



Boston University International Programs
London

Boston University British Programmes
Business and Economics Internship Tutorial
Summer 2009

Instructor Information

A. Name	Kamiar Mohaddes
B. Day and Time	Tutorial 1: Wednesday 24 June, 6-7.30pm Tutorial 2: Monday 6 July, 6.15-7.15pm (Group A) Monday 6 July, 7.15-8.15pm (Group B) Tutorial 3: Monday 20 July, 6.15-8.15pm (Group A) Thursday 23 July, 6.15-8.15pm (Group B)
C. Location	Bell room, Crofton, 14 Queens Gate, SW7 5JE
D. BU Telephone	020 7244 6255
E. Email	km418@cam.ac.uk
F. Webpage	http://www.bu-london.co.uk/academic/LE and http://www.econ.cam.ac.uk/phd/km418/
G. Office Hours	By appointment

The Aim

The aim of these internship tutorials is to offer students the opportunity to meet with each other and a member of faculty in order to reflect upon their internship experience and to begin to place the internship into an academic context.

Assignments

Assignment 1 and 3 are written assignments. Please make sure that your paper is at least 1.5 spaced and that you have a cover page with the following information:

- Your name
- The title of the course
- The title of your paper
- The word count
- A declaration that it is your own work

Assignment 1 (20%)

Due date: Monday 6th of July, before the tutorial

You are required to submit an introduction to the company or the organisation at which you are interning. This piece should be a **maximum of 750 words**.

Examples of items that you might want to cover:

1. Give an *overview* of the professional field (i.e., Baking/Consulting in Britain) that will allow the reader to place your organisation into context. Explain where your organisation fits into the general scheme.
2. *Describe* the organisation and the department to which you are assigned. Outline the management structure, the finances, and personnel. Describe the roles of the people in your department.
3. *Define* the aims and objectives of your organisation, and your department.
4. *State* your personal objectives for the placement. What do you hope to learn from the placement, and why?
5. A general *record* of what you did on a daily basis.

Assignment 2 (40%)

Due date: The assignment will take place on Monday 20th or Thursday 23rd of July depending on which group you are in.

Your powerpoint slides are due by 9:00am on Monday 20th of July

You are required to give a presentation of approximately 7 minutes. The presentation could be on a project or piece of work which you have been involved in during the internship. Alternatively, it could be on any relevant topic related to the industry at which you are an intern.

Assignment 3 (40%)

Due date: Monday 3rd of August at 9:00am.

As this assignment is to be submitted via email, please make sure that your paper is converted into a pdf-file before sending it to me.

You are required to submit a paper of **no more than 1500 words (maximum)**. The aim of this paper is to analyse and draw some conclusions about the organisation's role and its achievement, or non-achievement of objectives. The conclusions deduced should be based on factual material, quotes and or interviews with co-workers. This section must cover (but is not limited to) the following points:

1. *Summarise* the work done by you and the organisation during your placement.
2. What did you perceive as the *strengths* and *weaknesses* of the organisation?
3. Put your placement into context by an analysis of current events (for example, what are the effects of the world economic slowdown on the market in which your host organisation operates?)
4. Put yourself in the role of consultant. What *recommendations* would you make to the organisation?
5. What are your *personal conclusions* about the placement, in terms of what you learned and accomplished? Refer to the Personal Objectives you included in the first assessment.

Tutorials

Tutorial 1 **Wednesday 24th of June, 6:00-7:30pm**

This is an introductory tutorial. We will begin by talking about the global economy, tying it into the general climate experienced in the world of finance today, and the atmosphere in the banking and mortgage sectors in particular. We will also cover what work is expected of you in the coming tutorials and what assessments you have to complete and submit.

Tutorial 2 **Monday 6 July, 6.15-7.15pm (Group A)**
Monday 6 July, 7.15-8.15pm (Group B)

This tutorial is mainly to discuss your upcoming presentations as well as to share some of your experiences from the internship with your fellow colleagues.

Tutorial 3**Monday 20 July, 6.15-8.15pm (Group A)****Thursday 23 July, 6.15-8.15pm (Group B)**

This tutorial will mainly serve as a forum for your presentations. You will also have an opportunity to ask questions on your final paper and get feedback on any work you have done on this so far.

Grading

Please refer to the Academic Handbook for detailed grading criteria, attendance requirements and policies on plagiarism:

<http://www.bu-london.co.uk/files/images/ACADEMICHANDBOOKSU09.pdf>.

Please note that, where appropriate, performance in tutorials and attendance will be taken into account when determining the overall mark for the course. Grading will be in accordance with the standards set down by Boston University.

Readings

Some readings may be posted on the course webpage:

<http://www.bu-london.co.uk/academic/LE> (you must be logged in to view materials).