



Boston University International Programs
London

Boston University British Programmes
Management Internship Tutorial (Groups B & C)
Spring 2010

Instructor Information

A. Name	Hugh Macdonald
B. Days and Times	1 st Tutorial: Wednesday 10 February, 6-7.30pm 2 nd Tutorial: Monday 8 March, 6.15-7.45pm (Group B) Thursday 11 March, 6.15-7.45pm (Group C) 3 rd Tutorial: Monday 29 March, 6.15-7.45pm (Group B) Thursday 1 April, 6.15-7.45pm (Group C)
C. Location	Crofton Bell room (1 st session only), 14 Queens Gate, SW7 5JE; thereafter Wetherby room, 43 Harrington Gardens, SW7 4JU
D. BU Telephone	020 7244 6255
E. Email	
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-building;
2. Exercising analytical, research and 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 attendance at the Internship workplace. Indicative length 1500 words covering a period of 1-2 weeks. **Deadline for submission is at the start of the second tutorial, 8 or 11 March 2010 (depending upon your group), to be handed in to the Student Affairs Office by 6.15pm.** This will be graded and is worth a maximum of 10% of the final grade.

Assignment 2

Placement project: For this assignment the student will present a piece of work reflecting his/her application of skills and concepts to work that has been or is being undertaken as part of the workplace experience. It is intended that the project (even if it is uncompleted) will be suitable to illustrate the internship experience and to add to the student's career portfolio. The length and character of projects is likely to vary considerably, but a guideline is 2000 words.

Deadline for submission is at the start of the third tutorial, 29 March or 1 April 2010 (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 the student has been interning, to include: placing this organisation in its appropriate setting (market, sector etc); assessing the strengths and weakness of the procedures, systems and people observed by the student during the Internship; and reflecting on the overall experience and its relationship to previously acquired academic concepts, skills and information. A guideline length limit for this Assignment is 2000 words. **Deadline for this submission is Monday 19 April 2010, 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/ACADEMICHANDBOOKSP10.pdf>

Readings

Set Texts: Hill, G., 7th Edition International Business (2005), McGraw-Hill International Edition

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: The following links should be of particular interest, and their use will be explained in class:

EU gateway portal:

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

UK government portal:

www.direct.gov.uk

The Financial Times

www.ft.com