

1. BASIC INFORMATION

Course	Internship I
Degree program	Global Degree in International Business
School	Social Sciences and Communication School
Year	Fourth
ECTS	6
Credit type	Mandatory
Language(s)	Spanish and English
Delivery mode	Face to face
Semester	S7
Academic year	2024/25
Coordinating professor	Adán Arsuaga Méndez
Professor	Adán Arsuaga Méndez

2. PRESENTATION

The aim is to place the student in a learning scenario on a work environment that allows the integral application of all knowledge and skills acquired along the degree, and to engage in the professional reality.

Students have the chance to run the internship in Spain and in other countries through the agreements that the university has signed with national and international organizations and institutions.

On this course, the professor coordinates all processes related to the management of the internship, with the collaboration of the Employment Orientation Department at Universidad Europea de Madrid. Among others: to manage collaboration agreements with institutions, to guarantee internship vacancies for all students, to assure the quality of the internship, to organize informative sessions, etc.

Furthermore, the professor is also the link to the professional tutor at business placement, in order to assure the acquisition of the competencies related to this course. Internship are compulsorily face-to-face. Students have to prepare a professional CV, using training from the course and the advisory services that University offers to students through Professional Career Department. That CV will be sent to vacancies offered through university platform uem.trabajando.es and/or the course forum, at Campus Virtual. Other vacancies the student may found apart from these sources are also an opportunity to find the internship.

Companies have a selection process in which students that have applied participate. Once selected, Universidad Europea and the company have to sign a collaborative agreement, in case it was not signed previously.

Students have an academic tutor -plus at university plus the professional tutor at workplace that guarantees the student acquisition of competencies. At the equator of the internship, the student will deliver a mid-period report. Once the internship is finished, a Final Report will have to be handled and assessed by the academic tutor.

Final mark of the course will consider both assessments, from academic and professional tutors.

3. COMPETENCIES AND LEARNING OUTCOMES

Basic competencies:

- BS1: Students must demonstrate a deep knowledge and understanding of a field of study that is based on secondary education and that, whilst supported by advanced textbooks, involves acquaintance with the vanguard of their area of study.
- BS2: Students must apply their knowledge to their work and vocation in a professional way and must demonstrate their skills in sustaining arguments and solving problems within their field of study.
- BS4: Students must be able to convey information, together with ideas, problems and solutions to a specialized or non-specialized audience.
- BS5: Students must have developed the necessary learning skills so as to undertake subsequent studies with autonomy.

Cross-cutting competencies:

- CS2: Self-confidence: The ability to assess our own results, performance and capabilities with the inner conviction that we are capable of meeting the demands of a task or challenge.
- CS3: Capacity to adapt to new situations: Being able to assess and understand different situations, adapting our approach to a situation insofar as is necessary or appropriate.
- CS5: Capacity to apply knowledge: Being able to use knowledge acquired in academic contexts in situations that resemble as closely as possible the reality of the chosen future profession.
- CS8: Information management: The ability to find, select, analyze and integrate information from different source.
- CS9: Interpersonal skills: The ability to interact positively with other people by verbal and non-verbal means through assertive communication, the latter meaning the ability to express or transmit what one wants, thinks or feels without inconveniencing, insulting or upsetting the other person.
- CS10: Initiative and entrepreneurial spirit: The ability to decisively undertake difficult or risky actions. The ability to anticipate problems, suggest improvements and persevere in carrying them through, with a preference for initiating activities and completing them.
- CS11: Planning and time management: The ability to set goals and choose the means to achieve them by using time and resources effectively.
- CS13: Problem solving: The ability to resolve a confusing issue or a complicated situation that stands in the way of achieving a goal and where there is no predefined solution.
- CS15: Responsibility: The ability to fulfill the commitments a person makes to themselves and to others when performing a task and trying to achieve a set of goals as part of the learning process. The ability of any individual to acknowledge and accept the consequences of their own actions.
- CS17: Teamwork: The ability to actively participate and cooperate with other people, areas and/or organizations to achieve common goals.

Specific competencies:

- SS 1. Capacity for evaluation and critical analysis of phenomena and agents that affect the social and political environment in different international scenarios.
- SS2: Capacity to define, design, explain and apply the international business process and the different phases that comprise it: planning, organization, management and control.
- SS19: Ability to understand and integrate oneself professionally in the different economic, organizational and hierarchical structures of multinational companies, knowing the relevant positions and the functions of each director and department.
- SS22: Ability to integrate oneself into different international environments, adapting successfully the business model to other geopolitical and cultural contexts.

Learning outcomes:

- LO1: To apply and integrate all knowledge and skills acquired in the International Business Degree.
- LO2: To resolve problems within the field of International Business.
- LO3: To transmit information, ideas, problems, solutions and results to customers/users, providers and direct managers, etc.
- LO4: To develop skills and competencies gained only through action, centered on people.

