

Instructions for the mandatory short-term internship for master students, Department of Management and Public Administration, Babes Bolyai University

As part of the mandatory course load and in order to complete their academic requirements for the first year, students are required to take part in a short-term (2 weeks) internship. They can intern with any type of public institution/authority (please see examples in the next sections) as well as NGOs. Following the completion of the internship the students must submit to their internship coordinator the following documents:

- Letter of proof attesting the fact that the student was an intern with a specific institution/department
- A paper/report which needs to include all the information detailed in the next section
- A description of the activities undertaken by the student during the two weeks internship. The description of the activities can be offered for each day or for each type of activity.

Each student is free to choose the institution/department he/she wants to intern with. In order to obtain support in finding an institution for the internship, students can request letters of recommendations from the Public Administration Department or even help from the internship coordinator toward being accepted as an intern in a specific public institutions.

Internship coordinator: Cristina Hinteá, 1st year master students (cristina.hinteá@fspac.ro)

Content/structure of the short-term internship report

The report should contain at a minimum the following information:

1. Brief description of the organization in which the internship took place (insist upon the mission, goals, and strategies to be pursued currently, as well as on the medium and long term) and brief description of the activities undertaken for the duration of the internship (type, outcomes, etc.).
2. Please provide a brief description of the main projects/activities implemented by the institution/department you interned with. If you cannot provide such a description, please state why.
3. Please draft a SWOT analysis for the specific department you interned with and offer a set of measures meant to improve the functioning of the said department.

Guidelines for the drafting of the internship report

By public institution or authority it is meant any entity of the central (the president, the government, the ministries, central autonomous bodies – Courts of Accounts, the Ombudsman, the Romanian Intelligence Service) or local public administration (the local and the county councils, the mayor, the prefect), agencies subordinated to them (inspectorates, local public services, autonomous agencies subordinated to the central or local level, etc.) as well as private entities mandated by law to provide a public service under governmental control/monitoring (NGOs, private universities, commercial entities authorized to provide community services, etc.).

Any administrative acts or internal documents that were used for the drafting of the report should be annexed to the report and not included in the main text.

The length of the report is between 7 and 10 pages, 12 Times New Roman fonts, 1.5 spacing, and has to be submitted to the internship coordinator as a hard copy (printed).

In the report the student needs to list the exact name of the institution where the internship took place and the period, as well as contact information for the student himself/herself: name and surname and year of study.

The first page of the report needs to be signed by the head of the institution/department where the internship took place. In addition, the student needs to submit to the internship coordinator a separate letter of proof signed by the head of the institution/department where the internship took place attesting the fact that during a certain period the student was an intern with that institution/department. The duration of the internship must be clearly stated in the letter of proof.

Students are advised not to include in their report any actual names, phone numbers or any other personal information pertaining to the people they interact with during the internship.