



CIEE Global Institute – Madrid, Spain

Course name:	Internship
Course number:	INSH 3003 MADR
Programs offering course:	Engineering and Society, Liberal Arts
Language of instruction:	Spanish
U.S. Semester Credits:	3 credits
Contact Hours:	45
Term:	Spring 2020

COURSE DESCRIPTION

The Council on International Educational Exchange offers an unpaid internship opportunity through the Madrid Study Center. The growing diversity within our contemporary society is increasing demand for college graduates who have international experience and training and who are skilled in generating culturally sensitive approaches within their respective educational fields. Through this structured experiential learning experience in a cosmopolitan European city, students have the opportunity to broaden their professional knowledge and skills by interning in various offices. This diversity allows them to acquire a general vision of their interests and fields of study while gaining valuable insights into the specialized positions and their required tasks.

The practical work will be completed with an in-depth academic component which will guide the student through a self-reflection exercise which helps the student to obtain invaluable skills for his/her professional future.

COURSE OBJECTIVE

The course has been designed primarily to enable students to immerse themselves in a Spanish professional environment and acquire the necessary tools in making a critical appreciation of their experiences. Through weekly work, students will observe and identify cultural differences, will learn to work in different cultural environments and will work on new ideas and initiatives to obtain new working opportunities within the company.

COURSE PREREQUISITE

Advanced level of Spanish.

METHODS OF INSTRUCTION

Students will meet once a week for 90-minutes to learn critical tools, share experiences, and strategically plan their involvement in activities and exercises over the course of the semester. Debriefing of lectures, Power Point presentations, class discussion and videos will be the main components of the classes. These seminars are intended to acquire a better understanding of the Spanish working world, its regulation and its day by day challenges.

ASSESSMENT AND FINAL GRADE

The semester course requires a minimum of 90 on site work hours, 2 hours of individual tutorial meetings at the mid-term and prior to the end of the term, the submission of a professional work journal, the completion of a final submission equivalent to 1,500 words (approximately 5-6 pages), and a 15 minute audio-visual presentation and a printed hardcopy (incl. any handouts). The active participation of the student is essential and seminar attendance is mandatory.



The final submission is based on a critical analysis. These 1,500 written document is based on or linked to a specific aspect or experience from the student’s internship and primary research conducted and should be a reflection on the learning experience. A 1 – 2 page paper with project proposal, including a working title, outline and literature review (if applicable) must be submitted by Week 5, and is subjected to prior approval. Feedback on the proposal will be made in consultation with the seminar professor. All written assignments should be submitted in APA style.

A final letter grade is assigned according to the CIEE Study Center grade scale.

Quality of work on site & professionalism and achievements	40%
Professional work journal:	20%
Final project submission and proposal	20%
Final oral presentation:	10%
Quality of course participation	10%

All areas of the course must be fulfilled in order to receive a passing grade.

Students will be required to submit their PROFESSION JOURNAL entries every two weeks for review and commentary by the Seminar Instructor. Weeks: 2, 4, 6, 8, 10 and 12.

Journal entries must be submitted by Sunday at midnight at the latest. All class entries that are submitted late will suffer a penalty of half a grade a day.

Journal entries will be assessed as follows:

- “C” journal entries will be merely descriptive.
- “B” journal entries will show a serious attempt to reflect on the working routines with occasional treatment of real-world examples
- “A” journal entries will do B and C levels and will also regularly discuss personal experiences, real world examples and apply course concepts effectively.

It is the student’s responsibility to inform the sponsor when he/she will be absent at the site for a justified cause. A period of 24 hrs. in advance is required. An inferior time will be an unjustified absence and will affect negatively the final grade by lowering it half grade for each day of absence.

