



UNIVERSIDAD
DE GRANADA



CENTRO DE
LENGUAS
MODERNAS

BUSINESS INTERNSHIP

General Information

BUSINESS INTERNSHIP

GENERAL DESCRIPTION AND CONTENTS

The Business Internship Program is aimed at university students and professionals interested in expanding their studies through professional internships in companies at a multi-sector level.

The program is carried out in three periods, one from October to December (autumn) and another from February to May (spring) and another during the months of June and July.

The Business Internship program offers internships between the Center of Modern languages and:

- Through the collaboration agreement between the Association of Young Entrepreneurs (AJE)
- Andalucía Emprende and
- Private companies belonging to multisectoral fields

It is intended for students of the:

- CEH students (Level 7 and higher)
- CILE students (Level 7 and higher)
- Spanish as a Foreign Language Courses (CELE-ERASMUS).
- CILYC (Level 7 and higher)

The particular placement of each student will vary depending on the availability of collaborating organizations at the time of the student's placement, and no particular placement option will be guaranteed in advance. The sectors that the student may be able to work in include the following:

- Foreign trade
- Hotel industry
- Translation and interpretation
- Management
- Tourism
- Industry
- Technology
- Environment
- Chemistry
- Business

What is the registration process?

The process of assigning and selecting companies for Hispanic Studies students seeks to facilitate the complementation of the student profile and the business profile.

To carry out this process, the following steps will be taken into account in the registration process:

- Registration in the subject with a deadline similar to the rest of the subjects of the CEH program.
- Publication of the results of the Hispanic Studies level test and preparation of the final roster of students who have passed the required level. If the number of enrolled and selected students is greater than 13, the group may be split into two.

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- On the first day of class, students will be given access to a catalog of companies so they can decide which ones best suit their professional profile. This will be done with the help of the CLM Internship Coordinator to certify that the company that the student selects is the most suitable. In the same way, the company will be informed of the profile of the assigned student and provided their CV so that it can give its approval.

What are the regulations for this subject?

- The practices will be developed according to the design of the Training Program of the Modern Languages Center. Both entities will designate a tutor to guide, coordinate and supervise the development of the practices and the targeted areas of knowledge.
- Carrying out the internships will not be detrimental to the academic dedication of the students or to the activity of the company where they are carried out.
- Internship students will not have any employment relationship with the companies or the Center for Modern Languages and their completion will not imply, in any case, the coverage of a position on the staff in any of the aforementioned entities.
- Students who carry out the internship will have accident insurance coverage from their corresponding Study Plan at the Modern Languages Center.
- Regardless of the criteria of each course where the student is enrolled, 45 hours corresponding to the assigned practices must be completed, in order for the student to achieve the corresponding objectives.
- The completion period will not be interrupted for any reason that is not duly justified before both entities. Repeated and/or unjustified lack of attendance will result in the loss of the right to a grade if it exceeds 20% of the total hours counted.

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What is the chronological sequence of the subject?

The Business Internship has a minimum duration of 45 hours (and may be extended if the student and business entity so decide), organized as follows:

- Joint seminar (10 class hours)
- Individual interviews with the tutor (2 interviews of a maximum duration of 1 hour each)
- Joint seminar or monitoring of adaptation to the company (2 hours)
- Internship: 45 hours. Each student's schedule commitments may be condensed into fewer weeks, as per needs of the hospital.
 - During the semester of approximately 11-12 weeks: 3-4 hours per week.
 - During the summer of approximately 4 weeks per month: 11 hours per week.
- External tutelage
- Preparation of final report
- Presentation and evaluation of reports

What does the Joint Seminar consist of?

In this block of the subject, the following contents are covered for 10 teaching hours. Once this phase is completed, the students begin the Internship period in the chosen company.

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CONTENTS	BLOCKS
SPANISH CORPORATE CULTURE	Zara: Spanish corporate culture at a multinational level Communication style, leadership and status in Spain The corporation under debate: The role of corporations in today's society
DEVELOPMENT OF INTERCULTURAL COMPETENCE	Resolution and mediation in labor conflicts: management styles. Affectivity and neutrality in the workplace.
BASIC LEXICAL NOTIONS IN BUSINESS	Grammatical competence, lexical competence. The company and its creation. Grammatical competence, lexical competence. The world of work I Grammatical competence, lexical competence. The world of work II
BUSINESS SCOPE (Time Permitting)	In this module, aspects related to the world of business and work in the Hispanic corporate culture will be discussed, such as the job interview, job satisfaction, etc.

What does the Individual Interview I consist of?

In this phase of the program, each student meets with the teacher to establish the bases of their final report. The teacher will explain which points should be addressed in the final reports, as well as the objectives pursued in each of these points.

What objectives does the Joint Seminar II have?

In this session, all students meet together with the teacher to inform the latter of how their adaptation process is going in the respective companies, as well as to raise the different doubts or questions that have arisen in their experience with the Spanish corporate culture.

What does the Individual Interview II consist of?

Individual Interview II is focused on reviewing the points of the final report by the teaching staff. This review is done in relation to the grammatical aspects as well as the level of development that the student has made in each of the points to be developed in their final report. In this way, the teaching staff ensures that the final report is delivered with the desired academic level of the Hispanic Studies Course.

What is the presentation of the final report like?

For the presentation of the final report, the teacher will previously inform each student of the place, date and time in which they will have to make said presentation. Students must submit

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a double copy of said document. You must send an attached document to the professor in advance by email. On the day of the presentation, you must present the report in class. In addition, you must prepare a presentation in Powerpoint, Prezi, etc. format. In this presentation, the students must raise the most notable points that they consider appropriate in relation to their work experience in the Spanish corporate culture, as well as a summary of their final report of the course.

Any student who wishes to can attend the presentation of other classmates.

What is the function of the Business Tutor?

In general terms, it will be the function of the Business Internship tutor to ensure the correct completion of the internship in the different stages of the process, as well as to assist the student when necessary. Additionally, the tutor will be responsible for carrying out the following tasks and functions:

- Management of the intermediation process between the corporation and the student before the start of the business internship, providing all the necessary information required by both participants.
- Selection of suitable candidates for the different business offers provided by the Red Andalucía Emprende or other independent corporations. Said selection will be carried out through interviews with the candidates, as well as through the analysis of their CV.
- Management and obtaining of all the information that is considered timely and necessary in relation to the group of students as well as the corporations.
- Tutoring and review of the internship process, through assistance to the group of students in possible conflict situations that may occur with the destination company.
- Review of the adequacy of the group of students as to their obligations and functions within the business framework to which they have been assigned through periodic contacts with those that have been assigned by each company to be in charge of the internship program.

What types of companies participate?

The business typology that collaborates in this program is multisectoral and in constant evolution. At present, companies related to sectors such as the environment, translation, new technologies, chemistry and biotechnology, business administration and advice, audiovisual media, tourism, marketing, sales, etc. have participated.

OBJECTIVES AND RESPONSIBILITIES

Students are expected to attend and complete successfully the following components:

- Joint Seminar
- First and Second Interview with the CLM Internship Tutor
- Complete the indicated hourly commitment at the assigned business
- Elaborate, present and submit the final report

What are the evaluation criteria?

Participation and attendance:

- Students must attend 90% of the hours in order to receive credit.

The evaluation in this subject consists of the following components:

- Final report: competence in written expression and oral expression (30%+10%)
- Business tutor report: intercultural competence (60%)

REQUIREMENTS

To participate in these practices, the following are essential requirements:

- To be part of this program, the student is required to have a level of knowledge of Spanish that qualifies them to adequately carry out their functions in the assigned company (have passed level B2.1).