



Faculty of Economic Sciences, Communication and IT
Business Administration

Syllabus

Course Approval

The syllabus was approved by the Faculty Board of Economic Sciences, Communication and IT on 1 June 2011, and is valid from the Spring semester of 2012 at Karlstad University.

Course Code: FEGC18

Business Administration, Qualified Practical Training, 30.0 ECTS Credits

(Företagsekonomi, kvalificerad praktik, 30.0 Swedish credit points)

Degree Level: Bachelor

Progressive Specialisation: G2F (First cycle, has at least 60 credits in first-cycle course/s as entry requirements)

Language of Instruction

Swedish

Prerequisites

Admission to a programme offered at Karlstad University business School. Business Administration 60 ECTS credits

Major Field of Study

Learning Outcomes

Upon completion of the course, students should be able to:

- describe the relation between theory and practice in a business area,
- apply a business administration perspective to a business activity,
- perform business analyses of a business activity,
- demonstrate ability to identify their need of further knowledge and develop professional skills,
- demonstrate ability to critically assess theories and relate them to practice, and
- report their results in writing.

Content and Form of Instruction

The course involves practical training in the business area and can be performed in public or private organisations. Duties should include varied tasks at a workplace. With the support of a workplace supervisor, students perform qualified tasks and participate in the daily work. The tasks must be related to the students' studies and offer the opportunity to use and develop knowledge and skills previously acquired in business administration.

Student and supervisor draw up a plan for the training with due regard to the guidelines above. Students should be given the opportunity to perform tasks according to special instructions.

The course comprises the following components requiring mandatory attendance at Karlstad University:

- 1) Introductory seminar
- 2) Practical tasks in an organisation

- 3) A mid-period seminar
- 4) Final seminar

Students develop their theoretical knowledge by participating in seminars and document their experiences in a report (around 12,500 words, excluding cover page, table of contents, list of references and attachments) and present it orally.

Reading List

See separate document.

Examination

Assessment is based on mandatory attendance at seminars and on an individually produced workplace report/investigation which is discussed and assessed at a mandatory final seminar. The report should clearly indicate the relation between workplace tasks and business administration issues. The problems should reflect students' knowledge acquisition through in-depth analysis, independent reflexions and suggestions for improvement. Assessment is also based on the certificate issued by the field supervisor specifying details of the placement and the tasks performed.

Grades

One of the grades Distinction (VG), Pass (G) or Fail (U) is awarded in the examination of the course. A Pass grade is awarded to students who have completed all examination assignments and have a workplace attendance rate of 80% (equivalent of 640 hours). A grade of Distinction is awarded to students who in addition have critically assessed and related theory to practice in an advanced way.

Quality Assurance

Follow-up relating to learning conditions and goal-fulfilment takes place both during and upon completion of the course in order to ensure continuous improvement. Course assessment is based on student views and experiences as reported in written course evaluations and/or group discussions. Students will be informed of the result of the evaluation and of the measures to be taken.

Course Certificate

A course certificate will be provided upon request.

Additional Information

Students who enrolled before 1 July 2007 will complete their studies in accordance with the requirements of the earlier admission. Upon completion students may request degree and course certificates to be issued under the current ordinance if they meet its requirements.

The local regulations for studies at the Bachelor's and Master's levels at Karlstad University stipulate the obligations and rights of students and staff.

Students are responsible for obtaining a work placement and for meeting any extra cost incurred for the training period (lodgings, travels, etc). On application for admission to the course, the student should contact the course coordinator to discuss work placement. The course coordinator must approve the placement, the supervisor and the main tasks before the student starts the training.