

# SYLLABUS

## 1. Information about the program

1.1 Higher education institution	Babeş-Bolyai University
1.2 Faculty	Faculty of Political, Administrative and Communication Sciences
1.3 Department	Public Administration Department
1.4 Field of study	Administrative Sciences
1.5 Study cycle	Undergraduate program
1.6 The program of study / specialization	Leadership of public sector

## 2. Discipline data

2.1 Course title	Internship						
2.2 The discipline holder	/						
2.3 Holder of seminar activities	Bogdan Moldovan						
2.4 Year of study	1	2.5 Semester	2	2.6. Type of evaluation	Col	2.7 Discipline regime	FD

## 3. Total estimated time (hours of teaching per semester)

3.1 Number of hours per week	5	Of which: 3.2 course	-	3.3 workshop / laboratory	5
3.4 Number of hours per week		Of which: 3.5 course		3.6 workshop / laboratory	70
Allocation of time:					hours
Study after handbook, course materials, bibliography and notes					
Additional documentation in the library, specialized electronic platforms and on field					68
Training seminars / labs, homework, essays, portfolios and essays					
Tutoring					
Examinations					2
Other activities: .....					
3.7 Total hours of individual study					
3.8 Total hours per semester		70			
3.9 Number of credits		3			

## 4. Prerequisites (where applicable)

4.1 curriculum	•
4.2 competence	•

## 5. Conditions (where applicable)

5.1 of the course	•
5.2 to conduct seminar / laboratory	This course allows students to participate in a supervised work program where they apply their knowledge in a practical setting. Work is supervised

	by a PAMD faculty member. The stage is an intensive two-week period in which activities within with a institution: government (central or local) or non-for-profit agency.
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## 6. Specific skills acquired

<p>Professional competences</p> <ul style="list-style-type: none"> <li>• Use of the basic concepts and principles concerning the organization and functioning of the public sector;</li> <li>• Development of civic competence and civic activism;</li> <li>• Identification and use of techniques of public and organizational communication;</li> <li>• Identifying, analyzing, and solving public sector issues;</li> </ul>
<p>Transversal competences</p> <ul style="list-style-type: none"> <li>• Accomplishment of professional tasks in time and in a rigorous, effective, and responsible manner, in compliance with the principles of professional ethics;</li> <li>• Making use of group interaction techniques, acquiring and playing specific roles within work teams through the development of interpersonal communication skills</li> </ul>

## 7. Course objectives (based on accumulated skills grid)

7.1 General objective of the discipline	<ul style="list-style-type: none"> <li>• gaining practical experience gained through in order to add a valuable educational dimension to the classroom study of public administration.</li> </ul>
7.2 Specific objectives	<ul style="list-style-type: none"> <li>• gaining relevant work experience,</li> <li>• networking with professionals in the student’s field of interest,</li> <li>• focusing career objectives</li> <li>• Improving skills in research, communication in groups, interpersonal communication, and observation</li> <li>• Improving critical thinking and problem-solving skills</li> </ul>

## 8. Contents

8.1 Course	Teaching methods	Observations
8.2 Seminar / laboratory	Teaching methods	Observations
<p>During the internship period the students must engage in the activities of the tutoring institution. They also must complete a report that should focus on the following subjects regarding the host institution:</p> <p>Background:</p> <ul style="list-style-type: none"> <li>- Type of activities of the host institution , description, results of the activities</li> <li>- Placement of the organization, work infrastructure</li> </ul>	/	/

<ul style="list-style-type: none"> <li>- Mass-media communication</li> <li>- Communication with the citizens</li> </ul> <p>Objectives and strategy:</p> <ul style="list-style-type: none"> <li>- Which are the institutions objectives and mission – long and short term</li> </ul> <p>Human resource policy</p> <ul style="list-style-type: none"> <li>- Organizational chart – dimension and structure</li> <li>- Employees</li> </ul> <p>Financial policy</p> <ul style="list-style-type: none"> <li>- Main sources of revenue</li> </ul> <p>Organizational management</p> <ul style="list-style-type: none"> <li>- Main responsibilities, internal communication channels</li> <li>- Organizational priorities</li> <li>- Management instruments – meetings, etc.</li> </ul> <p>SWOT analysis of the institution</p> <p>Detailed description of activities undertaken during the two-week stage.</p>		
<p>Bibliography</p> <p>/</p>		

**9. Corroborating course content with the expectations of epistemic community representatives, professional associations and employers representative for the program**

<ul style="list-style-type: none"> <li>• /</li> </ul>
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**10. Evaluation**

Activity type	10.1 Evaluation Criteria	10.2 Evaluation Methods	10.3 Proportion of final grade
10.4 Course	/	/	/
10.5 Seminar/laboratory	Attaining the objectives of the discipline and intergnship guide	Evaluation of the internship report (see 8.2)	100%
10.6 Minimum performance standard			
<ul style="list-style-type: none"> <li>•</li> </ul>			