

1. BASIC DATA

Subject	Internships
Program	Master's Degree in Trade and International Economic Relations
School	School of Business, Economy and Communication
Course	Module IX
ECTS	6 ECTS
Type	Mandatory
Language/s	English
Modality	On-campus/ Campus-based
Semester	Second Semester
Academic Year	2024/2025
Coordinator	Dr. Hongsong Wang

2. PRESENTATION

The Professional Internship is the ninth module of the Master in Trade and International Economic Relations and is essential for the students' learning, as it allows them to put into practice the skills acquired during the Master in a professional activity and to apply the technical knowledge of the different decision-making areas of the company (marketing, expansion and management, among others). Module IX, which, like the other modules, is worth 6 ECTS, consists of two basic activities:

- **Compulsory placements in centres approved by the University.**

This activity gives students the opportunity to apply and experience the acquired knowledge, skills and procedures in a real environment in international foreign trade institutions or companies.

The internship can be carried out in a company of any sector and in any decision-making area, especially in the marketing, management and expansion departments.

All this will be supervised by a tutor and a placement coordinator who will monitor the student's performance during the placement.

- **Produce a placement report.**

This will consist of a report on the programme of activities and responsibilities undertaken during this period in the company or institution promoting foreign trade.

This report will be presented to the tutor and the group of students on the programme and will be subject to evaluation.

3. COMPETENCIAS Y RESULTADOS DE APRENDIZAJE

General Competences:

- GC.1. Capacity for Interrelation, perfecting the ability to perceive, analyse and interpret the environment in order to be able to integrate information and make decisions in new environments.
- GC.2. Integration of Knowledge, i.e. having an integrated vision of all the dimensions of the company or international organisation, in order to be able to analyse problems and look for solutions as a group.
- GC.3. Ability to understand and take advantage of cultural diversity, developing respect for diversity.
- GC.4. Ability to work as part of a team, innovative mentality and decision-making.
- GC.5. Communication skills (in both Spanish and English) to debate and present their ideas and business projects in each area of the programme to a specialised or non-specialised forum.
- GC.6. Entrepreneurial spirit to integrate the knowledge and skills developed during the Master's degree in a final project.
- GC.7. Critical and self-critical sense.

Specific Competences:

- SC.1. Lead projects and teams from an integral ethical and socially responsible approach, assessing the impact of their decisions on profits, the market, people and society.
- SC.2. Master the keys to the major world economic areas in order to convert them into competitive advantages for the company.
- SC.3. Identify the international legal, fiscal, business and technological environment of the company and its importance in business activity when undertaking international projects.
- SC.4. Analyse the international economic environment. Carry out medium- and long-term strategic assessment and planning using existing tools.
- SC.5. Develop the competences of a manager: leadership, emotional intelligence, communication skills, team management, group work, planning, conflict resolution, negotiation and results orientation, always from a multicultural perspective and respecting diversity.
- SC.6. Master the knowledge of international financial markets and financing instruments in order to help companies and organisations in the definition of financial policy.
- SC.7. Define and implement the marketing, sales and communication strategies of a multinational company opening up to new markets.
- SC.8. Manage the resources needed to implement a successful internationalisation plan for the company, to launch a new activity or to open up the company to new markets.
- SC.9. Detect the risks of a business internationalisation operation and recommend the tools and instruments to cover the company against them.
- SC.10. Promote the use of technology in the processes that affect the different areas of decision making to facilitate efficiency, innovation and the generation of knowledge for companies involved in internationalisation processes.

Learning Outcomes:

- LO1. Put competences into practice in professional activity:
 - Teamwork and people management
 - Responsibility
 - Communication skills
 - Integration of information and capacity for synthesis
 - Initiative and innovation facilitation.
 - Flexibility
 - Decision-making orientation.

- LO2. Apply technical knowledge of the different decision-making areas of the company (marketing, expansion and management, preferably).

The table below shows the relationship between the competences developed in the module and the learning outcomes pursued.

