



INTERNSHIP GUIDE

INTERNATIONAL ECONOMIC RELATIONS & ECONOMIC DIPLOMACY

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. 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

The specialist in the field of international economic relations needs to acquire both fundamental-theoretical and practical-applicative knowledge, which would allow him/her to hold significant competences in the various areas of the processes pertaining to international economic relations and economic diplomacy. To this aim, the concepts, methods, instruments and mechanisms studied in a conceptual-theoretical manner must be found and detailed in practice/internships.

Master students of the second year of study in the specialization "**International Economic Relations & Economic Diplomacy**" will be able to choose, for the internship, any **economic entity** (private units and public institutions) from any field of activity that allows the approach of the syllabus and of the elements enumerated below, under the section "**Content**". This internship facilitates for the master studies student the finalization of the dissertation paper.

The internship activity of master students has in view the following objectives regarding the knowledge of:

- economic entities in which the future graduates will be able to operate;
- economic analysis, preparation of databases, development of studies;



Content

The internship focuses on matters regarding the development and implementation of business strategies within the international diplomatic and economic environment, master students studying the manner in which the operationalization of theoretical knowledge acquired takes place in economic and managerial practice.

Documentation on issues pertaining to the major area covers mainly the following aspects:

- finding solutions to the complex problems that characterize the international business management under conditions of uncertainty and incomplete information
- Familiarity with legislation to date in the field of international economic relations; increasing the capacity of selection and interpretation of essential information in a database relating to actual conditions of the market and enhancing effective communication skills in the domestic and international business environment
- strategic analysis of the competitive environment
- using promotion and negotiation techniques
- specific policies and strategies for the international business management and marketing
- substantiation, development, implementation and evaluation of the effectiveness of economic strategy at organizational level
- preparation of business plans and feasibility studies
- major aspects related to economic diplomacy and how to create nation branding

The Obligations of Master Students

1. To acquire knowledge regarding all tasks that will be achieved during the internship period - the students' working activities will take place in the following stages:

- a) collection of information about the activity, organization and information system of the researched economic entity;
- b) choosing the theme to be explored in accordance with the section "Content" and carrying out documentation on this, by going through the literature and the related legislation;
- c) collection of information, documents and development of the practical case which focuses on the analyzed company;



d) drawing up the internship file

2. Draw up an **internship project** considering the casework studied in the internship entity.
3. To record the performed daily activities in an **internship journal** 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*

Evaluating and Conducting the Internship Colloquium:

When participating in the internship colloquium, the presented internship file (portfolio) must be typed and must include:

1. **An assessment¹** bearing the signature and stamp of the internship unit, showing the number of hours worked, punctuality, discipline, the extent to which practical knowledge has been acquired;
2. **The individual paper (the internship project)** which must be written during the internship period, including annexes: documents collected during the internship at the economic entity.
3. **The internship Journal** (daily activities performed within the internship unit).

The internship-research/documentation placement and the preparation of the dissertation will be concluded with a colloquium grade which will be further considered when calculating the general average grade of the study year.

DEAN,

Lecturer Ramona Grigore, Ph.D.

¹ **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.