

Module specification

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Module code	BUS6A11
Module title	Internship (Business)
Level	6
Credit value	30
Faculty	Glyndwr University: Faculty of Social and Life Sciences Bloomsbury Institute: School of Business and Accounting
Module Leader	TBC
HECoS Code	100078
Cost Code	GAMG

Programmes in which module to be offered

Programme title	Is the module core or option for this programme
BA (Hons) Business Management	Option
BA (Hons) Business Management (Marketing)	Option
BA (Hons) Business Management (Entrepreneurship)	Option
BA (Hons) Business Management (Human Resource Management)	Option
BA (Hons) Business Management [Top-up]	Option
BA (Hons) Business Management (Marketing) [Top-up]	Option
BA (Hons) Business Management (Entrepreneurship) [Top-up]	Option
BA (Hons) Business Management (Human Resource Management) [Top-up]	Option

Pre-requisites

None

Breakdown of module hours

Learning and teaching hours	10 hrs
Placement tutor support	0 hrs
Supervised learning e.g. practical classes, workshops	2 hrs

Learning and teaching hours	10 hrs
Project supervision (level 6 projects and dissertation modules only)	0 hrs
Total active learning and teaching hours	12 hrs
Placement / work based learning	200 hrs
Guided independent study	88 hrs
Module duration (total hours)	300 hrs

For office use only	
Initial approval date	8 April 2022
With effect from date	June 2022
Date and details of revision	
Version number	1

Module aims

The internship is designed to allow flexibility. It is expected that students will be supervised in the workplace in addition to the supervision provided by Bloomsbury Institute. Students will have the opportunity, supported by their supervisors, to negotiate and perform activities that will allow them to fulfil the learning outcomes for this module. They will recognise the scope of what they have achieved by recording evidence from carrying out the activities. Students will also gain maximum benefit by reflecting on and evaluating the work they undertake. This module aims to provide a beneficial experience of the business working environment, evaluating real-life business issues and providing solutions for learners. It also allows students to be aware of the culture and structure of a business working environment, develops new business capabilities and skills, and engage in reflective learning.

Module Learning Outcomes - at the end of this module, students will be able to:

1	Identify relevant real-life business issues and expand knowledge and understanding through a practical application of business theory.
2	Transfer academic knowledge and understanding to real-life business issues.
3	Critically evaluate and apply knowledge and understanding to produce a project report.
4	Reflect upon work-based business practice and how academic knowledge and understanding underpins practice.

Assessment

This section outlines the type of assessment task the student will be expected to complete as part of the module.

Indicative Assessment 1: This will take the form of a written assignment consisting of a report of 4,000 words for the client organisation.

Indicative Assessment 2: This will take the form of a reflective paper and should be equivalent to 2,000 words.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)
1	1, 2, 3	Written Assignment	70%
2	4	Reflective Practice	30%

Derogations

None

Learning and Teaching Strategies

A learning agreement will be concluded between the student, the designated employer, and Bloomsbury institute. This will be based on the type of business experience desired from the internship. It can take the form of wide experience in a small business or departmental work within a larger organisation. In either situation, the emphasis will be on a relationship that has positive outcomes for the student and the placement employer and their course of study. Students undertaking the internship module will sign a learning agreement with their designated supervisor or a module leader.

Students are required to complete 200 hours of work experience.

Bloomsbury Institute will help students in the search for an internship, but it is ultimately the student's responsibility to finally secure a place.

Bloomsbury Institute support

- An Introductory Workshop is held outlining what the module involves, the relevant paperwork required and explanations of assessment
- A personal meeting structure is built between the student, the Bloomsbury Institute Module Lead and the Bloomsbury Institute Employability Support Officer, to attain and setup the internship
- The level of Bloomsbury Institute Module Lead contact time will be determined by the student's proposal and their internship employer's requirements, and will be designed to meet both professional and academic needs
- A study plan will be produced by the student and agreed by the Bloomsbury Institute Module Lead at the commencement of the module
- The student will be visited by the Bloomsbury Institute Module Lead during their internship in order to ensure that expectations around the internship contract are being fulfilled.

Support and monitoring

Once the internship starts, the Bloomsbury Institute Module Lead will monitor and support the student during their internship. The student will also be supported throughout their internship by the Bloomsbury Institute Employability Support Officer. The student's internship employer will appoint a Workplace Supervisor.

Bloomsbury Institute Module Lead

- The Bloomsbury Institute Module Lead will be responsible for:
- Reading and commenting upon the student's reflective log
- Offering guidance and advising in the preparation of the final report
- Maintaining contact as necessary to discuss the student's progress and any problems that may arise
- Being available to respond to additional email enquiries and for short meetings if needed
- Discussing the report with the student - the Bloomsbury Institute Module Lead will be responsible for marking the work on completion

Visits

The Bloomsbury Institute Module Lead will visit the student's workplace to guide the student in setting and measuring personal objectives, to discuss progress and to help with any difficulties that may arise. If the student is working overseas, the visit will be replaced by a Teams conference call.

Bloomsbury Institute Employability Support Officer

The Bloomsbury Institute Employability Support Officer will be the student's first point of contact for any queries or issues regarding the internship, or if the student is in need of any support or guidance.

Workplace Supervisor

The student's internship employer will be briefed on their role and on the learning outcomes. They will allocate an appropriate mentor for the student while completing their internship (referred to as the Workplace Supervisor). The Workplace Supervisor's role is:

- To help the student understand the business/organisation
- To help the student in their role, to provide mentoring and to assist in the development of their skills
- To provide an assessment of work experience attributes, which is an important part of their degree

The student can arrange regular short meetings with their Workplace Supervisor throughout their internship and ask about his/her comments with regards to their progress.

Student digital literacies are developed on this module through the use of:

- Online libraries and databases for gaining access to full-text journal articles and eBooks.
- Communication means provided through the VLE and learning technology applications.
- Assessment and feedback tools enabling timely and detailed feedback on student work.
- Web-based Office 365 for creating and sharing documents, utilising the calendar, storing files, communicating with peers and teachers.

Indicative Syllabus Outline

- Overview of personal meeting structure between the student, Module Lead (M/L) and Employability Support Officer (ESO)
- Production of a study plan
- Overview of the key tenets and application of reflective practice
- Report and reflective writing skills
- Workplace etiquette and interactions
- Workplace communication

Indicative Bibliography:

Please note the essential reads and other indicative reading are subject to annual review and update.

Essential Reads

- Helyer, R. (2015) *The Work-Based Learning Student Handbook*. Palgrave Macmillan, Basingstoke

Additional texts

- Holmes, K. (2017) *What Employers Want* (2nd edn). Trotman Education, Bath.
- Resources available from CMI Management Direct

Employability skills – the Glyndŵr Graduate

Each module and programme is designed to cover core Glyndŵr Graduate Attributes with the aim that each Graduate will leave Glyndŵr having achieved key employability skills as part of their study. The following attributes will be covered within this module either through the content or as part of the assessment. The programme is designed to cover all attributes and each module may cover different areas.

Core Attributes

Engaged
Enterprising
Creative
Ethical

Key Attitudes

Commitment
Curiosity
Resilience
Confidence
Adaptability

Practical Skillsets

Digital Fluency

Organisation
Leadership and team working
Critical Thinking
Emotional Intelligence
Communication