

## **Babeș-Bolyai University, Faculty of Political, Administrative and Communication Sciences**

### **INTERNSHIP GUIDE**

#### **For third year students from the *Leadership of the public sector* specialization**

In order to graduate the academic year, students are required to go through a two-week period of professional practice. This internship can take place at any central or local public administration institution, as well as at any non-profit public organization in Romania. The minimum length of the internship is, as mentioned above, two weeks after which the students must prepare and submit three types of documents:

- A certificate stating that the student has been in the institution/organization for two weeks (you can request it from the public institution/NGO – ‘adeverință de practică’ in Romanian);
- A practice/internship report that includes all the information required in the guide below;
- A description of the student’s activities within the organization during the two weeks (this description can be structured by days or by activities and should be included in the report).

Each student can choose the institution/organization in which the internship will be conducted. To facilitate finding a host organization for the practice program, students can request a recommendation letter from the Department of Public Administration and Management.

#### **Internship coordinator:**

Leadership of the public sector, third year – conf. univ. dr. Cristina Maria Hințea

## Requirements for writing the PRACTICE/INTERNSHIP REPORT

The report has to be formatted as the present document (A4, Times New Roman, font size 12, spacing at 1.5 lines, justified, page margins of 2,5 centimeters) and should include information related to:

### **1. *Organizational Background***

- types of activities carried out by the organization, their description and the results obtained;
- location of the institution/organization, available facilities (equipment and other resources), working infrastructure;
- communication with the media;
- communication with the citizens.

### **2. *Objectives and strategy***

- What were the institution/organization's objectives (vision, mission, goals, short-term and medium/long-term)?

### **3. *Human resources policies***

- Organizational chart (dimensions, structure)
- Employees (full-time and part-time)
- Other HR related issues as identified by students during the practice period

### **4. *Financial policies***

- Description of the main income sources of the organization and their evolution

### **5. *Institutional/organization management***

- work division (who does what in the organization?), tasks and responsibilities, internal communication;
- Organizational priorities
- Organizational meetings (work meetings – periodicity and content)

### **6. *Make a short evaluation of the (public) goods and services that institution provides for the general public***

### **7. *Present the main public policies adopted in that institution/organization.***

If this is not possible in the case of the organization selected for your professional practice/internship, you should provide a consistent argument why.

**8. Describe the main types of activities you have pursued during your professional practice (grouped by days or types of activities).**

**Other details for writing the practice report:**

- By *institution* or *public authority* we understand (in the context of this practice/internship guide):
  - o 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
  - o a local authority (the local or county council, mayor, prefect),
  - o 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
  - o 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) and not included in the report
- The report will be printed (Word, Times New Roman 12pt, spacing: a row and a half) and will have between 7 and 10 pages (excluding annexes).
- 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.