

University of Latvia
Faculty of Business, Management and Economics
**Bachelor's degree programme International Economics and Commercial
Diplomacy**
PLACEMENT (internship) DESCRIPTION

Placement of 10 KP (15 ECTS) is planned for the 7th semester.

The overall **goals of the internship** are for students to get acquainted with business and organizational strategies of a particular company, its working procedures, management system as well as methods and mechanisms of its organizational structure. The internship training serves to integrate theoretical and practical aspects of education by strengthening theoretical knowledge in the processes of organization and management while contextualising these practices within international economic, political and legal environment.

Results – having successfully completed the tasks set by the internship training students acquire hands-on knowledge and skills, thus building up their work experience, which is a common requirement of employers for young specialists-graduates. Internship training helps students apply the knowledge gained during lectures and seminars to business environment in real life settings, thus enhancing understanding of the studied subjects

Internship training tasks (10 credits):

1. Induction to the company/ institution, its legal status, sphere and scope of activities and its departments.
2. Induction to the company's/ institution's international economic activities and management principles, including content and structure, company leader's job responsibilities.
3. Determine the company's/ institution's partners and forms of international economic cooperation.
4. Determine social and cultural characteristics of the company's/ institution's international economic relations management.
5. Determine processes and management of the company's/ institution's international finances (including currency) and capital formation and use.
6. Analyse and evaluate the company's/ institution's international market/ business strategy (including marketing operations, marketing, transactions and contracts).
7. Analyse and evaluate the company's/ institution's in international economic relations.
8. Develop an overall assessment of the company's/ institution's international economic activity and management organization.
9. Describe the trainee's job responsibilities on site.

If the internship training takes place at the institution's/ company's branch or department, the tasks and responsibilities are to be considered as regards specific branch or department.

The internship placement is a company or an institution whose activities are related to international economy. The internship placements may also be: a company planning to engage in international economic activities; Latvian company abroad; foreign company; state or local government authority; embassy, consular authority.

The University of Latvia, the internship provider and the student enter a tripartite agreement, that provides a clear statement of the responsibilities of each party concerned.

Internship placement is monitored by:

- on behalf of the University of Latvia – *the University Placement Supervisor* – a faculty representative who monitors and reviews the placement at a host organization.
- on behalf of the company or institution concerned - *the Site Placement Supervisor* - an authorised employee with practical experience in the field.

The responsibilities of the University Placement Supervisor:

- to set placement tasks in compliance with the International Economics and Commercial Diplomacy BSP placement regulations and the tasks specified by each particular placement;
- to inform students about the course of placement, documentation and evaluation procedures;
- to monitor and control the placement progress;
- to maintain regular contact with *the Site Placement Supervisor* to ensure the internship is progressing as expected and to attend to any problems should those occur;
- to organize placement assessment.

Practice report documentation:

- a placement report on the fulfilment of placement assignment:
 - Title page;
 - Text of the report (15 - 20 pages), which provides the description of the tasks performed during the period of placement;
 - Annexes - copies of placement materials that reflect the placement tasks.
- Site Placement Supervisor's **reference** on student performance on placement.

Assessment of placement – the performance during the period of placement is evaluated in grades using a **10-point grading system** and following the placement defence.

Entered by On-Site Placement Supervisor

University of Latvia

Faculty of Business, Economics and Management

Bachelor's study programme International Economics and Commercial Diplomacy

On-Site Placement Supervisor.....

(Name, Surname, position)

(company)

STUDENT PLACEMENT EVALUATION

(Student's name, surname)

Placement site.....

Placement tasks fulfillment.....

The contracting of duties and responsibilities.....

Performance quality.....

Student's independence, initiative and attitude towards on-site responsibilities.....

Placement evaluation (positive and negative aspects).....

Cumulative assessment.....

Date.....

Signature.....

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