

## **Internship in Business \*\*\* (4 US Credits)**

☒ Please see note below.

### **DESCRIPTION AND GOALS**

The course is mainly aimed at students taking Spanish III or a higher level of Spanish who wish to experience a hands-on approach to the business area in the Spanish context. It is designed for students to get to know the structure and working procedures of a company, to develop professional skills in the area of the company, and to get acquainted with the dynamics of professional relations in the Spanish speaking world. Students will be expected to gain professional self-awareness through observation, participation, and analysis of professional activities, and through the interaction with colleagues in a work environment related to their field. It will develop in two different settings: a Spanish company, and the university, where students will be advised by the internship tutor and the course instructor, respectively.

### **METHODOLOGY**

Students will need to:

- Spend approx. 8-10 hours at local company per week, where they will need to do the tasks assigned by their company tutor.
- Attend all training sessions and meetings at the university with their course instructor, and do all assigned presentations.
- Write a logbook, which will e-mailed to the instructor on a weekly basis.
- Write a final report, to be submitted at the end of the course.

### **ASSESSMENT**

Final grades will be awarded according to the following breakdown:

- Logbook: 30%
- Final report: 30%
- Assessment report from the company: 40%

### **APPLICATION AND PLACEMENT PROCEDURES**

On the pre-registration information they will receive after their admission e-mail, students interested in the course will receive information on how to proceed in order to apply for the course. They will need to e-mail their CV and a statement of intentions to [CIDE holly@apistudyabroad.com](mailto:holly@apistudyabroad.com)

Upon reviewing their documents, CIDE will contact them to let them know about the status of their application for the course. If they are admitted to the course, they will receive a document containing an agreement form, as well as a credit card payment form; they will need to complete both forms and return them to CIDE by the due date.

CIDE will inform applicants about their admission to the course before the end of the pre-registration process (end of May for Fall semester, and beginning of November for Spring semester).

Placements will depend on availability, and both candidates' statement of intentions and academic background will be taken into consideration. CIDE will try to guarantee placement for all applicants.

**☒ FEE**

Course Fee: \$400

\*\*\* The student must be registered for Spanish III or have an equivalent level of Spanish.

▪Note: Class attendance is essential in all courses. Therefore, it will be checked daily. Missing classes will negatively affect the student's final grade.