

DESCRIPTION OF A STUDY COURSE – SYLLABUS

Title of a course	Semester Internship				
Head of course	PhD Snježana Babić, Senior Lecturer				
Study programme	Professional undergraduate study Information Science				
Status of a course	Obligatory				
Year of study	3.	Semester	VI	ECTS credits	13
Teaching plan (L + E + S+ Pr)	0 L+ 0 E + 0 S + 350 Pr				
Goals of a course					
Complete and apply theoretical knowledge with practical and gain experience in the IT profession in a real work environment that enables more successful involvement in professional work.					
Conditions for enrolling course					
No conditions					
Learning outcomes on a level of a study programme which includes course					
The course can contribute to all learning outcomes at the program level (depending on the employer).					
Expected learning outcomes on a level of a course					
<ol style="list-style-type: none"> 1. Apply previously acquired professional knowledge in a real work environment. 2. Demonstrate independence, responsibility and initiative in solving work tasks. 3. Apply business communication skills in a real work environment. 4. Acquire work habits according to the requirements of a real work environment. 5. Independently and responsibly prepare a professional report on the completed practice. 					
Content of a course					
<p>With the goal of successful carrying out of educational syllabus and introducing students to specific practical problems from working companies, the Business Department organizes specialist internship of 300 hours supervised by a mentor. Before starting internship, a student prepares the practical part working on a special assignment (50 hours). Following the specially defined assignment the student writes a paper which in its final version represents the specialist final paper.</p> <ol style="list-style-type: none"> 1. Preparations are carried out under the supervision of a professor, 2. Recording of necessary information in a company, 3. Information system project design or similar, 4. Designing a computer program, 5. Processing of specified data, 6. Note on the accomplished results. 					
Teaching modes	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> auditory exercises <input checked="" type="checkbox"/> seminars and workshops <input type="checkbox"/> distance learning <input type="checkbox"/> field classes		<input checked="" type="checkbox"/> individual assignments <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> supervisor's work <input type="checkbox"/> other _____		
Comments					
Students' obligations					
During the professional practice, the student prepares a report showing the completed practice and the completed task (Article 13 of the Rulebook on Professional Practice).					
Grading, evaluation and monitoring of students' work continuously during lectures and exams					
<p>Assessment is based on evaluating the learning outcomes of the course.</p> <p>A student has taken the course if he / she has completed the prescribed number of hours provided by the</p>					

Rulebook on Professional Practice (Article 14), proving:

- Employer's certificate of professional practice
- Student report on professional practice (written)
- Defense of the Report submitted (orally)

The grade is defined in the Rulebook on Student Assessment of Undergraduate Professional and Specialist Graduate Professional Studies of the Polytechnic of Rijeka (Article 6).

Checking the learning outcomes of the course:

Outcomes	Student Report	Employer Certificate
Outcome 1	satisfy	satisfy
Outcome 2	satisfy	satisfy
Outcome 3	satisfy	satisfy
Outcome 4	satisfy	satisfy
Outcome 5	satisfy	satisfy
Percentage of ECTS	11	2

A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.

Grading:

A student has passed the exam if he has acquired at least 50% of anticipated credits of a specific learning outcome.

If a student has passed learning outcomes of all courses, the accomplished credits (percentages) of all passed learning outcomes are being added, while the final grade is defined upon following table:

Range of credits (percentages)	Numerical grade	ECTS grade
90,00 – 100,00	Excellent (5)	A
75,00 – 89,99	Very good (4)	B
60,00 – 74,99	Good (3)	C
50,00 – 59,99	Sufficient (2)	D
0,00 – 49,99	Insufficient (1)	F

Obligatory literature

1. Rulebook on professional practice

Additional literature

1. Instructions for conducting professional practice The leader of professional practice in Undergraduate professional studies Informatics.

