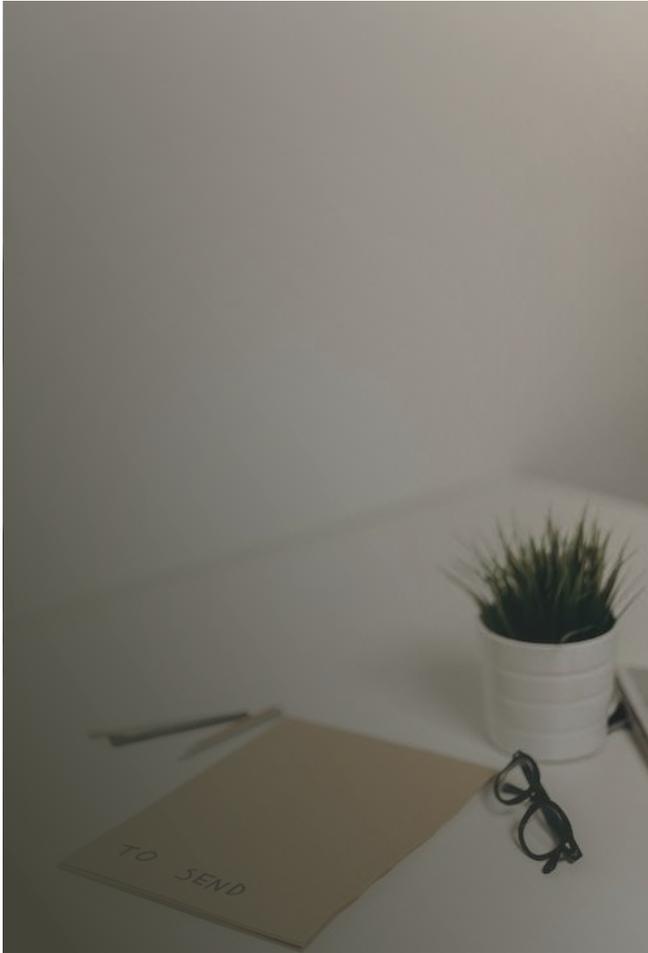
- Each hand-in should contain three reflections based upon your experiences (interpretations, insights, critiques, ...)
- Evenly spaced throughout the internship. Submit on Canvas
- One-three pages each
- Missing reflections or untimely submission will result in an alternative assignment

After the internship: *A business report*

- Solve a challenge for your host company
- Professional document, similar to reports from KPMG, BCG, McKinsey, Deloitte...
- Minimum 10 academic sources
- Submit on the Canvas page within four weeks of the last day of your internship

Reflections and internship report are graded either **pass** or **fail**

More information can be found in the study guide (see Canvas)





Business report structure

2000 instead of 4000 words!

Introduction

- present the company and motivate the research question related to a company challenge or need.
- summarize the topic in focus during your internship

Fact check

- Fact check of previous and relevant research (based on the literature requirements)

Findings

- make suggestions on how to tackle the company challenge or need.
- Presentation of observations/experiences/discussions (etc) in practice combined with critical discussion and analyses (including references to previous research).

Conclusions and recommendations for practice

Don't forget academic references!



1. Search for literature on Scopus, Web of Science, GoogleScholar or at the university library platform
 1. Is it a journal article or a book?
 1. For journal articles: Check whether the article is in the ABS list i. The journal is not in the list: Do NOT include
 2. The journal is ranked 1 in the AJG2021 Column: Do NOT include
 3. The journal is ranked 2, 3, 4, or 4* in the AJG2021 Column: Include
 2. 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
 1. The book is not related to methodology: Do NOT include
 2. The book has not been published by one of the named publishing houses: Do NOT include
 3. 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'

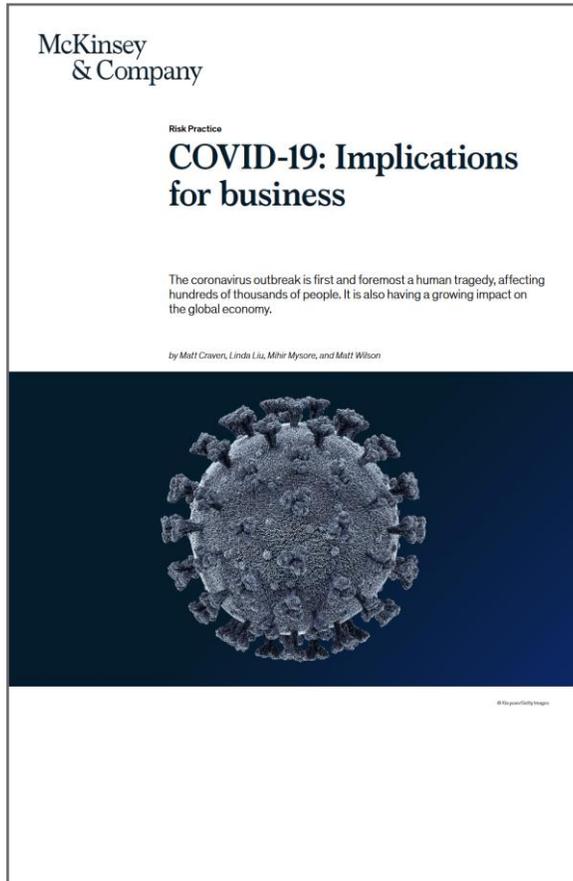


10 instead of 20
academic
references

The goal is a professional document! Use the template or create your own design 😊



JÖNKÖPING UNIVERSITY
Jönköping International
Business School



CANVAS page



Important documents Study guide and kick-off slides

JIBN18 J3050

Recent announcements

Home

Internship in Business Administration

View Course Stream

View Course Calendar

View Course Notifications

To-do

Nothing for now

WELCOME TO THE 'INTERNSHIP IN BUSINESS ADMINISTRATION COURSE'

This course is **student-driven**. This means students are expected to manage the practicalities and requirements of the course without prompting or reminders from the course examiner. This includes, among other things, submitting assignments in a timely manner. Therefore, it is **essential** that students have read and fully understand the Study Guide (see *Modules*).

