



Boston University Study Abroad London

Boston University Study Abroad London Management Internship Tutorial Spring 2013

Instructor Information

A. Name Dr Hugh Macdonald

Aims and Objectives

Tutorials are to provide for students:

1. Understanding of the requirements of the Assignments and how these can be related to the student's workplace setting
2. A context for the transfer of academic concepts and skills to/from a workplace setting

Tutorials offer students opportunities for:

1. Knowledge and information-building;
2. Exercising oral/presentational skills

Assignments

The delivery of Learning Objectives and Outcomes will be done *via* four distinct components of the course for which credit is given, each case carrying weights given below:

Assignment 1

Reflective daily Log: This is based on your attendance at the internship workplace, and your reflections on the experience. Indicative length is 1500 words covering a period of *either* 1 or 2 weeks (your choice). You will maintain a ***daily log*** and write this up as the basis for the submission, which should include information and reflections about travel, work, colleagues and any social aspects of the internship. **Deadline for submission is Thursday 14th March by 6.00pm to hm_mac@hotmail.com.** You must attend the ***Second Tutorial*** prepared to give a 2-minute oral presentation on your workplace experience, even if you have not yet handed in your work. This Assignment will be graded and is worth a maximum of 20% of the final grade.

Assignment 2

Placement project: This is based on your ongoing internship work. You will create a ***presentation***, depicting the workplace setting and some work (task, project *etc*) that is part of the internship. This should: (a) illustrate the workplace setting (group/department/firm *etc*) (b) illustrate which prior skills are being applied, and which new skills are being acquired *via* tasks you are undertaking at the workplace (c) propose or outline how the internship and the social setting of London will/may/should contribute to the development of your overall learning, experience and career orientation. A guideline length is 2,000 words or the equivalent in whatever media are used for the presentation (PowerPoint, Excel, Video *etc*). **Deadline for**

submission is Friday 12th April by 6.00pm to hm_mac@hotmail.com. You must attend the *Second Tutorial* prepared to give a short oral statement about how you are proposing to implement this project. This Assignment will be graded and is worth a maximum of 40% of the final grade.

Assignment 3

Overall assessment: You will *appraise and evaluate* the host organisation with which you have been interning, and the experience of living and working in London, to include: (a) placing the organisation in its appropriate setting (market, sector *etc*) (b) assessing the strengths, weaknesses, opportunities and challenges faced by the department, systems and personnel observed during your internship (c) reflecting on the relationship between the practical work you have undertaken and academic learning acquired in previous academic courses and *via* textbooks, whether at your *alma mater* or during the London internship core/elective phase courses (d) evaluating London as a global business centre, workplace and social setting from the perspective of someone (you) living and working in this city. A guideline length is 1,500 – 2,000 words or the equivalent if other media are used. **Deadline for this submission is Monday 22nd April by 6.00pm to hm_mac@hotmail.com.** This Assignment will be graded and is worth a maximum of 30% of the final grade.

Assignment 4

Attendance and participation:

A grade will also be given for attendance at and participation in Tutorial meetings. This will be worth a maximum of 10% of the final grade.

Attendance Policy

Classes

All Boston University London Programme students are expected to attend each and every class session, tutorial, and field trip in order to fulfill the required course contact hours and receive course credit. Any student that has been absent from two class sessions (whether authorised or unauthorised) will need to meet with the Directors to discuss their continued participation on the programme.

Authorised Absence:

Students who expect to be absent from any class should notify a member of Academic Affairs and complete an Authorized Absence Approval Form 10 working days in advance of the class date (except in the case of absence due to illness, for which students should submit the Authorised Absence Approval Form with the required doctor's note as soon as possible). **Please note: Submitting an Authorised Absence Approval Form does not guarantee an authorised absence**

Students may apply for an authorised absence only under the following circumstances:

- Illness, supported by a local London doctor's note (submitted with Authorised Absence Approval Form).
- Important placement event that clashes with a class (verified by internship supervisor)
- Special circumstances which have been approved by the Directors (see note below).

The Directors will only in the most extreme cases (for example, death in close family) allow students to leave the programme early or for a significant break.

Unauthorised Absence:

Any student to miss a class due to an unauthorised absence will receive a **4% grade penalty** to their final grade for the course whose class was missed. This grade penalty will be applied by the Academic Affairs office to the final grade at the end of the course. As stated above, any student that has missed two classes will need to meet with the Directors to discuss their participation on the programme as excessive absences may result in a 'Fail' in the class and therefore expulsion from the programme.

Lateness

Students arriving more than 15 minutes after the posted class start time will be marked as late. Any student with irregular class attendance (more than two late arrivals to class) will require a meeting with the Assistant Director of Academic Affairs and if the lateness continues, may have his/her final grade penalised.

Grading

Please refer to the Academic Handbook for detailed grading criteria, attendance requirements and policies on plagiarism: <http://www.bu.edu/london/current-semester>

Readings

Set text & Additional readings for reference:

Hill, G., 8th Edition International Business (2011), McGraw-Hill International Edition
The International Business Environment, (2011) Brooks *et al* Prentice Hall
International Management, (2007) Helen Deresky (4e), Prentice Hall
International Business, (2007) Daniels, Radebaugh & Sullivan (11e), Pearson
International Business, (2005) Griffin & Pustay, International Business, Pearson
International Business, (2006) Wild, Wild & Han, Pearson
European Business, (2007) Johnson & Turner (3e), Routledge

Links Some useful links to current business and economic news:

EU gateway portal: <http://www.europa.eu.int>
UK government portal: www.direct.gov.uk