

# Course Syllabus

## Name of course: Internship I

Year: 2018-2019

Code: 9885001404

Coordinating professor: Ricardo García-Viana

Degree program: Global Degree on International Business

School: Social Sciences and Communication School

Languages: English

*The mission of Universidad Europea de Madrid is to offer its students a holistic education, helping them become leaders and professionals capable of responding effectively to the needs of today's global world, adding value within their career fields, and contributing to social advancement through their entrepreneurial spirit and ethical integrity. We also strive to create and transfer knowledge through applied research, thus making our own contribution to progress and putting ourselves at the forefront of intellectual, scientific, and technological development.*

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## 1. Basic information on the course/module

<b>ECTS</b>	6
<b>Credit type</b>	DR – Degree Required
<b>Language</b>	English
<b>Delivery mode</b>	Face-to-face
<b>Trimester/Semester</b>	S7

## 2. Presentation and contents of the course/module

The aim is to place the student in a learning scenario on a work environment that allows the integral application of all knowledge and skills acquired along the degree, and to engage in the professional reality.

Students have the chance to run the internship in Spain and in other countries through the agreements that the university has signed with national and international organizations and institutions.

On this course, the professor coordinates all processes related to the management of the internship, with the collaboration of the Employment Orientation Department at Universidad Europea de Madrid. Among others: to manage collaboration agreements with institutions, to guarantee internship vacancies for all students, to assure the quality of the internship, to organize informative sessions, etc.

Furthermore, the professor is also the link to the professional tutor at business placement, in order to assure the acquisition of the competencies related to this course.

Internship are compulsorily face-to-face. Students have to prepare a professional CV, using training from the course and the advisory services that University offers to students through Professional Career Department. That CV will be sent to vacancies offered through university platform [uem.trabajando.es](http://uem.trabajando.es) and/or the course forum, at Campus Virtual. Other vacancies the student may found apart from these sources are also an opportunity to find the internship.

Companies have a selection process in which students that have applied participate. Once selected, Universidad Europea and the company have to sign a collaborative agreement, in case it was not signed previously.

Students have an academic tutor -plus at university plus the professional tutor at workplace- that guarantees the student acquisition of competencies. At the equator of the internship, the student will deliver a mid-period report. Once the internship is finished, a Final Report will have to be handled and assessed by the academic tutor.

Final mark of the course will consider both assessments, from academic and professional tutors.

### **3. Competencies and learning outcomes**

Core skills:

- BS1: Students must demonstrate a deep knowledge and understanding of a field of study that is based on secondary education and that, whilst supported by advanced textbooks, involves acquaintance with the vanguard of their area of study.
- BS2: Students must apply their knowledge to their work and vocation in a professional way and must demonstrate their skills in sustaining arguments and solving problems within their field of study.
- BS4: Students must be able to convey information, together with ideas, problems and solutions to a specialized or non-specialized audience.
- BS5: Students must have developed the necessary learning skills so as to undertake subsequent studies with autonomy.

Cross-curricular skills:

- CS2: Self-confidence: The ability to assess our own results, performance and capabilities with the inner conviction that we are capable of meeting the demands of a task or challenge.
- CS3: Capacity to adapt to new situations: Being able to assess and understand different situations, adapting our approach to a situation insofar as is necessary or appropriate. .
- CS5: Capacity to apply knowledge: Being able to use knowledge acquired in academic contexts in situations that resemble as closely as possible the reality of the chosen future profession.
- CS8: Information management: The ability to find, select, analyze and integrate information from different sources.

- CS9: Interpersonal skills: The ability to interact positively with other people by verbal and non-verbal means through assertive communication, the latter meaning the ability to express or transmit what one wants, thinks or feels without inconveniencing, insulting or upsetting the other person.
- CS10: Initiative and entrepreneurial spirit: The ability to decisively undertake difficult or risky actions. The ability to anticipate problems, suggest improvements and persevere in carrying them through, with a preference for initiating activities and completing them.
- CS11: Planning and time management: The ability to set goals and choose the means to achieve them by using time and resources effectively.
- CS13: Problem solving: The ability to resolve a confusing issue or a complicated situation that stands in the way of achieving a goal and where there is no predefined solution.
- CS15: Responsibility: The ability to fulfill the commitments a person makes to themselves and to others when performing a task and trying to achieve a set of goals as part of the learning process. The ability of any individual to acknowledge and accept the consequences of their own actions.
- CS17: Teamwork: The ability to actively participate and cooperate with other people, areas and/or organizations to achieve common goals.

Specific skills:

- SS 1. Capacity for evaluation and critical analysis of phenomena and agents that affect the social and political environment in different international scenarios.
- SS2: Capacity to define, design, explain and apply the international business process and the different phases that comprise it: planning, organization, management and control.
- SS5: Ability to communicate effectively in two languages, at a general level and specifically in the professional field of business in international forums.
- SS19: Ability to understand and integrate oneself professionally in the different economic, organizational and hierarchical structures of multinational companies, knowing the relevant positions and the functions of each director and department.
- SS22: Ability to integrate oneself into different international environments, adapting successfully the business model to other geopolitical and cultural contexts.

Learning outcomes:

- LO1: To apply and integrate all knowledge and skills learnt at the International Business Degree.

- LO2: To solve problems within the field of International Business.
- LO3: To transmit information, ideas, problems, solutions and results to customers/users, providers and direct managers...
- LO4: To develop skills and abilities only gained through action, centered on people.

