

# Syllabus

for course at advanced level

**Reflective Practice in Business Administration**  
**Reflekterande praktik i företagsekonomi**

**30.0 Higher Education**  
**Credits**  
**30.0 ECTS credits**

<b>Course code:</b>	FE5623
<b>Valid from:</b>	Autumn 2022
<b>Date of approval:</b>	2021-04-30
<b>Changed:</b>	2022-03-30
<b>Department</b>	Stockholm Business School
<b>Main field:</b>	Företagsekonomi
<b>Specialisation:</b>	AXX - Second cycle, in-depth level of the course cannot be classified

## Decision

This syllabus was approved by the Head of Department at Stockholm Business School 2022-03-30.

## Prerequisites and special admittance requirements

Bachelor's degree 180 HE credits, English B/English 6, or the equivalent; and an internship agreement approved by the Stockholm Business School.

## Course structure

Examination code	Name	Higher Education Credits
5627	Practice Essay	15
5626	Practice Assignments	15

## Course content

The overall purpose of the course is for students to be given the opportunity to relate theoretical knowledge to professional experience, in order to hence enrich their general knowledge, skills and abilities within the business administration field. The internship course can also serve as preparation for the subsequent writing of a master's thesis, where empirical studies are essential.

The course contains two separate modules:

1. Internship period, 15 credits: comprises 15–20 weeks during which the student combines internship work with practical supervision, as well as continuously writes internship assignments and a work diary.
2. Writing period, 15 credits: comprises 3 weeks during which the student writes a theoretically based and critically reflective practice essay, as well as a peer review of a course colleague's practice essay.

## Learning outcomes

Upon successful completion of this course, the student shall be able to:

Knowledge and understanding

1. Demonstrate ability to explain what in particular characterizes practical, action-based knowledge.
2. Demonstrate ability to discuss the differences between theoretical and practical knowledge.

## Skills and abilities

3. Demonstrate ability to implement a theoretically based, reflective analysis of the internship experience, in which literature from both this course and earlier program courses will be used.

## Judgement and approach

4. Demonstrate ability to critically reflect upon and evaluate whether and if so, how the skills acquired through training can be translated into practical experience, and conversely, how practical experience can be used to develop theoretical, social science-based reasoning.

5. Demonstrate ability to independently formulate and evaluate the theoretico-practical training elements of importance and relevance to a future career.

## Education

The course's learning activities consist of:

- Internship in an organization in Sweden or abroad
- Writing five practice assignments
- Keeping a work diary
- Writing a critically reflective practice essay
- Writing a peer review of the course colleague's practice essay

The five practice assignments are mandatory elements of the course. Late submission of an internship assignment will not receive any feedback.

The language of instruction is English.

The teaching takes place online.

For more detailed course information, see the study guide, published on the learning platform no later than one month before the course commences.

## Forms of examination

### a) Forms of examination

Assessment for the course will be continuous and is carried throughout the different course activities. Each assessment task is weighted in relation to its importance in the overall assessment of the course. The student's results from the different assessment tasks are added up to a total course score that will then translate into the final grade for the course.

### Assessment tasks

The course contains the following weighted assessment tasks:

1. Internship and five individual written practice assignments: assesses learning outcomes 1–5; constitutes 0% of total course points.
2. Individually written practice essay: assesses learning outcomes 1–5; constitutes 90% of total course points.
3. Individually written peer review of a course colleague's practice essay: assesses learning outcomes 1–5; constitutes 10% of total course points.

The examination is conducted in English.

If the student has a certificate from Stockholm University with a recommendation for special support, the examiner has the opportunity to give an adapted test or let the student complete the test in an alternative way.

### b) Grading scale

Grading of course module 1: Internship period, 15 credits, takes place according to a criterion-referenced two-point grading scale:

- Pass
- Fail

Grading of course module 2: Writing period, 15 credits, takes place according to a criterion-referenced seven-point grading scale:

A = Excellent  
B = Very good  
C = Good  
D = Satisfactory  
E = Sufficient  
Fx = Failed  
F = Failed

### c) Grading and assessment criteria

#### Grading criteria

The course's grading criteria are designed as overall assessments, combined qualitative descriptions of what the student is expected to do in order to demonstrate how well the course's learning outcomes are achieved. A higher grade-level presupposes the abilities at lower levels.

#### A (Excellent) ☐

The student demonstrates ability to evaluate and relate to the content of the course from a comprehensive, critically reflective perspective, as well as to transfer and apply insights in new, meaningful contexts.

