



# Specialized Internship Guide

## INTERNATIONAL BUSINESS

The internship can take place in specialized units, within the period established in compliance with the structure of the academic year, or ***in other mutual agreed time period, in respect with the total number of necessary hours (90 hours in total)***, evaluation of the internship being performed during a colloquium and graded.

*The colloquium is scheduled at the end of the period allocated to the internship, according to the structure of the academic year, or at another date decided and announced by the School in advance, but no later than the end of the current academic year. Information about the colloquium will be communicated to students by the faculty secretary's office through specific means of communication.*

The grade from the internship colloquium is part of the terms and conditions of passing into the next academic year and is considered in the calculation of the overall average.

### Objectives

1. Gaining knowledge about the economic entities in which the future graduates will be able to operate;
2. Making some choices on the field in which the future graduates will work as economists;
3. Fixing, identifying and deepen the knowledge gained in courses and seminars;
4. Developing professional skills, deepen economic analysis, preparation of databases, development of studies;
5. Shaping the decision on choosing the theme of bachelor thesis;
6. Possible selection of the students from the company or institution management where students perform their internship.

### Content

1. Study of management of the company or institution where the internship is carried out;
2. Knowing the main types of contracts used in the current work;
3. Familiarity with legislation to date in the field of international economic relations;
4. Understand the main types of financial transactions and currency used in the current work;
5. Aspects of business efficiency;
6. Involvement in the development of export-import operations;
7. Participate in the preparation of business plans and feasibility studies;
8. Learning the major accounting and financial operations.



## Obligations of the 2nd year students

1. To assimilate the content of internship issues;
2. Prepare an **internship project** based on the casuistry and studies offered by the company where the internship takes place: company profile and presentation, general aspects regarding the management, organization and marketing database, analyzing financial indicators and analysis of activities within the training unit, preferably with international implications (drafting commercial letters, participation in negotiations, involvement in the promotion of foreign trade and international payments etc.), accompanied by a complete set of documents;
3. To record in a **journal the daily activities** during the internship.
4. *To upload, before the date of the colloquium, the three documents mentioned above in the MS Teams platform, in the group created by the faculty management, Files section, in a folder renamed with their full name.*

## In supporting the colloquium each student will present:

1. An appreciation<sup>1</sup>, signed and stamped by the training unit, showing the number of hours worked, punctuality, discipline, degree of assimilation of skills;
2. **Individual project (internship project)** developed during the specialized internship;
3. **Internship Journal** (daily activities performed within the training unit).

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<sup>1</sup> Students who are working can submit their certificate of employment, if the activities carried out at the workplace comply with the content requirements and objectives of the internship as recommended in this guide.