The table below shows the relation between the competencies developed during the course and the envisaged learning outcomes:

Competencies	Learning outcomes
BS1, BS2, BS4, BS5, CS2, CS3, CS5, CS8, CS9, CS10, CS11, CS13, CS15, CS17, SS1, SS2, SS5, SS19, SS22	LO1 - To apply and integrate all knowledge and skills learnt at the International Business Degree.
BS1, BS2, BS4, BS5, CS2, CS3, CS5, CS8, CS9, CS10, CS11, CS13, CS15, CS17, SS4, SS13, SS19, SS20	LO2 - To solve problems within the field of International Business.
BS4, CS2, CS3, CS5, CS8, CS9, CS10, CS13, CS15, CS17, SS13, SS14, SS19, SS20	LO3 - To transmit information, ideas, problems, solutions and results to customers/users, providers and direct managers...
BS1, BS2, BS4, BS5, CS2, CS3, CS5, CS8, CS9, CS10, CS11, CS13, CS15, CS17, SS4, SS13, SS19, SS20	LO4 - To develop skills and abilities only gained through action, centered on people.

The following table shows how the different types of activities are distributed and how many hours are assigned to each type:

Type of educational activity	Number of hours
Internship at workplace	135 h
Evaluation activity	5 h
Individual work	5 h

Tutorials	5 h
<b>TOTAL</b>	<b>150 h</b>

To develop the competencies and achieve the learning outcomes, you will have to complete the activities indicated in the table below:

Learning outcomes	Learning activity	Type of educational activity
LO1, LO2, LO3, LO4	Activity 1	Professional Report
LO3	Activity 2	Individual Final Report
LO3	Activity 3	Individual Mid-period Report

When you access the course on the *Virtual Campus*, you'll find a description of the activities you have to complete, as well as the deadline and assessment procedure for each one.

#### 4. Monitoring and assessment

The following table shows the assessable activities, their respective assessment criteria, and the weight each activity carries towards the final course grade.

Assessable activity	Assessment criteria	Weight (%)
<i>Activity 1</i>	Identifies concepts learnt when facing them in a real professional environment. Analyzes all different aspects necessary to solve situations. Applies knowledge and skills learnt. Develops competencies related to professional environment. (Assessed by professional tutor)	50%
<i>Activity 2</i>	Analyzes the Company and sector by using adequate tools. Analyzes activities performed during the	30%



	internship, relating them to the competencies developed. Presents in a formal manner all the learning process acquired through the internship on a Final Report. (Assessed by academic tutor according to evaluation template – Annex 2)	
<i>Activity 3</i>	Describes the tasks assigned at the internship. Presents this mid-period report in a proper formal manner. Reflects on the correct relationship between the education formerly received and the internship. (Assessed by academic tutor according to evaluation template – Annex 1)	20%

When you access the course on the *Campus Virtual*, you'll find the deadline and assessment procedure for each activity.

#### **4.1. First exam period**

To pass the course in the first exam period, the student should:

- Create its CV.
- Follow all the readings and activities indicated by academic tutor at Campus Virtual.
- Follow a face-to-face internship for 140 hours in a company / organization / institution that has signed a collaborative agreement for this purpose with the University.
- Deliver the intermediate and final reports as required by the academic tutor.

## 4.2. Second exam period

In this course has not been passed on first exam period, the student will have to do the internship again for the second exam period. Failing also on this second period, the student will have to enroll again in 'Internship I' the following academic year.

## 5. Bibliography

- Ordenación de las enseñanzas universitarias oficiales:  
<https://www.boe.es/buscar/doc.php?id=BOE-A-2010-10542>
- Reglamento de Prácticas Académicas Externas de los Estudiantes de la Universidad Europea de Madrid: [https://universidadeuropea.es/myfiles/pageposts/normativa-uem/normativa\\_practicas\\_academicas\\_externas.pdf?\\_ga=2.223442075.1811525089.1531503157-766879330.1517859887](https://universidadeuropea.es/myfiles/pageposts/normativa-uem/normativa_practicas_academicas_externas.pdf?_ga=2.223442075.1811525089.1531503157-766879330.1517859887)
- *Articles and materials to prepare the student for the internship may be suggested or requested during the course responding to subject interest.*

## 6. How to communicate with your professor

Whenever you have a question about the content or activities, don't forget to post it to your course forum so that your classmates can read it.

You might not be the only one with the same question!

If you have a question that you only want to ask your professor, you can send him/her a private message from the *Campus Virtual*. And if you need to discuss something in more detail, you can arrange an advisory session (tutorial) with your professor.

It's a good idea to check the course forum on a regular basis and read the messages posted by your classmates and professors, as this can be another way to learn.

## 7. Study recommendations

When you study at university, you need to plan and be consistent from the first week. It's very useful to exchange experiences and opinions with professors and other students, as this will help you develop core competencies such as flexibility, negotiating skills, teamwork, and, of course, critical thinking.

To help you, we recommend using a general method of study based on the following points:

- Study systematically and at a steady pace.
- Attend class and regularly check the course forum on the *Campus Virtual* so that you keep up to date with what's happening.
- Participate actively in the course by sharing your opinions, doubts and experiences relating to the topics covered and/or suggesting new topics of interest for discussion.
- Read the messages posted by your classmates and/or professors.

Active participation in physical and virtual classroom activities is of special interest and academic value. You can participate in many different ways: asking questions, giving your opinion, doing all the activities your professor suggests, taking part in collaborative activities, helping your classmates, etc. This way of working requires effort, but it will help you get better results as you develop your competencies.