COURSE REQUIREMENTS

The course is full-time and taught over the entire duration of the university semester. The structure of the course accommodates those students attending additional university-level courses in Madrid. It incorporates three areas:

CIEE ATTENDANCE POLICY

Unauthorized absence in the tutorials is not permitted. The academic advisor will decide on the appropriate follow-up for all justified cases of absence. Should a student be absent from a seminar without justification (e.g. without a note from a physician in the event of an illness), the student’s final grade will automatically be lowered by 0.5 points (on a 10 point scale). Students with 6 or more unexcused absences will fail the course. Students should arrive to class on-time. Arriving more than 15 minutes late for a class will count as an unexcused absence. Please note that an excused absence is one that is accompanied by a doctor’s note: signed, stamped and dated. Travelling and/or travel delays are not considered valid reasons for missing class.



On site work

All students are expected to work a minimum of 90 hours on site with an internship work supervisor (average of 7.5 hours per week). The behavioral guidelines, the weekly work schedule and the internship-related tasks and goals will be negotiated between the student and the work supervisor with the help of the internship advisor. The work supervisor will evaluate the student's professionalism, participation and attendance record, and overall contribution in the completion of the student's agreed upon professional objectives.

Professional work journal

In this document, students will be asked to log the type and duration of activities performed each week along with their own critical reflections. The professional work journal should document new expressions and concepts acquired as well as follow up outstanding issues or concerns encountered while working on site. Students may have to attend office hours if instructor finds it necessary to review their progress on site, get pertinent feedback and to receive guidance for the final project. Students will be asked to attend and are also encouraged to contact the Course Leader directly to follow up on any immediate on-site issues or concerns.

Feedback from Internship Supervisor

Each internship supervisor will submit standard written evaluation form at the conclusion of the placement to reflect each student's performance, attendance, and initiative. This feedback will reflect specific goals of each individual placement and will be incorporated into the student coursework assessment.

Oral Presentation

Students will lead a short presentation (no more than 15 minutes) to the rest of the class about their experience working on site. The presentation can be in different formats, from a Power Point to a video or similar, where students show their learning process and the way they have overcome the main challenges they faced during their internship experience. The presentation should include a conclusion where the learning outcomes are presented in an effective way.

Final Project

All students should write a final paper on a topic pre-approved by the course instructor. The final essay should consist on a research piece of 2,000 words where students demonstrate and apply their internship knowledge in the related field. The paper should content (at least) two primary sources (such as interviews) and two secondary sources (books, articles, etc.).

TIMETABLES AND INDICATIVE ELEMENTS OF THE COURSE

Week 1	Course Presentation This week students will learn about the content of the seminar and all the topics that will be covered on it. Tentative placements will be presented, and the class will discuss cultural differences regarding professional interviews.
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Assignment: Review Curriculum Vitae and Statement of Purpose.

Week 2

Expectations and Goals.

The objective is to set clear goals for the internship and outcomes to expect from the internship in Spain. Discuss in depth Spanish Core Values and the presence it has in the workplace.

Assignment: Resume revision. Prepare the Topic for Final Paper

Readings: “Mitos del Mercado de trabajo español”

Week 3

Spanish Labor Markets & Spanish Laws and Regulations

This week students will analyze the historical framework of the Spanish Labor Markets and trends. We will consider the influence that these markets have had in the last decade. Meanwhile exploring the Spanish Labor Laws and Regulations to protect the employees and employers.

Assignment: Submit Topic for Final Paper as well as Professional Journals of your internship for week 1&2

Readings: “US American values lens” by Cultural Detective and “Six US American values” by Milton and Janet Bennet

Week 4

US Values and Spanish Values and the Impact in the Workplace.

In class we will discuss the impact that our US and Spanish Values have in our work experience. Emphasis is given on how to be receptive to other cultural values and how they can affect your work experiences.

Readings: ¿Sabes cómo tratar a tu jefe? www.laboris.net

Week 5

Effective ways of communicating with in a Multi-cultural environment.

Objectives on how to effectively communicate within other cultures. Students will observe and apply how local culture influence in global interactions. Students will gain strategies for dealing with cross-cultural complexity that impacts day to day communication. Learn the 8 scales represented in management behaviors where cultural gaps commonly occur. Which are Communicating, evaluating, persuading, decision making, trusting, disagreeing, and scheduling.

