



VALAHIA UNIVERSITY OF TÂRGOVIȘTE  
Faculty of Economics  
Management-Marketing Department  
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## **Internship Methodology - Business Administration (LBA II) - Academic Year 2024-2025**

### **I. Internship period:**

Internship is realized in the second semester of academic year 2024-2025. The internship period is June, 24 – July 14, 2025. The total number of hours allocated for the internship, according to the education plan is 3 weeks x 30 hours = 90 hours.

### **II. Evaluation of internship:**

Students are evaluated in a colloquium at the end of the internship period (July 14, 2025). Examination committee consists of:

- Ass. Prof. PhD. Laura Marcu;
- Assistant PhD Alina Iuliana Tăbîrcă.

The date set for evaluation (colloquium), students must submit:

- Internship certificate;
- Internship report.

Colloquium take place orally, each student will present his internship report.

### **III. Internship certificate:**

A certificate of internship is issued by the company/organization where internship was carried out. In addition to identification of the company (logo, address, contact, responsible) and the name of the student, the certificate must indicate the internship period (24.06.2025 – 14.07.2025) and the number of hours of internship (90 hours).

### **IV. Internship report:**

Each student realizes a report regarding the internship activity and should respect the following formal requirement (drafting conditions) and substantive (content).

#### **a) Drafting requirements:**

Report will be written in TNR 12, line spacing 1.5, margins 2 cm (top, bottom, left, right).

The report will be made up of the cover page, table of contents, chapters, bibliography, annexes and will have about 10 pages (excluding annexes). They can be used graphs, tables and images to present information.



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b) Content of the report:

In structure, the report shall include:

1. Overview of company/organization:

*For example: When was the company founded? What is the field of activity? What type of shareholders? How many employees and how work is organized (organisation chart)? The company has a mission or officially assumed some values? What are the main products and services of the company?*

2. Firm position on the relevant market

*For example: What is the area in which the company operates? Who are the customers of the company? Who are the competitors? What is the market position (market share)? What was the turnover /volume of sales in the last two years? What are the strengths of the company relative to its competitors; but weakness? What are the opportunities offered by economic developments and how could they be exploited by the company to develop business?*

3. Internship activity

*It is an explanation of how internship concretely took place: people contacted, sources used of information, activities / tasks carried out in the company, difficulties encountered.*

4. Conclusions

*Student identifies 2-3 suggestions to improve the company activity and explains. It can be added practical suggestions for carrying out internship (in the future).*

### III. Contact persons

During the semester, teacher appointed in evaluation committee have the quality of students coordinators and can be contacted for support or clarification on internship achievement.