



## **CIEE in Barcelona, Spain**

<b>Course name:</b>	Internship Seminar
<b>Course Number:</b>	INSH 3801 BASP (SPAN)
<b>Programs offering course:</b>	Barcelona Advanced Liberal Arts, Barcelona Business and Culture, Barcelona Economics and Culture, Barcelona Liberal Arts
<b>Language of instruction:</b>	Spanish
<b>U.S. Semester Credits:</b>	3
<b>Total Hours:</b>	113 (Seminar Sessions: 12 hours; Working at the Internship Site: 100 hours; Individual Meetings: 1 hour)
<b>Term:</b>	Spring 2019

### **Course Description**

This seminar aims to complement students' immersion in the 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 professional setting, and to identify opportunities to create value within the company.

### **Learning Objectives**

At the end of the seminar students will be able to:

- Identify and improve personal skills
- Improve intercultural skills
- Identify and analyze cultural dimensions in organizational behavior and professional settings
- Compare teamwork and interpersonal interactions in different cultures
- Integrate critical thinking in cross-cultural debates
- Develop empathetic understanding and awareness of ethical issues to adopt in cross-cultural settings
- Relate the internship experience to lifelong learning and career development

### **Course Prerequisites**

Official enrollment in a credit-bearing internship. 5 semesters of college-level Spanish (or equivalent).

### **Methods of Instruction**

**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 professionalism, punctuality, personal attitude, professional skills and completion of professional objectives, through a mid-term and a final evaluation.

### **Seminar Sessions**

The course will be run as a seminar. Class discussion will be based both on the insights and experiences of the students at the workplace as well as on the suggested readings and class activities. Students are expected to actively contribute to the class discussion. 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, your internship experience and concepts discussed in class.

### **Individual Meetings**

The seminar is also combined with 3 hours of individual meetings with the Course Instructor, to review different aspects of the internship experience: the onsite tutor's evaluation, the intercultural adaptation process, the management of critical incidents, personal and professional skills, among others.

### **Assessment and Final Grade**

1. Class participation: 15%
2. Portfolio Assignments (4): 20%
3. Final Paper: 15%
4. Oral Presentation: 15%
5. On-the-job Performance (Work-place supervisor assessment): 25%
6. Individual Meetings with CIEE Course Instructor: 10%

### **Course Requirements**

#### **Class participation**

Participation is valued as meaningful contribution in the classroom, utilizing the resources and materials presented to students as part of the course. Meaningful contribution requires students to be prepared in advance of each class session and to have regular attendance. Students must clearly demonstrate they have engaged with the materials as directed, for example, through classroom discussions, online discussion boards, peer-to-peer feedback (after presentations), interaction with guest speakers, and attentiveness on co-curricular and outside-of-classroom activities.

A - Active and effective volunteering and oral participation in class, individual, with groups and with partners.



- B - Some volunteering in class, effective and active work with partners.
- C - Few responses in class but effective and active works with partners.
- D - Concentrating on material presented, ineffective work with partners.
- F - Almost no speaking or involvement in class activities

### **Portfolio Assignments**

Students will be required to complete four assignments, specifically related to topics analyzed during seminar sessions.

- Assignment 1: SMART Goals for your internship. Students will be provided a worksheet to answer some question about their goals for their time in the program.
- Assignment 2: Critical Case at the workplace (CD). Students will be provided a worksheet about critical cases in the workplace to evaluate and comment on them, and to talk about their personal experiences on the workplace.
- Assignment 3: Blog entry. Students are expected to write a paragraph, design a visual essay and develop a creative blog entry regarding their internship experience in Barcelona.
- Assignment 4: Creating your new Cover Letter. Students are expected to re-write their Cover Letter and/or Resume.

### **Final Paper / Oral Presentation**

Students will be required to write a 9-10 pages paper (2000 words) on their internship experience, examining it in comparison to their home culture and incorporating themes analyzed during seminar sessions. The theme may be any topic that is of interest to the student and relevant to the internship experience and should be relatively specific rather than sweepingly general. It should be previously discussed with the Seminar Professor.

Please discuss the similarities and differences between your home and host cultures with regards to your topic of choice, particularly with respect to two or three of the cultural value patterns discussed in class. You should aim to integrate personal experience with concepts learned in class. You should cite at least three academic sources. It is also recommended you consult with a colleague from your Internship Placement.

Students will be required to present on their paper and share their experience with classmates (10-minute presentation), for which the use of audio-visual material is required. The presentation may take any form you like relevant to the theme and creativity is encouraged.

### **On-the-job Performance**

The companies in which students will be interning will assign a tutor to monitor the students' performance in the designed placement. The tutor will assign a grade to the



student at the end of the program which will reflect the level of satisfaction of the company with the student's duties.

### **Individual Meetings with CIEE Course Instructor**

Students will have regular individual meeting, throughout the program, with the Internship coordinator to cover any issues that may arise between the students, and the companies or organizations they are interning with.

### **CIEE Barcelona Attendance Policy**

Students are expected to attend all scheduled class sessions on time and prepared for the day's class activities. CIEE does not distinguish between justified or unjustified absences, whether due to sickness, personal emergency, inevitable transport delay and/or other impediments. You are considered responsible of managing your own absences. Please keep in mind that exams, paper submission dates, presentations and any other course work deadlines cannot be changed.

This course is made up of 16 hours of total class time. Due to the intensive nature of the course, **you are able to miss only 1 class session**. Students will automatically fail the course if they exceed 1 absence. For students who miss more than 1 class due to extenuating circumstances, the Academic Director may allow for exceptions to the local attendance policy based on documentation such as proof of bereavement, religious observances, hospitalization etc.

Students arriving more than 10 minutes late to the class will be considered absent for a day.

Students must attend all internship sessions at the Internship Sponsor Organization or Business, unless they have previously discussed otherwise with the Course Instructor and the Job Site Supervisor. All students must work a minimum of 100 hours on site with the Internship Sponsor to be eligible for academic credit.

### **Weekly Schedule**

Following is the course schedule for the semester, subject to change.

<b>Session 1</b>	<b>Introduction to the Internship</b> Practical, Personal, Professional, and Intercultural Aspects.
<b>Session 2</b> <b>zone</b>	<b>Sustaining your enthusiasm and getting out of your comfort</b>  Assignment 1: SMART Goals for your internship U.S. Values/Spanish Values
<b>Session 3</b>	<b>Work culture in Spain and the U.S.</b>



Intercultural Communication  
Assignment 2: Critical Case at the workplace (CD)

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| <b>Session 4</b> | <b>Soft skills critical at the workplace</b><br>Assignment 3: Blog entry                                      |
| <b>Session 5</b> | <b>Spanish business world overview</b><br>Multiculturality in the Workplace of today's world<br>Guest Speaker |
| <b>Session 6</b> | <b>Marketing your Internship Abroad Experience</b><br>Assignment 4: Creating your new Cover Letter            |
| <b>Session 7</b> | <b>Final Paper and Final Oral Presentations</b>   |
| <b>Session 8</b> | <b>Final Oral Presentations</b><br>Final reflections and wrap up  |

### Readings

Suggested Readings (Students will have access to all those readings on their Canvas portal for the seminar):

American Institute for Foreign Study: Impact of Education Abroad on Career Development  
British Council: Culture at Work  
Hofstede's Cultural Dimensions: Understanding Different Countries  
Maclean's: Get ready for Generation Z  
Pew Research Center: Millennials in Adulthood