



Boston University International Programs
London

Boston University British Programmes
Management Internship Tutorial
Spring 2011

Instructor Information

A. Name	Dr Hugh Macdonald
B. Days and Times	1 st Tutorial: Monday 7 February, 5.45-7.15pm 2 nd Tutorial: Monday 7 March, 6.15-7.45pm (Group A) Thursday 10 March, 6.15-7.45pm (Group B) 3 rd Tutorial: Monday 28 March, 6.15-7.45pm (Group A) Thursday 31 March, 6.15-7.45pm (Group B)
C. Location	Prince Consort room (<i>1st session only</i>); thereafter, Wetherby room, 43 Harrington Gardens, SW7 4JU
D. BU Telephone	020 7244 6255
E. Email	[REDACTED]
F. Webpage	http://www.bu-london.co.uk/academic/LB
G. Office hours	By appointment

Aims and Objectives

Tutorials are to provide for students:

1. Understanding of the requirements of the Assignments and how these can be related to the student's workplace setting
2. A context for the transfer of academic concepts and skills to understanding a (somewhat or largely) unfamiliar workplace setting

Tutorials offer students opportunities for:

1. Knowledge and information-building;
2. Exercising oral/presentational skills

Assignments

The delivery of Learning Objectives and Outcomes will be done *via* four distinct Assignments, each case carrying weights given below:

Assignment 1

Reflective weekly Log: This will be based on your attendance at the internship workplace, and your reflections on the experience. Indicative length is 1500 words covering a period of *either* 1 or 2 weeks (your choice). You are encouraged to keep a daily log and to use this as the basis for the submission, which can include information about, and reflections on, travel, work, colleagues and social aspects of this ongoing experience. **Deadline for submission is at the start of the second tutorial, 7 or 10 March 2011 (depending upon your group), to be handed in to the Student Affairs Office by 6.15pm.** This Assignment will be graded and is worth a maximum of 10% of the final grade.

Assignment 2

Placement project: For this assignment you will present a ‘mini-project’, reflecting the application of learning skills to work that is part of the internship. This ‘mini- project’ (even if it is uncompleted) should aim to: (a) illustrate the workplace setting (group/department/firm *etc*) (b) show how you are applying prior and new skills to work being undertaken (c) supplement your career portfolio/*curriculum vitae*. The length and character of ‘mini-projects’ is likely to vary considerably, but a guideline is 2000 words or the equivalent in whatever media are used (PPP, Excel, Video *etc*). **Deadline for submission is at the start of the third tutorial, 28 or 31 March 2011 (depending upon your group), to be handed in to the Student Affairs Office by 6.15pm.** This Assignment will be graded and is worth a maximum of 40% of the final grade.

Assignment 3

Overall assessment: This will appraise and evaluate the host organisation with which you have been interning, to include: (a) placing the organisation in its appropriate setting (market, sector *etc*); (b) assessing the strengths and weaknesses of the procedures, systems and people observed by you during your internship; (c) reflecting on the overall experience and its relationship to previously acquired academic concepts, skills and information (whether acquired in London courses or previously); (d) evaluating London as a global business centre, workplace and social setting from the perspective of the internship experience. A guideline length limit for this Assignment is 2000 words or the equivalent in whatever media are used. **Deadline for this submission is Monday 18 April 2011, by 5pm to the Student Affairs Office.** This Assignment will be graded and is worth a maximum of 40% of the final grade.

Attendance and participation: A grade will also be given for attendance and participation at Tutorial meetings. This will be worth a maximum of 10% of the final grade.

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/ACADEMICHANDBOOKSP11.pdf>

Readings

Set Texts:

Hill, G., 8th Edition International Business (2011), McGraw-Hill International Edition
Johnson, D & Turner, C (Eds) (2006) *European Business* (2e), Routledge
Pinder, J & Usherwood, S (2007) *The European Union* (2e), Oxford UP

Additional readings may be listed on your course webpage,

<http://www.bu-london.co.uk/academic/LB> (please note you must sign in to view these articles).

Links: Some useful links to current business and economic news:

EU gateway portal:

<http://www.europa.eu.int>

UK government portal:

www.direct.gov.uk

The Financial Times

www.ft.com