

LASK 2026/LASK3031 – Internship report instructions

Tuukka Järvinen 22.09.2011

Department of Accounting and Finance

In order to get credit units from internship period, students are required to submit an internship report. The written internship report should be written by using the faculty's writing instructions (See <http://lipas.uwasa.fi/ktt/mallit/guidelines.pdf>). The length should be about 6-10 pages. The absolute minimum length is 6 pages (cover, index and references are not counted).

A written internship report should contain (at least) the following information:

1. Cover (see writing instructions):
 - ❖ Student name, student number and Uwasa email address
 - ❖ Course code (LASK 2026 or LASK3031 – see course description)
 - ❖ Amount of credit units that is applied for (1-5 cu; two weeks of full-time work is equivalent for 1 cu)
2. Describe shortly firm/ institution where the internship took place, e.g. industry, customers, number of employees, etc. (length should not exceed 1 page)
3. Describe your position, work assignments and responsibilities in the internship firm/institution.
4. Self-evaluate objectively how your knowledge and studies matched with internship. For example consider:
 - ❖ Were you able to utilize your skills and knowledge in your work?
 - ❖ What university courses, tools or theories were useful in your work?
 - ❖ What skills and knowledge you noticed to lack during the work?
 - ❖ How internship period changed your attitude towards your studies/studying?
5. Self-evaluate objectively what you have learned during the internship period.
6. Self-evaluate objectively were you able to contribute to a firm or institution in general at your work place.
7. Following appendices should be submitted with the report:
 - ❖ **Official transcript of records**
 - ❖ **Certificate of employment (verified copy only).**

Return the report with required appendices to Tuukka Järvinen by post or by email. Applications are accepted during the academic semesters only.

Contact information:

Tuukka Järvinen
Accounting and Finance
University of Vaasa
P.O.Box 700
FI-65101 Vaasa
Email: tuja@uwasa.fi

Course description:

Code: Bachelor's degree LASK2026

Code: Master's degree: LASK3031

Credit units: 1 -5 ECTS (two weeks of full-time work is equivalent for 1 ECTS)

Contents: An internship is a part of the studies which is aimed to strengthen the student's skills from their own field, improves the motivation to study and improves the student's chances to find work after graduation. The possibility for an internship and its suitability regarding studies must be negotiated in advance with the teacher who is responsible for the internships at the department/programme. Principally the internship must last for three months and a written report is demanded in order to count the internship toward the degree at the University of Vaasa.

Learning outcomes: An internship develops student's general understanding of business life, provides opportunity to gain experience in the field of their interests, gives possibility to apply obtained theoretical knowledge in practice and create networks that will benefit future careers. An internship also evolves students' abilities of self-evaluation and assists in future career planning.

Teaching methods: Written internship report that must be discussed in advance with the teacher who is responsible for the internships at the department/ programme.

Assessment: Written internship report: Passed/Failed.

Prerequisites: Student must have earned at least 60 credits (100 credits) in Master's (Bachelor's) degree.

Contact person: M.Sc. Tuukka Järvinen

Additional information: https://port.uwasa.fi/opiskelija/ura/harjoittelu/in_english/