The table below shows the relationship between the competencies developed in the subject and the learning outcomes pursued:

Competencias	Resultados de aprendizaje
BS1, BS2, BS4, BS5, CS2, CS3, CS5, CS8, CS9, CS10, CS11, CS13, CS15, CS17, SS1, SS2, SS5, SS19, SS22	LO1: To apply and integrate all knowledge and skills acquired in the International Business Degree.
BS1, BS2, BS4, BS5, CS2, CS3, CS5, CS8, CS9, CS10, CS11, CS13, CS15, CS17, SS4, SS13, SS19, SS20	LO2: To resolve problems within the field of International Business.
BS4, CS2, CS3, CS5, CS8, CS9, CS10, CS13, CS15, CS17, SS13, SS14,	LO3: To transmit information, ideas, problems, solutions and results to customers/users, providers and direct managers, etc.
BS1, BS2, BS4, BS5, CS2, CS3, CS5, CS8, CS9, CS10, CS11, CS13, CS15, CS17, SS4, SS13, SS19, SS20	LO4: To develop skills and competencies gained only through action, centered on people.

4. CONTENT

The objective is to put the student in a learning scenario in a real working environment that allows him/her to extend and apply his/her knowledge in an integrated manner and involves him/her in professional reality.

Students will have the opportunity to carry out this internship both in Spain and in other countries through the agreement Universidad Europea maintains with national and international entities and institutions.

5. TEACHING-LEARNING METHODOLOGIES

The types of teaching-learning methodologies to be applied are as follows:

- Problem Based Learning (PBL)
- Simulated environments
- Internship carry out

6. EDUCATIONAL ACTIVITIES

Each of the educational activities to be carried out together with the number of hours students will dedicate to it is described below:

Campus-based modality:

Educational activity	Number of hours
Internship at workplace	135
Evaluation Activity	5
Individual Work	5
Tutorships	5
TOTAL	150

7. ASSESSMENT

The assessment systems, as well as their weight in the total grade of the subject, are listed below:

Campus-based modality:

Assessment system	Weighting
Reflective diary (reflections on the learning process itself, which may include one or several of the following aspects: conceptual development achieved, mental processes that are followed, feelings and attitudes experienced, student reflection, etc.	20%
Tutor's report at the internship centre	40%
Student's report	40%

When you access the subject in the Virtual Campus, you will be able to consult in detail the assessed assignments that you must perform, as well as the submission dates and the assessment procedures for each of them.

7.1. First exam sitting

To pass the course in the first exam period, the student should:

- Create its CV.
- Follow all the readings and activities indicated by academic tutor at Campus Virtual.

- Follow a face-to-face internship for 140 hours in a company / organization / institution that has signed a collaborative agreement for this purpose with the University.
- Deliver the intermediate and final reports as required by the academic tutor.

7.2. Second exam sitting

In this course has not been passed on first exam period, the student will have to do the internship again for the second exam period. Failing also on this second period, the student will have to enroll again in 'Internship I' the following academic year.

8. SCHEDULE

This section indicates the schedule with submission dates for the subject's assessed assignments:

Assessed assignments	Date
Student's Internship Report	Before 31/08/2025

This schedule may be modified for logistical reasons related to the assignments. Any modification will be notified to the student in a timely manner.

9. BIBLIOGRAPHY

Ordenación de las enseñanzas universitarias oficiales: <https://www.boe.es/buscar/doc.php?id=BOE-A-2010-10542>

Reglamento de Prácticas Académicas Externas de los Estudiantes de la Universidad Europea de Madrid: https://universidadeuropea.es/myfiles/pageposts/normativauem/normativa_practicas_academicas_externas.pdf?_ga=2.223442075.1811525089.1531503157-766879330.1517859887

Articles and materials to prepare the student for the internship may be suggested or requested during the course responding to subject interest.

10. EDUCATIONAL GUIDANCE AND DIVERSITY UNIT

From the Educational Guidance and Diversity Unit we offer support to our students throughout their university life to help them reach their academic achievements. Other main actions are the students inclusions with specific educational needs, universal accessibility on the different campuses of the university and equal opportunities.

From this unit we offer to our students:

1. Accompaniment and follow-up by means of counselling and personalized plans for students who need to improve their academic performance.
2. In terms of attention to diversity, non-significant curricular adjustments are made in terms of methodology and assessment for those students with specific educational needs, pursuing an equal opportunities for all students.

3. We offer students different extracurricular resources to develop different competences that will encourage their personal and professional development.
4. Vocational guidance through the provision of tools and counselling to students with vocational doubts or who believe they have made a mistake in their choice of degree.

Students in need of educational support can write to us at:
orientacioneducativa@universidadeuropea.es

11. ONLINE SURVEYS

Your opinion matters!

The Universidad Europea encourages you to participate in several surveys which help identify the strengths and areas we need to improve regarding professors, degree programs and the teaching-learning process.

The surveys will be made available in the “surveys” section in virtual campus or via e-mail.

Your assessment is necessary for us to improve.

Thank you very much for your participation.