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## Study Center in Seville, Spain

<b>Course name:</b>	Business Internship
<b>Course number:</b>	INSH 3103 SEBS
<b>Programs offering course:</b>	Seville Business and Society
<b>Language of instruction:</b>	Spanish
<b>U.S. Semester Credits:</b>	3 semester hours / 4.5 quarter hours
<b>Contact Hours:</b>	140
<b>Term:</b>	Spring 2018
<b>Course meeting times:</b>	TBD
<b>Course meeting place:</b>	CIEE Study Center

### **Course Description**

Council on International Educational Exchange offers an internship opportunity for its students through its Business and Society Program, responding to a clear necessity among multicultural societies: the need to educate young people abroad offering them an opportunity to gain professional experience and complement their academic business formation.

### **Learning objectives**

This course seeks to immerse students in a Spanish professional working environment. Students will learn how to observe, interact with co-workers, recognize cultural differences, compare teamwork and interpersonal interactions in different cultures, apply academic knowledge in a business setting, identify opportunities to create value within the company, and to research, propose and present their report before a panel of judges.

### **Method of instruction**

The Internship Program is composed of the following sections:



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***On site Work:***

All students must work a minimum of 100 hours on site with an internship sponsor. The job responsibilities of the intern and the weekly work schedule will be negotiable between the student and the professional tutor. The tutor will evaluate the participation, professionalism, punctuality and completion of professional objectives of the student.

***Academic tutorials:***

Apart from the onsite work experience, this Internship Program has a strong and challenging academic component exposing students to the world of business in Spain and the European Union while broadening their perspective of their experience through a series of guided discussions, individual journal, 10-page written project and/or presentation.

The academic tutorials will be a place of encounter for the explanation and debate of a variety of intercultural topics and concepts in the business world. The tutorials will be weekly and will help us to identify theoretical background of intercultural adaptation issues through different readings and apply them to experiential situations.

**Assessment and Final Grades**

This course includes relevant material given by the professor. The active participation of the student in class is essential and the attendance to the tutorials is mandatory.

**CIEE classes are not graded on a curve nor is there extra credit work. The final grade will be based upon the following criteria:**

Individual assignments & class work	15%
Class participation	10%
Project presentation	20%
Final paper	25%
Work Attendance and Performance	20%
Meetings with CIEE Coordinator	10%

**\*In order to be able to pass this class, students must complete the hours at the placement.**

**Course Requirements:**

- **Assignments & class work:** Student progress will be evaluated according to the student's assignments. The student will answer a series of specific questions relative to the company in which he or she works or related to his or her experience. In this section, the student will



make his/her own observations and commentaries, and will state the vocabulary learned. For each assignment, apply those principles and concepts you've learned from lectures, readings and class discussion. Use appropriate terminology.

Grades will be determined using the following criteria:

- "C" assignments will have an entry on each classroom exercise but little more. This is the minimum.
- "B" assignments will do "C" level, and also show a serious attempt to grapple with exercises using the course concepts and an occasional treatment of real-world examples.
- "A" assignments will do "B" level, and will also regularly discuss personal experiences, real-world examples and apply course concepts effectively.

➤ **Project presentation:** Students will be creating a Digital Presentation. The Digital Project Presentation involves a short (five to ten-minute) first-person video to present the final paper. Through this means, students will share their own experiential learning experience to their classmates. The audio-visual material will be a very valuable resource to show in future interviews. Professionalism and appropriated use of language and vocabulary are expected. After the presentation, students may be required to answer a series of questions to defend the presented material. Projects should be presented on time, and do not exceed 10 minutes.

➤ **Final paper:** The project (8 pages) will be related to some aspect of the student's internship. Topics may relate to the economic sector to which the company belongs, specific projects or market research. It is important to apply those principles and concepts you've learned from lectures, readings, and class discussion. Use appropriate terminology.

- Minimum number of pages: 8
- Arial font, size 10 / interlined 1.5

➤ **Class participation:** This includes attendance, prepared participation in the exercise, and class discussions.

