



Bachelor's Study Program: **Computer Science for Economics**

Academic year: **2021-2022, sem.2**

GUIDE – SPECIALIZED INTERNSHIP

Students of the bachelor study programs must fulfill a specialized internship stage for the discipline *Specialized Internship*, for 3 weeks, in companies/institutions with activities in the field of the studied programs.

All bachelor students must opt for the type of internship they will follow, inside the deadlines established by the school.

Students of bachelor programs can choose, in principle, between one of the following options for their specialized internship stage:

- 1) **At the workplace** – in this case, for the colloquium they will present an *employee certificate* and the *internship report*. Documents can be presented to either internship colloquiums, in Summer or Fall exam sessions.
- 2) **At a company/institution** – host institution found by the student, for 3 weeks, in principle during the 3 weeks before the start of the Summer exam session. In this case, for the colloquium they will present the *internship convention*, a *certificate from the company/institution where the internship took place* and the *internship report*. There is also available the possibility to cover the internship stage of three weeks at another time, after the date of the Summer internship colloquium, in which case the documents must be presented to the internship colloquium scheduled in the Fall exam session.
- 3) **At a host institution** – automatically sent by the school. In this case the internship activities are to be done exclusively at the timeframes set by the school, in cooperation with the business environment partners, and they will follow exactly the elements and requirements established by the school. *After the deadline for choosing a variant of internship, the passing grade in this case can be obtained only through participating and fulfilling the requirements set by the school – any other case will automatically bring a failed evaluation.* Grading in this case is done only at the internship colloquium in the Fall exam session – students are not required to bring other certificates/internship reports.

The internship report is generally a 6 – 10 pages documents and presents (as an idea only) 5-6 distinct chapters:

- I) Presentation of company/institution (identification details; headquarters; organization form; statute; history; etc.)
- II) General characteristics regarding the company/institution (field of activity; organizational chart; personnel data regarding numbers, job descriptions, attributions, relations with other internal/external structures; technological flows with activities and their succession, basic tasks; economic indicators with numerical data, graphs, comparative statistics etc.)
- III) Study of the management system (management structures with attributions/methods/responsibilities; quality management system; order/operations regulations; etc.)
- IV) Study of the information system of the company/institution (diagram of circuits and information flows, documents used in activity records, procedures used in document processing, analysis of the current



system and identification of shortcomings / critical points in the operation of the current system; directions / proposals for improving the current system etc.)

- V) Presentation of specialized activities carried out during the internship (chronological table) and, if a certain program/source code has been worked on and it is possible to present it from the point of view of confidentiality, attaching the respective source-code
- VI) Bibliography (documentation, books, articles etc. – referred to and / or used to draft the report).

Employee certificate is regulated by the legislation, we will consider the format emitted by the respective company/institution.

Certificate of Internship Stage must be conforming to the template in Annex-1 (even if the format might slightly differ, it must comprise all the elements present in the template).

In special cases, if the student does not successfully find on his own a host institution, according to the above variants, the school will organize, together with its institutional partners from the business environment, internship activities.

The grade for the *Specialized Internship* colloquium is to be written in the official record, failure to abide by the above requirements or absence bringing a failed evaluation for the respective student.

Dean, School of Computer Science for Business Management
Alexandru Tăbușcă, PhD Associate Professor



Annex-1 – Certificate of Internship Stage (template)

**Letterhead of company/institution – internship host
institution**

Registration no.: **XXX / DD.MM.YYYY**

CERTIFICATE

Through the present it is established that the student _____,
completed the internship within: _____, during:
_____.

During this time, the student performed 90 hours of practice (~6h/day).

Considering the punctuality, discipline and degree of acquisition of practical knowledge, we propose
the granting of the grade _____ (number and letters, whole number from the range 1 - 10).

Present certificate was released to serve at the internship colloquium of the School of Computer Science
for Business Management, within the Romanian-American University.

Representative of host institution,
(name, signature, stamp)
