

## **APEL REPORT FOR INTERNSHIP I and II (12 ECTS)**

**The aim of the report** is to provide a structured and analytical written overview of the organisation and its operating environment (structure, core processes, management principles, and organisational culture), as well as organisational change, based on the student's previous work experience.

### **Upon completion of the report the student:**

1. Understands the functioning, structure and daily work processes of the internship organisation;
2. Identifies and justifies the need for organisational change;
3. Understands and evaluates the need for organisational change in the context of organisational growth, expansion and change management;
4. Presents appropriate proposals for implementing the organisational change;
5. Supports the proposed organisational change with academic literature and relevant theories;
6. Analyses and reflects on their professional development and relates the work experience to future career and development plans;
7. Develops competencies needed for writing the final thesis.

### **Structure of the report:**

1. Introduction
2. Organisation and its operating environment (structure and core processes, management principles and organisational culture, key strengths and main challenges)
3. Identification of the need for organisational change (description and justification of why the proposed change is relevant and necessary)
4. Supporting the organisational change with academic literature and theory
5. Results and discussion of the organisational change (description of the change proposals presented to the manager/management, the implementation timeline and main stages of implementation, measurable outcomes of the change, and benefits for the organisation)
6. Self-reflection
7. Conclusion

The length of the report is 25–30 pages (excluding appendices).

**NB! To achieve a positive result, the student must score at least 51 points based on the assessment criteria.**

### **Assessment Criteria**

#### **1. Assessment of the introduction (10 points)**

<b>Criterion</b>	<b>Passed 10-5 points</b>	<b>Failed 4-0 points</b>
Overview of why the APEL report is written	Clear overview provided.	Overview is insufficient or missing.
Brief introduction of previous work experience	Clear overview provided.	Overview is insufficient or missing.

#### **2. Assessment of the organisation's operating environment (15 points)**

<b>Criterion</b>	<b>Passed 15-8 points</b>	<b>Failed 7-0 points</b>
Operating environment	The most important facts characterizing the organisation and its operating environment are described (name, field of activity, number of employees, key financial indicators, mission, vision). In-text references to original sources are included where used.	The description of the organisation or its operating environment is insufficient; key facts are omitted or insufficiently addressed. In-text references to original sources are not included where needed.
Structure	The organisational structure is presented visually (diagram/image) together with explanations of how the structure functions; roles, areas of responsibility,	The organisational structure diagram or explanations of how the structure functions are

	and reporting relationships are described. In-text references to original sources have been included.	missing. In-text references to the original sources used are missing.
Core processes	The organisation's core processes are described clearly and concisely. The processes that are of central importance to the organisation's operations are described in detail. Where necessary, in-text references to original sources are included.	The explanation of the organisation's core processes is insufficient. In-text references to the original sources used are missing.
Management principles	The concept of management principles and their role in the organisation are defined based on original sources. The organisation's main management principles and their application in the organisation's daily activities are explained and analysed.	Management principles and their application are explained superficially; analysis is missing. In-text references to the original sources used are missing.
Organisational culture	The concept of organisational culture and its role in the organisation are explained based on original sources. An overview of the key elements of the organisation's culture is provided.	The overview is insufficient. In-text references to the original sources used are missing.
Organisation's strengths and challenges	The organisation's strengths and challenges are described and analysed clearly and concisely.	The analysis is insufficient or missing.

### 3. Assessment of the organisational change (10 points)

<b>Criterion</b>	<b>Passed 10-5 points</b>	<b>Failed 4-0 points</b>
Identification and argumentation of organisational change	A clear and understandable presentation of the organisational change. The need for the change is convincingly justified. The argumentation is logical and reader-friendly.	The need for the change is not stated or not sufficiently justified.

### 4. Supporting the organizational change with academic literature and theory (20 points)

<b>Criterion</b>	<b>Passed 20-10 points</b>	<b>Failed 9-0 points</b>
Use of academic literature and theory	Relevant academic theories, models, and peer-reviewed sources are used to support and justify the proposed organisational change. Theoretical concepts are clearly explained and meaningfully linked to the organisation's context and argumentation.	Academic literature or theory is missing, poorly explained, or not connected to the proposed change.

### 5. Assessment of results and discussion (10 points)

<b>Criterion</b>	<b>Passed 10-5 points</b>	<b>Failed 4-0 points</b>
Recommendations or implications of the	A clear and understandable description of the proposed changes, the implementation timeline, and the main stages of implementation. The	The overview of the proposed changes, their implementation, and their impact on

proposed change for different stakeholders	measurable results, benefits, and impact of the change on different stakeholders are clearly presented and logically derived from the analysis.	different stakeholders is insufficient.
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### 6. Assessment of self-reflection (15 points)

<b>Criterion</b>	<b>Passed 15-8 points</b>	<b>Failed 7-0 points</b>
Self-reflection on work experience (achievements, goals, challenges)	A reflective analysis of work experience, achievements, learning outcomes, goals, and challenges is presented.	The analysis is insufficient or missing.
Analysis of one's own role and activities in the change process, and proposals for further action	The student has clearly and reflectively analysed their role, responsibilities, and lessons learned in the organisational change process, and has presented concrete and well-justified proposals for their future contribution to supporting the change process.	The analysis is insufficient or missing.
Mapping self-development opportunities to support professional growth	The student clearly identifies self-development needs and opportunities that support further professional and career development.	Identification of self-development needs and opportunities is insufficient or missing.

**7. Assessment of conclusion (10 points)**

<b>Criterion</b>	<b>Passed 10-5 points</b>	<b>Failed 4-0 points</b>
Summary of the report	A concise overview is provided of the main content of the report, the organisational change, and the key results.	The overview is insufficient or missing.

**8. Assessment of formatting and referencing (10 points)**

<b>Criterion</b>	<b>Passed 10-5 points</b>	<b>Failed 4-0 points</b>
Formatting and referencing	The APEL report is formatted according to the EBS Style Guide, and both in-text references and the reference list are provided.	Formatting and referencing requirements are not met.

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