

**UNIVERSITY  
OF OULU**



**Internship 721065S**  
**in**  
**Oulu Business School**

**2019**

## **Internship 721065S as a part of Master's degree**

The Internship can be included as an elective course in all Master's Degree Programmes offered by Oulu Business School. The objective of the course is to enhance and deepen master students' professional knowledge in their own field of study and interest.

In practice, Internship is a course which is completed by working in a real business environment, i.e. in business or public sector organizations. The student will work as an independent professional using and applying the knowledge acquired during the studies. The student will achieve enhanced professional knowledge by completing demanding tasks related to the field of study and by learning from business colleagues who will form the student's personal professional network to be utilized when building the professional career after the graduation.

If a student wishes to include Internship as a part of the Master's Degree it should be included in the student's Personal Study Plan and approved by the Programme coordinator.

### **Course description**

The length of Internship course is two months (8 weeks). After the completion of Internship the student will earn 6 credits.

The timing of the Internship is to be agreed with the Programme coordinator. When the Internship is completed in Finland it can be divided into two periods if appropriate.

The Programme coordinators and Internship coordinator will arrange an information meeting for students in the beginning of spring term. In the meeting the Internship coordinator will instruct students in practical issues related to Internship.

Internship offers the students the opportunity to learn how to solve problems and to learn organizational tasks and responsibilities related to their major subject. Furthermore, Internship supports students to establish relationships to both business colleagues and business management and develops their communication skills within the organization and its network. Internship offers the students the possibility to develop their skills, to apply their knowledge and to increase their professional competence in a working environment.

The content consists of the job description which is provided by the organization where the internship will be accomplished. To be eligible for the advanced level Internship, the student should work as an independent professional with a possibility to use organizational resources provided by the organization.

## Follow these steps in order to complete the course:

1. Check OBS website for general instructions and information on internship grants: <http://www oulu.fi/oulubusinessschool/internships>.
  - a. Grants for internships in Finland: contact [study.business@oulu.fi](mailto:study.business@oulu.fi) for more info.
  - b. Grants for internships abroad: contact [riitta.kataja@oulu.fi](mailto:riitta.kataja@oulu.fi) for more info.
2. Contact organizations which offer suitable internship possibilities. You could start looking [here](#) (Uni Oulu job portal) or using Tuudo application: <https://www.tuudo.fi/en> or abroad here: <https://oulu.higheredtalent.org/Login>
3. Make an appointment with Internship coordinator Sakari Nikkilä ([pertti.nikkila@oulu.fi](mailto:pertti.nikkila@oulu.fi)) in order to present your Internship plan and to discuss the Internship placement and your duties during the internship period.
4. Make an employment contract for the internship with the employer. If You have received an internship grant, You also need to fill in an internship agreement. Forms available [here](#).
5. During the internship, Sakari Nikkilä serves as a supporting person in Internship related issues.
6. After the Internship period send the internship report documents to Head of the Master Programmes Sinikka Moilanen: [sinikka.moilanen@oulu.fi](mailto:sinikka.moilanen@oulu.fi) and Internship coordinator Sakari Nikkilä. See instructions for reporting below.
7. Fill in the feedback form here:  
<https://link.webropolsurveys.com/S/24C9CFD7423C4DB9>

## Instructions on reporting

**Before the Internship period** the student will make a plan which includes the description of the position and the learning objectives, i.e. professional skills and knowledge to be acquired and developed during the Internship. The plan will be presented during the appointment with Internship coordinator Sakari Nikkilä.

**During the Internship period** the student will work under the supervision of the internship instructor appointed by the organization. The student will write a weekly diary where the student assesses how the learning outcomes will be fulfilled. The weekly diary serves as a basis for the student's report on the Internship period.