#### B (Very Good) ☐

The student demonstrates ability to, from an overarching and coherent perspective of the field, understand and use concepts to explain how different aspects of the course relate to each other, interconnect and become meaningful.

#### C (Good) ☐

The student demonstrates ability to discuss the content, tasks and complex issues dealt with in the course from several well-developed but mainly independent perspectives.

#### D (Satisfactory) ☐

The student demonstrates satisfactory ability to discuss the content, tasks and complex issues dealt with in the course in a way that, albeit in-depth and elaborate, is decidedly one-dimensional.

#### E (Sufficient) ☐

The student demonstrates sufficient ability to discuss the content, tasks and complex issues dealt with in the course in a way that is decidedly one-dimensional.

#### Fx (Fail) ☐

The student's knowledge, skills and abilities display minor flaws, overall or in significant parts.

#### F (Fail) ☐

The student's knowledge, skills and abilities display major flaws, overall or in significant parts.

#### Assessment criteria

The course's assessment criteria, which serve as support for the assessment of the course's assessment tasks, are announced at the start of the course.

### d) Final grade

The course comprises 0–100 course points. A passing grade (A–E) in the course requires that all learning outcomes are met, a passing grade on assessment task 1, 50 course points from assessment tasks 2 and 3, and an approved work certificate signed by the internship supervisor.

The scale for the final grade is tied to fixed score intervals: A: 90–100; B: 80–89; C: 70–79; D: 60–69; E: 50–59; Fx: 45–49; F: 0–44. The grades correspond to the total course points a student obtains (over a total of 100) for all the weighted assessment tasks combined as part of the continuous assessment for the course. Current rounding rules are applied (0,5–0,9 course points are rounded up to the nearest higher, full course point).

Assessment tasks 2 and 3 are awarded 0–100 points. The points from an individual assessment task are multiplied by its percentage weight, constituting its course points. The course points for all assessment tasks are summed up to a total score between 0 and 100 course points. The total score is translated into a corresponding grade A–F.

Assessment task 1 is graded according to one of the grades pass or failed.

Assessment task 2 is assessed on a 100-point scale.

Assessment task 3 is assessed on a 100-point scale in two intervals:

- 100 points
- 0 points

For more information on how the assessment tasks are assessed, see the study guide.

The student is responsible for completing the course's assessment tasks and obtaining a passing grade. If a passing grade is not obtained, the student can re-sit assessment task 2, at which the result is added to the course points achieved at the course's other assessment tasks. Acquired course points are forfeited if a passing grade is not obtained at the re-sit exam.

If 45–49 course points are achieved, a grade Fx is obtained, which can be completed for a grade E.

If less than 45 course points are achieved, a grade F is obtained.

A student who does not obtain a passing grade on the regular exam or the re-sit exam loses the course points obtained and is referred to re-register at a later course round.

Re-registration implies that the course is re-read in its entirety.

If there are special reasons, the examiner may grant the student exemption from the obligation to participate in certain compulsory teaching or completion of compulsory parts. The student can then be assigned a compensation assignment.

Exemption from an assessment task is granted if the student presents a written certificate (e.g. a medical certificate), whereupon the student may re-sit the assessment task at a later date decided by the head of course, and while maintaining previously acquired course points.

The application for exemption should be submitted to the director of studies immediately after, or during planned absences well before the date when the assessment task is carried out. A granted exemption expires at the end of the immediately following semester.

#### e) Failed grades

For each course instance, two examination opportunities are normally offered. If during an academic year, a course instance is missing, at least one examination instance is offered.

A student who has received the grade F on an examination twice in a row by one and the same examiner have the right to have another examiner appointed at the next examination, unless there are special reasons to the contrary. The request is made to the director of studies.

A student who has received a passing grade on an examination may not retake the examination or complete a previously not completed assessment task to achieve a higher grade. A passing grade cannot be changed to a failing grade at the student's request.

#### f) Supplementary assignments

The head of course provides a supplementary assignment for a student who receives the grade Fx. The following applies:

- Shortcomings of an understanding nature can only be assessed against the grade E.
- As a rule, the assignment must be submitted within a week after the course results have been announced, unless otherwise agreed with the examiner.
- If a complementary task is not completed within this time limit, the grade Fx is confirmed.

#### **Interim**

If the course is discontinued, or its contents are substantially altered, students have the right to be examined according to this syllabus once per semester for three further semesters.

#### **Limitations**

This course may not be included in a degree together with a course, taken in Sweden or elsewhere, of identical or partially similar content.

#### **Required reading**

Course literature and other teaching materials are specified on the course's webpage no later than two months prior to the course commences.