



CIEE Barcelona, Spain

Course title:	Internship Seminar (in Spanish)
Course code:	INSH 3801 BASP (SPAN)
Programs offering course:	Advanced Liberal Arts, Business and Culture, Economics and Culture, Liberal Arts
Language of instruction:	Spanish
U.S. semester credits:	3.00
Contact hours:	45.00
Term:	Fall 2023

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

By completing this course, students will:

- Research and analyze the internship site's organizational structure and its position within local, national, regional, and global contexts.
- Observe and analyze the internship site's organizational culture, communication systems, and its preferred styles for teamwork and professionalism.
- Apply intercultural skills in order to communicate effectively and behave appropriately in different workplace contexts.
- Produce job application materials in order to become a competitive candidate for open positions in your field of interest.
- Identify personal, professional and intercultural skills in order to integrate them in a lifelong learning and career development.

Course Prerequisites

Official enrollment in a credit-bearing internship. 4 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. Portfolio Assignments (4)	20%
2. Final Paper	15%
3. Oral Presentation	15%
4. On-the-job Performance	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

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.

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

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 can 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.

Attendance

To encourage engaged learning, regular class attendance is required throughout the program. This includes any required co-curricular class excursion or event, as well as internship, service-learning, or other required field placement.

An excused absence in a CIEE course will only be considered if approved by a CIEE Center Director/Academic Director (not the Instructor), and:

- it is a self-certified absence for illness (only once per course, requires formal request before or within 24 hours, cannot miss assessment worth more than 5% of final course grade)
- a doctor's note from a local medical professional is provided
- evidence of a family emergency is provided
- it is a pre-approved observance of religious holiday

Unexcused absences include personal travel and/or travel delays, as well as missing more than 25% of a single class period (including tardiness and early departure). Assessments missed due to unexcused absences will be marked as zero. Students with over 10% unexcused absences will be contacted by CIEE staff. Students with over 20% unexcused absences will be contacted by CIEE staff, receive a formal warning letter (shared with their home institution) and lose 10% of the final course point total (e.g., a final A grade of 93% will be lowered to a B grade of 83%).

For more detail, please consult your CIEE Academic Manual.

Academic Integrity

Academic integrity is essential to a positive and inclusive teaching and learning environment. All students are expected to complete coursework responsibilities with fairness, respect, and honesty. Failure to do so by seeking unfair advantage over others or misrepresenting someone else's work as your own can result in grade penalties or disciplinary action. See the CIEE Student Academic Manual for further information on academic integrity.

N.B. Course schedule and co-curriculars are subject to change. The final duration and distribution of content and assignments will be determined and presented to students at the onset of the course.

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**

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