



**Boston University Study Abroad
London**

**Boston University Study Abroad London
Economics and Finance Internship Tutorial
Spring 2013**

Instructor Information

A. Name Professor Parvin Alizadeh

Course Objectives

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 *include page numbers* as well as the following information on the first page:

- 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 11 March, before the start of the tutorial.

Make sure that you print Assignment 1 and hand it in before the start of the Tutorial: at 6pm or 7pm depending on which group you are in.

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., Banking/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?

Assignment 2 (40%)

Due date: The assignment will take place on Monday 25 or 26 March, depending on which group you are in.

Your powerpoint slides are due by 9.00pm on Sunday 24 March

You are required to give a presentation, in groups of two, of approximately 8 minutes. Your presentation should contrast your internship experience with that of your colleague's.

Assignment 3 (40%)

Due date: Monday 15 April 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 1000 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. The paper could 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

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

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

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.edu/london/current-semester>

Attendance Policy

Classes

All Boston University London Programme students are expected to attend each and every class session, tutorial, and field trip in order to fulfill the required course contact hours and receive course credit. Any student that has been absent from two class sessions (whether authorised or unauthorised) will need to meet with the Directors to discuss their continued participation on the programme.

Authorised Absence:

Students who expect to be absent from any class should notify a member of Academic Affairs and complete an Authorized Absence Approval Form 10 working days in advance of the class date (except in the case of absence due to illness, for which students should submit the Authorised Absence Approval Form with the required doctor's note as soon as possible).

Please note: Submitting an Authorised Absence Approval Form does not guarantee an authorised absence

Students may apply for an authorised absence only under the following circumstances:

- Illness, supported by a local London doctor's note (submitted with Authorised Absence Approval Form).
- Important placement event that clashes with a class (verified by internship supervisor)
- Special circumstances which have been approved by the Directors (see note below).

The Directors will only in the most extreme cases (for example, death in close family) allow students to leave the programme early or for a significant break.

Unauthorised Absence:

Any student to miss a class due to an unauthorised absence will receive a **4% grade penalty** to their final grade for the course whose class was missed. This grade penalty will be applied by the Academic Affairs office to the final grade at the end of the course. As stated above, any student that has missed two classes will need to meet with the Directors to discuss their

participation on the programme as excessive absences may result in a 'Fail' in the class and therefore expulsion from the programme.

Lateness

Students arriving more than 15 minutes after the posted class start time will be marked as late. Any student with irregular class attendance (more than two late arrivals to class) will require a meeting with the Assistant Director of Academic Affairs and if the lateness continues, may have his/her final grade penalised.