



Faculty of Arts and Social Sciences
Business Administration

Syllabus

Business Administration, Qualified Practical Training

Course Code:	FEGC18
Course Title:	Business Administration, Qualified Practical Training <i>Företagsekonomi, kvalificerad praktik</i>
Credits:	30
Degree Level:	Undergraduate level
Progressive Specialisation:	First cycle, has at least 60 credits in first-cycle course/s as entry requirements (G2F)

Major Field of Study:

Course Approval

The syllabus was approved by the Faculty of Arts and Social Sciences 2022-09-14, and is valid from the Spring semester 2023 at Karlstad University.

Prerequisites

Business Administration 60 ECTS credits, with at least 30 ECTS credits at the G1F level, or equivalent

Learning Outcomes

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

1. critically and systematically integrate acquired theory-based knowledge in a specific field of practice in a business administration area,
2. apply a business administration perspective in practice,
3. perform business analyses of a business activity,
4. perform advanced professional tasks related to business administration,
5. identify their need of further knowledge and of developing professional skills,
6. critically assess business administration theories and relate them to practice, and
7. report their results independently in writing within given time limits.

Content

The course involves practical training in the business administration area and can be performed in public or private organisations abroad. Duties should include varied tasks at a workplace. Students are responsible for arranging a placement and paying for travel, accommodation, and so on. With the support of a workplace supervisor, students perform advanced tasks and participate in the daily work. The tasks must be related to the study programme and offer the opportunity to use and develop knowledge and skills previously acquired in business administration.

The course comprises the following mandatory components:

- 1) an introductory seminar
- 2) practical tasks in an organisation
- 3) a halfway seminar
- 4) a final seminar

Reading List

See separate document.

Examination

Assessment is based on active participation in seminars, an individual placement report presented orally and in writing, and satisfactory attendance (at least 80 percent/640 hours) at the workplace in accordance with the regular working hours of employees.

If students have a decision from Karlstad University entitling them to Targeted Study Support due to a documented disability, the examiner has the right to give such students an adapted examination or to examine them in a different manner.

Grades

One of the grades Distinction (VG), Pass (G) or Fail (U) is awarded in the examination of the course.

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 evaluation is partly based on student views and experiences obtained in accordance with current regulations and partly on other data and documentation. Students will be informed of the result of the evaluation and of any measures to be taken.

Course Certificate

A course certificate will be provided upon request.

Additional information

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

On application for admission to the course, the student should contact the course convener to discuss the work placement. Before the student starts the training, the course convener must approve the placement, the supervisor, and the main tasks.

A student who, in the examiner's judgement, will fail to obtain a Pass grade for the practical training component on the grounds of grave and unprofessional conduct may be required to

immediately discontinue the placement.