Competencias	Resultados de aprendizaje
GC1, GC2, GC3, GC4, GC5, GC6, GC7 SC1, SC2, SC3, SC4, SC5, SC6, SC7, SC8, SC9, SC10	LO1. Put competences into practice in professional activity: <ul style="list-style-type: none"> o Teamwork and people management o Responsibility o Communication skills o Integration of information and capacity for synthesis o Initiative and innovation facilitation. o Flexibility o Decision-making orientation..
GC1, GC2, GC3, GC4, GC5, GC6, GC7 SC1, SC2, SC3, SC4, SC5, SC6, SC7, SC8, SC9, SC10	LO2. Apply technical knowledge of the different decision-making areas of the company (marketing, expansion and management, preferably).

4. CONTENTS

The module is organised in one subject:

1. PROFESSIONAL PRACTICES..

5. TEACHING-LEARNING METHODOLOGIES

The methodology of the learning process to be followed during this module is based on the following:

- Preparation and presentation of the Curriculum Vitae (CV), following the advice of the academic tutor.
- Preparation and presentation of the internship proposal and motivation letter.
- Participating in the search for companies to carry out the work placement.
- Carry out or develop the work placement.
- Write and present the placement report.

6. TRAINING ACTIVITIES

The following table shows the types of training activities to be carried out and the number of hours the student will spend on each:

Training activities	Hours
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Supervision and evaluation: preparation of a dossier on the work placement and presentation to the tutor and other colleagues.	12,5
Professional development in the area of internships in the company	137,5
TOTAL	150 h

7. EVALUATION

The following is a list of the assessment systems and their weighting in the total grade for the module:

Sistema de evaluación		Pesos
Activity 1	<ul style="list-style-type: none"> A placement report written by the tutor of the collaborating organisation (company tutor). 	70%
Activity 2	<ul style="list-style-type: none"> A placement report prepared by the student and evaluated by the programme director (academic tutor). 	30%

On the Virtual Campus, when you access the module, you will be able to consult in detail the assessment activities to be carried out, as well as the delivery dates and assessment procedures for each of them.

7.1. Ordinary Call

In order to pass the module in the ordinary exam, you must obtain a grade higher or equal to 5 out of 10 in the final grade (weighted average) of the module, being compulsory the delivery of both documents (report by the tutor of the collaborating entity and internship report by the student) in order to be evaluated.

7.2. Extraordinary Call

In order to pass the module in the ordinary exam, you must obtain a grade higher or equal to 5 out of 10 in the final grade (weighted average) of the module, being compulsory the delivery of both documents (report by the tutor of the collaborating entity and internship report by the student) in order to be evaluated.

8. TIMETABLE

This section provides an approximate timetable with delivery dates (weeks) for the evaluable activities of the module:

Assesments	Weeks
Activity 1	From the start date to the end date of the curricular placement
Activity 2	From the date of the end of the curricular internship until 15 days later.

This timetable may be subject to modifications for logistical reasons. Any modification will be notified to the student in due time and form.

9. BIBLIOGRAPHY:

The reference works of the module are as follows:

- Royal Decree 1393/2007, of 29 October, which establishes the organisation of official university education. Retrieved, 1 January 2020, from <https://www.boe.es/buscar/act.php?id=BOE-A-2007-18770&p=20190315&tn=2>
- Regulations for official university master's degree courses at the European University of Madrid. RD 1393/2007. Retrieved 1 January 2020 from https://universidadeuropea.es/myfiles/pageposts/normativa-uem/reglamento_oficiales_master_universitario.pdf?_ga=1.55612719.589459876.1385107601

10. DIVERSITY CARE UNIT

Students with specific educational support needs:

Curricular adaptations/adjustments for students with specific educational support needs, in order to guarantee equal opportunities, will be guideline by the Diversity Attention Unit (UAD).

It is an essential requirement that a report on curricular adaptations/adjustments be issued by this Unit, so students with specific educational support needs should contact: unidad.diversidad@universidadeuropea.es at the beginning of each semester.

11. SATISFACTION SURVEYS

Your opinion matters!

Universidad Europea encourages you to participate in satisfaction surveys to identify strengths and areas for improvement regarding the teaching staff, the degree and the teaching-learning process.

The surveys will be available in the survey area of your Virtual Campus or through your email.

Your evaluation is necessary to improve the quality of the programme. Thank you for your participation.