

Requirements for practical experience Report
2nd Year
Leadership of the public Sector Program

Besides the classes featured in the curricula, students in the 2nd year need to gain practical experience inside a public (or non-profit) organization through a minimum period of two weeks. The purpose of this activity is to gain valuable experience regarding "the real organizational life" and help students better understand the abstract concepts and notions discussed and accumulated throughout the year.

At the end of this period students need to write a activity report which they will submit to Cristina Hinteá until the last day of the exam period (email address: cristina.hintea@fspac.ro)

The report is meant to offer a detailed account of the student's activity during the two week period. The report should be written following the guidelines below

Practice Report structure

1. **Organization description** – brief description of the organization and of the department/bureau you have been part of during the two week period. What are the main activities/responsibilities? How many people work in the department/bureau? What are the main issues that the department/bureau needs to solve on a daily basis?
2. **Practice purpose and activities** – describe what was your main purpose during the practice period. What were your learning objectives? What was your daily routine? What kind of activities did you do inside the organization/department/bureau? With whom did you interact mostly inside (and outside of) the department/bureau?
3. **Professional development and learning** – in this section you should describe in detailed what you have learned during the practice period. How is this helping you develop on a professional level? What were the challenges you faced during your practice? How do you link this experience with your future plans of future development?
4. **Knowledge and skills accumulated** – the practice period is meant to develop your skills and abilities and better prepare you for your future job. Based on your practice experience please describe and explain how you developed the following skills
 - **Technical skills** – these refer to the specific skills developed based on the technical activity you did. For example an accountant would gain specific technical skills that would enable them to do particular accounting activities like calculating tax returns or filling out a financial form

- **Critical thinking and analytical skills** – these refer to your capacity to articulate, conceptualize or solve both complex and uncomplicated problems by making decisions that are sensible given the available information
 - **Interpersonal skills** – they refer to your capacity to communicate and interact well/positive with others
5. **Next steps** – please describe, based on your two week period what were the main positives strong points of this experience, main weak points/negatives and what you expect from your next practice stage/what you would need to change in order to improve the practice stage

Other details for writing the practice report:

- By *institution or public authority* we understand (in the context of this practice/internship guide):
 - any authority of the Central Public Administration (the President, the Government, the Ministries, the Autonomous Central Authorities - the Court of Accounts, the People's Advocate, the Information Services), or
 - a local authority (the local or county council, mayor, prefect),
 - as well as other public institutions subordinated to the aforementioned ones (such as directorates, inspectorates, offices, inspections, local public services, autonomous central or local organizations), and
 - private bodies invested by law to provide a public service under state control (NGO, associations and federations, companies authorized to provide communal/public services, etc.).
- Any administrative acts that served or were used while writing the practice report have to be attached to the report (as an annex)
- The report will be printed (Word, Times New Roman 12pt, spacing: a row and a half) and will have minimum 7 pages
- The report will specify the exact name of the institution where the internship took place, the student's name and surname, the year of study, the exact period in which the internship was done and the academic year for which the report was prepared.
- The report will be signed, on the front page, by the head of the institution or department where the internship took place.
- The student must also present the certificate of practice, signed by the head of the institution or department where the practice took place; the certificate will state the period during which the student was in practice.
- The report cannot include names of people, telephone numbers, and other personal information that goes beyond its scientific nature.