



Boston University Study Abroad London

Boston University Study Abroad London Management Track Internship Tutorial Summer 2014

Instructor Information

A. Name	Mrs Maria Jicheva
B. Days and Times	1st Tutorial: Wednesday 25th of June 2014 10.30am-12.00pm (Wetherby Room) 2nd Tutorial: Monday 14th July, 6.15pm-7.45pm (Prince Consort Room) 3rd Tutorial: Monday 21st July, 6.15pm-7.45pm, (Brompton Room) <i>All the allocated rooms are at 43 Harrington Gardens, SW7 4JU.</i>
C. BU Telephone	020 7244 6255
D. Email	jicheva@uleadgroup.com
E. 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/from a 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 components of the course for which credit is given, each case carrying weights given below:

Assignment 1 - Reflective daily Log: This is based on your attendance at the internship workplace, and your reflections on the experience. Indicative length is 1,500 words covering a period of *either* 1 or 2 weeks (your choice). You will maintain a **daily log** and write this up as the basis for the submission, which should include information and reflections about travel, work, colleagues and any social aspects of the internship.

Deadline for submission is Monday 14th July.

You must attend the **Second Tutorial** prepared to give a 2-minute oral presentation on your workplace experience, even if you have not yet handed in your work. This Assignment will be graded and is worth a maximum of 20% of the final grade.

Assignment 2 - Placement project: You will *create a presentation* depicting the workplace setting and some work tasks and project(s) you are involved with. The aims of your presentation are to: (a) characterise the workplace setting (group/department/firm *etc*) (b) provide examples of skills that are being applied *via* tasks you are undertaking (c) outline how the placement compares and contrasts with classroom learning (d) indicate how the social and workplace setting of London is developing your overall learning and career orientation. A guideline length is 2,000 words in Word, or 20 slides in PowerPoint. You may combine different presentation media – for example PPP, with an Executive Summary in Word.

Deadline for submission is Monday 21st July.

You must attend the *Third Tutorial* prepared to provide a short statement lasting around 2-3 minutes about how you are implementing this project. **NB:** - Owing to tutorial time constraints, you will *not* be able to make an actual presentation. This Assignment will be graded and is worth a maximum of 40% of the final grade.

Assignment 3 - Overall assessment: You will *write a report appraising and evaluating* (a) the host organisation with which you have been interning, and (b) the experience of living and working in London, to include: (i) placing the organisation in its appropriate setting (market, sector *etc*); (ii) assessing the strengths, weaknesses, opportunities and challenges faced by the department, systems and personnel observed during your internship; (iii) reflecting on the relationship between the practical work you have undertaken and academic learning acquired in previous academic courses and *via* textbooks, whether at your *alma mater* or during the London internship core/elective phase; and (iv) evaluating London as a global business centre, workplace and social setting from the perspective of someone (you) living and working in this city.

A guideline length is 1,500 – 2,000 words or 20 slides of PowerPoint presentation.

Deadline for this submission is Monday August 4. The papers should be submitted at the Students Affairs office.

This Assignment will be graded and is worth a maximum of 30% of the final grade.

Assignment 4 – Attendance, participation, quality of presentation: A grade will be given for attendance at and participation in Tutorial meetings (including punctuality), and will also reflect the quality of oral and visual presentation of your work. This grade component will be worth a maximum of 10% of the final grade.

Attendance

Classes

All Boston University Study Abroad London Programme students are expected to attend each and every class session, tutorial, and field trip in order to fulfil 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 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 be required to meet with the Assistant Director of Academic Affairs and if the lateness continues, may have his/her final grade penalised.

Grading

Please refer to the Academic Handbook for detailed grading criteria and policies on plagiarism: <http://www.bu.edu/london/current-semester>

* *Final Grades are subject to deductions by the Academic Affairs Office due to unauthorised absences.*

Readings for reference & Useful Links:

- Bartlett C, Ghoshal S & Beamish P (2013) *Transnational Management* (7e), McGraw-Hill
- Brooks *et al* (2011) *The International Business Environment*, Prentice Hall
- Deresky H, (2013) *International Management* (8e), Prentice Hall
- Hill G, (2011) *International Business* (8e), McGraw-Hill
- Roberts, R (2004) *The City: A Guide to London's Global Financial Centre*, Profile Books
- Rugman A & Collinson S (2009/12) *International Business* (6e), FT Prentice Hall (Pearson)

EU	http://www.europa.eu.int
IMF	http://www.imf.org/external/index.htm
OECD	http://www.oecd.org/
UK government portal:	www.direct.gov.uk
US department of commerce	http://www.commerce.gov/
Wall Street Journal	http://uk.wsj.com/home-page

Additional reading may be found on Blackboard: <https://lms.bu.edu>