**After the completion of Internship period** the student will return by e-mail the following four documents:

1. **Internship plan (see the form below)**
2. **Internship weekly diary (see the form below)**
3. **Internship report (see form the below)**

#### **4. The employment certificate signed by the employer**

#### **Internship will be reported in two parts as follows:**

1) Weekly diary (1 page /week) and

2) Report (10 pages) including following sections:

1. Description of the organization/company where the internship was completed
2. Description of the tasks, responsibilities and working methods during the internship
3. Description of how the tasks and responsibilities relate to the other functions of the organization
4. Description of how the internship relates to future career plans
5. Business development ideas for the Internship organization
6. Reflection on what was learned during the internship, how the learning relates to what has been learned earlier in the bachelor's and master's studies, and connecting the learning to theoretical concepts of the discipline.

When all the above mentioned documents are provided by the student Internship will be graded as Pass/Fail.

The responsible persons of the Internship course are Head of the Master's Programmes, Professor Sinikka Moilanen and Internship coordinator Sakari Nikkilä.

#### **Students may work within the following responsibilities in the Internship organization:**

##### **Accounting students:**

1. Preparation of financial statements (in the company or for customers of the company)
2. Financial analysis (i.e. in decisions of extending credit to customers, etc.)
3. Tax planning / consulting
4. External and internal auditing
5. Budgeting
6. Business controller duties

##### **Economics students:**

1. Interpreting and forecasting market trends and analyzing economic issues
2. Data collection (conducting surveys, researching economic issues)
3. Data analysis (using statistical techniques and mathematical models and interpreting results)
4. Reporting and advising (advising on economic issues, presenting data for decision making, preparing reports, tables, and charts etc.)

##### **Finance students:**

1. Investment banking (e.g. M&A, underwriting/syndicate)
2. Investment management (e.g. portfolio management, trading, investment advising)
3. Market/security analysis
4. Corporate financial management (e.g. planning, financing, implementation)

**International Business Management students:**

1. Internationalization of the company (analysis, strategies, tactics, operations)
2. International marketing and sales (planning, operations, analysis)
3. International supply chain management and logistics (planning, operations)
4. International customer management (customer relationships, communication)

**Marketing students:**

1. Marketing strategies (planning, execution etc.)
2. Customer relationship management
3. Marketing communications
4. Logistics (planning, daily operations etc.)



## INTERNSHIP PLAN

**Student:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Main subject (IBM/Marketing/Accounting/Finance/FMA):** \_\_\_\_\_

**Internship organization:** \_\_\_\_\_ **Internship period:** \_\_\_\_\_

**Supervisor/Contact person in Company/organization:** \_\_\_\_\_

**LEARNING OBJECTIVES:** (set by the student):

- 1.
- 2.
- 3.

**DUTIES AND TASKS:** (agreed with the Internship organization)

- 1.
- 2.
- 3.

UNIVERSITY  
OF OULU



**INTERNSHIP WEEKLY DIARY for each internship week (minimum 8 weeks)**

Week number: \_\_

What I learned this week:

---

---

Observations:

---

---

Problems/difficulties:

---

---

Solutions:

---

---

Questions:

---

---

Comments:

---

---

**NB:**

Use pictures, graphs etc. if appropriate.

Attach this weekly diary (including 8 weeks) to the Internship report.



## INTERNSHIP REPORT CONTENTS

1. Chapter I: Description of the company and its business
2. Chapter II: Description of the tasks, responsibilities and work process
3. Chapter III: Description of how the work is connected to other functions of the company
4. Chapter IV: Description how the internship is related to the student's future career plans
5. Chapter V: Business development ideas of the company
6. Chapter VI:

**Student's reflection** on what was learned during the internship, how the learning relates to what has been learned earlier in the bachelor's and master's studies, and connecting the learning to theoretical concepts of the discipline

- NB:**
1. Use pictures, graphs etc. to illustrate your report.
  2. Refer to academic sources in your writing. List the references in the end of the report.



**UNIVERSITY  
OF OULU**



## **INTERNSHIP REPORT COVER PAGE**

**First name and Surname**

**Student Number**

**Internship Report**

**Internship Organization**

**721065S Internship**

**Master Programme**

**Month/Year**