There are no lectures or seminars other than the **Internship Kickoff Meetings**, which you only need to attend once. You need to submit five assignments to pass this course: Four "Field Note Summaries" during your internship, and one "Research Project" after your internship.

Below is a timeline and a checklist for this course. These points are further explained in the Study Guide:

- You will be added automatically after you and the company have sent Madeleine your application form
- If you cannot access the page, send Madeleine an email at internships@ju.se

4 Forms to upload! (Links available starting from June 12th)



JÖNKÖPING UNIVERSITY

STUDENT FINAL FORM: INTERNSHIP IN BUSINESS ADMINISTRATION

Only a few steps left to complete the internship course.

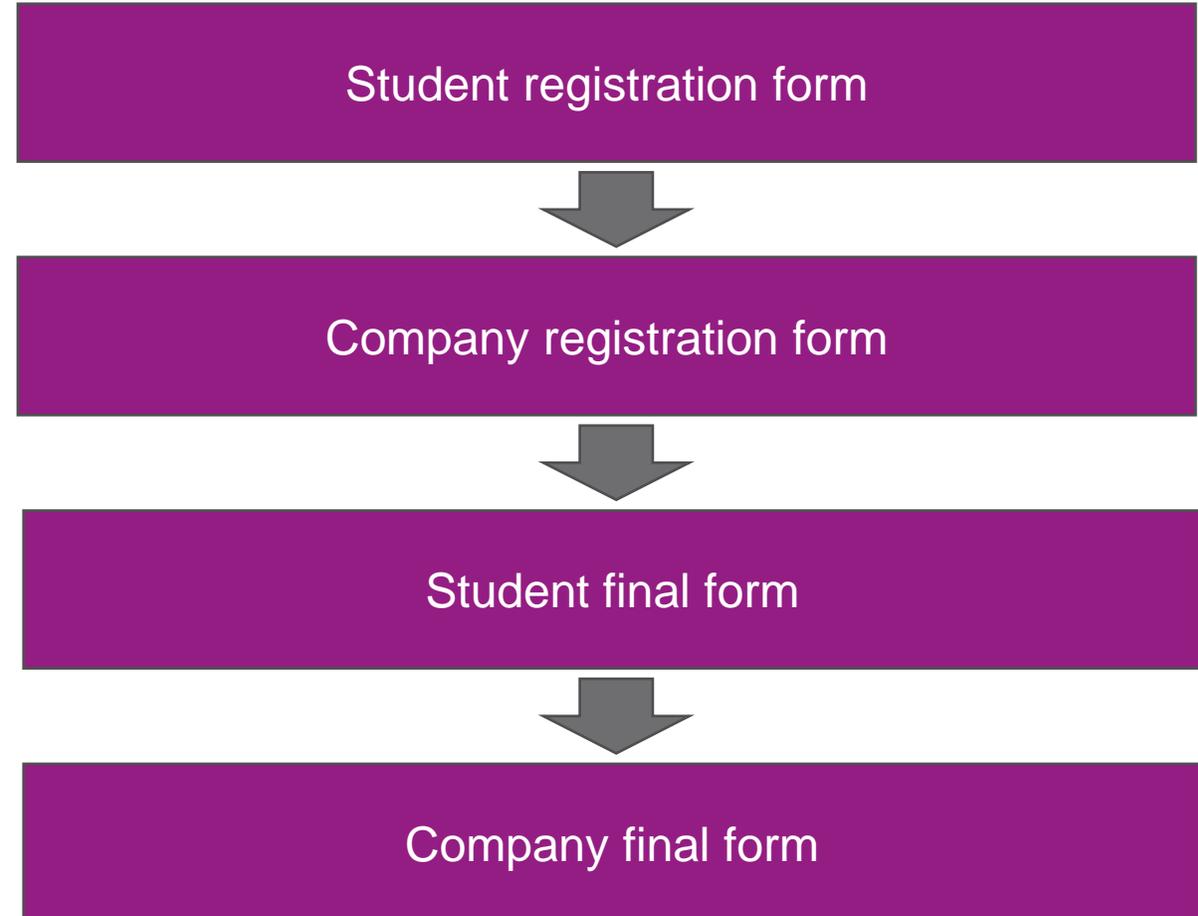
You have four weeks from the last day of your internship to complete this form and upload your 'business report'.

Please provide the identification number that you generated when registering the course (e.g., 5277e827-52e9-4524-b0ce-ced244a92ba5)

What is your first name?

What is your last name?

What is the name of your host company?





Dr. Madeleine Meurer

Postdoctoral Researcher

Course Examiner Internships in Business Administration

Jönköping International Business School

JÖNKÖPING UNIVERSITY

EMAIL internships@ju.se



JÖNKÖPING UNIVERSITY

Jönköping International Business School