***Professionalism***

- Appropriated use of technology. It is not acceptable to use laptop computers or cell phones to read your email, send or read text messages, etc. Use of these technologies for non-class purposes will severely impact your grade!
- Arrive on class on time.

***Class preparation:***



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- Prior preparation will be required for some of the classes. More information on those assignments will be distributed closer to the due dates.

### ***Discussion and contribution***

- Students are expected to actively contribute to the class discussion based on the readings.
  - In many of our activities, students achieve scores. Note that your grade will not be based directly on your scores in these exercises. Rather, your participation grade will reflect the thoroughness of your preparation, your engagement in the exercise and the extent to which you make a connection between what you experience during the activity and concepts discussed in class.
- **Meetings with CIEE Coordinator:** The seminar is also combined with different individual meetings with the CIEE Coordinator, in order to review different aspects of the internship experience: the onsite tutor's evaluation, the intercultural adaptation process, the management of critical incidents, among others.

**Attendance policy:** Regular class attendance is required throughout the program.

For CIEE classes, excessively tardy (over 15 minutes late) students must be marked absent, and the student should be reminded of the policy at the time of the infraction. Attendance policies also apply to any required co-curricular class excursion or event, as well as to Internship, Service Learning, or required field placement. Students who miss class for personal travel will be marked as absent and unexcused. No make-up or re-sit opportunity will be provided.

An absence in a CIEE course will only be considered excused if:

- a doctor's note is provided
- a CIEE staff member verifies that the student was too ill to attend class
- evidence is provided of a family emergency

Persistent absenteeism (students exceeding 10% of total course hours missed, or violations of the attendance policies in more than one class) may lead to a written warning from the Center/Resident/Academic Director, notification to the student's home school, and/or dismissal from the program in addition to reduction in class grade(s). Students with unexcused absences exceeding 20% of the total course hours will fail the course.

**Academic Honesty:** Students are expected to act in accordance with their university and CIEE's standards of conduct concerning plagiarism and academic dishonesty. Use of online translators for work in Spanish will result in an automatic failure.



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## **SESSION 1**

### **Introduction to the internship program**

Topics and assessment methods.

## **SESSION 2**

### **How to prepare for a job interview in Spain**

Tips to face an interview in Spanish:

*Diez reglas de oro para afrontar con éxito una entrevista de trabajo*

<http://www.capitalemocional.com>

Cultural issues to consider when interviewing with Spanish companies.

Session "Help me revise my Resume".

*Handbook for the CIEE Internship Forum*

## **SESSION 3**

### **Internship Forum**

Interviews with companies.

## **SESSION 4**

### **Preparing for your new experience**

Course description.

Learning objectives.

Syllabus and course norms.



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Expectations, goals and actions to maximize you experience.

- Spanish business practices

- Business dress code

- Meals and business etiquette

Stretching outside your learning style/culture comfort zone

## **SESSION 5**

**Understanding your environment** Spain in the context of the Eurozone.

Socio-economic and political aspects of Spain.

Top companies in Andalusia.

Immigration, gender equality, the Spanish labor market.

Class discussion: work & live balance

Spain image abroad.

Work culture in Spain. Spanish Cultural Values

## **SESSION 6**

**Identity at the workplace. Identifying opportunities to create value**

Assignment: identity map

## **SESSION 7**

**03/01/2015 Managing your experience**

Making the most of your experience

Business relationships. Relationships with your coworkers

Managing your boss (*Reading: ¿Sabes cómo tratar a tu jefe? ([www.laboris.net](http://www.laboris.net))*)

Negotiation and conflict resolution

Mindfulness

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

## **SESSION 8**

**04/05/2015**

**Marketing yourself. Getting the most of your Internship Program.**

Outcomes from an International Experience:

- Seventy-Five Possible Long-Term Outcomes from an International Experience.*

- The 3x3 Response.*

Facing job interviews:

- Marketing Study Abroad, by Jean-Michel Hachey.

- Fifty Standard Interview Questions.*

- Employer Attitudes toward Study Abroad.

- The value of intercultural skills in the workplace.



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**SESSION 9**  
**Project Digital Presentations**

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