

<b>Study program:</b> Business Economics and Finance	
<b>Teacher(s) in charge of organizing internship:</b> Jelena M. Vapa Tankosić	
<b>Number of ECTS credits:</b> 3	
<b>Requirement:</b> Enrollment	
<b>Aim of internship</b> The aim of the internship is to introduce students of master academic studies with the practical application of theoretical knowledge in practice, as well as with the way of doing business of various business entities. Internship will take place in financial institutions, public companies, production and trade companies with which the faculty has concluded cooperation agreements, with the aim of bringing students closer to their current business area, i.e., in the field of business economics and finance.	
<b>Expected outcomes</b> After completing the internship, students will be able to transfer and apply the acquired theoretical knowledge in practice. In other words, they will get acquainted with certain business segments of a particular business entity in which they will perform internships, which will secure them, upon graduation, more efficient and effective integration in the labor market, easier linking of theoretical knowledge and its practical implementation. Upon completion of the internship, students will be able to improve the application of previously acquired theoretical and professional knowledge and will further develop the ability to perceive the modern market environment in which business entities operate, as well as critical analysis, which all lead to professional and personal development in accordance with developments in the labor market.	
<b>Content of internship</b>  During the envisaged period of the internship, students will spend the planned time and directly engage in the following tasks: <ul style="list-style-type: none"> <li>- Familiarization with the business entity (establishment, activity),</li> <li>- Familiarization with jobs and work tasks within the scope of work in selected sectors, as well as their managers and executors,</li> <li>- Introduction to the strategic and operational plans of the selected business entity,</li> <li>- Familiarization with methods and ways of managing customer relationships, attracting and retaining clients in a modern environment, forming prices and offers for clients,</li> <li>- Familiarization with the procedures and methods used in the analysis of financial statements as well as the identification and assessment of different types of risks, as well as the risk management process,</li> <li>- Familiarization with the way of preparing and drafting relevant project applications, organizing and implementing project activities within the scope of work in selected sectors,</li> <li>- Familiarization with the operational procedures of entering data, posting, keeping a register, procedures for conducting public procurement, reporting, collection of receivables, etc.</li> <li>- Familiarization with the rules and procedures associated with internal control.</li> </ul>	
<b>Number of internship hours, if specified</b>	<b>90</b>
<b>Methods of conducting internship</b> Internship will be organized in different organizations, from which the student will be able to choose the one that best suits their interests. The task of each student is to master the basics of adapting theoretical knowledge to the specific business conditions of the organization in which they are completing internship. During the internship, students will have intensive communication with the selected representative of the organization (designated mentor).	
<b>Evaluation of knowledge (maximum number of points 100)</b>	
Active engagement during internship: 60 points Internship diary: 40 points	