

THE APEL REPORT FOR INTERNSHIP (6 ECTS)

The aim of the task is to provide a written overview of the organizational change.

As a result of completing the assignment, the student...

1. Describes the functioning of the organization (structure, management principles, basic processes, organizational culture).
2. Identifies the need for organizational change.
3. Makes proposals for organizational change.
4. Develops the competencies necessary for writing the final thesis.

Structure of the report:

1. Introduction
2. Description of the organization (structure, management principles, basic processes, organizational culture, operating environment, and main challenges)
3. Identify the need for organizational change (description/argumentation of why this organizational change is relevant and even necessary)
4. Results & discussions
5. Self-reflection
6. Conclusion

The report volume is 10-15 pages (without an appendix).

Assignment criteria:

1. Evaluation of the introduction

Criterion	Pass	Fail
A brief overview of why you are writing an APEL report	Overview presented	Overview missing
Brief introduction of your previous work experience	Overview presented	Overview missing

2. Evaluation of the organization's environment

Criterion	Pass	Fail
Operating environment	The most important facts characterizing the operating environment and the organization are described (name, field of activity, number of employees, key financial indicators, mission, vision)	The overview does not provide important information about the operating environment and the organization.

Structure	The structure of the organization is presented visually (drawing/picture) with explanations of how the structure works.	The structure of the organization is presented visually (drawing/picture) with explanations of how the structure works.
Management principles	The most important management principles are explained and their application in the daily work of the organization is analyzed.	The most important management principles are explained and their application in the daily work of the organization is analyzed.
Basic processes	The main processes of the organization are described clearly and concisely.	The main processes of the organization are described clearly and concisely.
Organizational culture	An overview of the organization's strengths and key challenges.	The overview is incomplete.

3. Evaluation of organizational change

Criterion	Pass	Fail
Presentation of and argumentation for the potential organizational change	Clear, understandable (reader-friendly), and follows a logical structure. Argumentation is logical and justified	Not stated/missing

4. Evaluation of results & discussions

Criterion	Pass	Fail
Recommendations or implications of the proposed change for different stakeholders	Clearly stated and well-connected to the argumentation	Not stated/missing

5. Evaluation of self-reflection

Criterion	Pass	Fail
A self-reflection of your work experience (accomplishments, goals, struggles)	Overview presented	Overview missing

6. Evaluation of conclusion

Criterion	Pass	Fail
A brief overview of the report and the most important results and proposals	Overview presented	Overview missing

7. Evaluation and formatting and referencing

Criterion	Pass	Fail
The APEL report is formatted according to the EBS Style Guide and both, in-text references and reference list is provided	Formatting is appropriate. In-text references and reference lists are provided	Elements of formatting are missing

PS! You can find the [EBS formatting requirements here.](#)