CIEE Barcelona, Spain

Course title: Internship (English)
Course code: INSH 3801 BASP (ENG)
Programs offering course: Barcelona BC, Barcelona EC, Barcelona LC
Language of instruction: English
U.S. semester credits: 3
Contact hours: 45
Term: Spring 2020

Learning Objectives

By completing this course, students will:

- 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.

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

TOTAL  100%

Course Requirements

Portfolio Assignments (4)

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

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.

Oral Presentation

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 (Work-place supervisor assessment)
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 meetings, 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.

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

Weekly Schedule

Week 1

Class Introduction to the Internship
Practical, Personal, Professional, and Intercultural Aspects

Week 2
Class Sustaining your enthusiasm and getting out of your comfort zone

Assignment 1: SMART Goals for your internship

U.S. Values/Spanish Values

Week 3
Class Work culture in Spain and the U.S.

Intercultural Communication

Assignment 2: Critical Case at the workplace (CD)

Week 4
Class Soft skills critical at the workplace

Assignment 3: Blog entry

Week 5
Class Spanish business world overview

Multiculturality in the Workplace of today’s world

Guest Speaker

Week 6
Class Marketing your Internship Abroad Experience

Assignment 4: Creating your new Cover Letter

Week 7
Class Final Paper and Final Oral Presentations

Week 8
Class  Final Oral Presentations

Final reflections and wrap up

Course Materials

Readings

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