Assignment: Submission of Professional Journals weeks 3 &4. Prepare final project proposal. (title, structure and sources)

Reading: “Extranjeros residentes en España” A 31 DE MARZO 2013 Ministerio de Empleo y Seguridad Social (Marzo, 2013) Observatorio Permanente de la Inmigración

Week 6

Immigration in Spain. In class the students will learn the changes in the labor market active in 1980s. The aim is to describe the dimensions of precarious employment for immigrant workers in Spain.

Assignment: Prepare evaluations and track goals. Revise assessment and expectations. Submission of Final Paper Proposal.

Week 7

Midterm Evaluation. On site interview with Internship supervisor. Reflect on feedback from internship supervisors.

Assignment: Submission of Professional Journals weeks 5&6.

Readings: García y Martínez: “El control de las emociones en el trabajo: una revisión teórica del trabajo emocional”

Week 8 **Emotional Intelligence in the workplace.** Academic Skills and Technical proficiency is not enough to one’s jobs duties. In this class we will probe incident cases where a person must exercise self-management, self-control and how to effective interpersonal relationships in order to achieve the desire goal and objectives. **(Workshop)**

Assignment: Identify a critical incident Prepare final paper first draft

Week 9 **Ethics on the workplace: Critical incidents.** Class objectives will include cross comparison in the standards of what is ethical communications in the workplace. Learning how to navigate human resources. Understanding how an organization works within the perimeter of the ethics code of a company.

Assignment: Submission of First Draft of Final Paper.

Readings: Reading: “Cómo mejorar la productividad laboral dentro de la empresa”
<http://jobandtalent.com>

Week 10 **Productivity in the Workplace.** The purpose of this class will further discuss strategies students can apply to be more productive on the job. As well as examining new strategies regarding technology in order to enhance efficiency. Articulate correlations between local observations of productivity as well as global trends of productivity.

Assignments: Prepare Second draft of Final Paper.

Readings: “Cómo convertir tu pasantía en un trabajo fijo”
(<http://noticias.universia.cl>)

Week 11 **Job Hunting and Future Opportunities.** Explore trends of “cold calling” by using online platforms to generate geographical scope of job hunting. Define the approaches that employers use to find potential employees. Recommendations for improving the effectiveness of online recruiting. Interpret common trends that are used in Spain in order to find job opportunities.

Assignments: Submission of final Journals 9&10

Week 12 **Re-Entry how to sell your experience abroad.** Revamping CV and adding an online portfolio. Utilizing LinkedN and your collaborative work in junction with your internship.

Week 13 **Final Day.** Oral presentations of Final Project.



Course Materials:

Readings:

Week 2

GONZALEZ, Antonio: *"Mitos del mercado de trabajo español"*

<http://economistasfrentealacrisis.com/mitos-del-mercado-de-trabajo-espanol/> (Economistas Frente a la crisis. Febrero, 2015)

Week 3

"U.S. American Values Lens" by Cultural Detective: USA, Spain

"Six US American Values" by Milton & Janet Bennet

Week 4

¿Sabes cómo tratar a tu jefe? (www.laboris.net)

Week 5

"Extranjeros residentes en España" A 31 DE MARZO 2013 Ministerio de Empleo y Seguridad Social (Marzo, 2013) Observatorio Permanente de la Inmigración

Week 7

GARCIA. Esher y MARTINEZ, Isabel: *"El control de las emociones en el trabajo: una revisión teórica del trabajo emocional"*. Jorandas de Fomento de la Investigación. Universidad Jaime I.

Week 9

"Cómo mejorar la productividad laboral dentro de la empresa" <http://jobandtalent.com>

Week 10

"Cómo convertir tu pasantía en un trabajo fijo" (<http://noticias.universia.cl>)

Online Resources:

General Format information for APA Style:

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general, TitlePurdue Writing Lab Article TitleGeneral , Purdue Writing Lab Date Accessed May 27, 2019