



**BUSINESS INTERNSHIP COURSE PLAN
SCHOOL OF ECONOMICS AND BUSINESS**

**BACHELOR'S DEGREES IN:
ECONOMICS
BUSINESS MANAGEMENT AND ADMINISTRATION
BUSINESS SCIENCES
INTERNATIONAL BUSINESS ECONOMICS
DOUBLE DEGREE IN LAW & BUSINESS MANAGEMENT AND
ADMINISTRATION OR ECONOMICS
(2019-2020)**

Year: 3rd and 4th year. (Double degree: 6th year)

Term: Third year onwards. (Double degree: 6th year)

Requirements: The first and second year must have been passed. Double degree students must be in 6th year.

Language: English, Catalan and Spanish.

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1. Subject presentation

One of the objectives of the bachelor's degree courses taught in the School of Economics and Business is for students to come into contact with the business world. The purpose of the "Business Internship" subject is for students to put into practice what they have learned in the various subjects they have taken during their studies in the Faculty.

In order to be able to take the subject you must have:

- Passed all the courses of the first and second year and in the case of the students of Double Degree, they must be studying the 6th year.**

Students can obtain up to 14 credits in this subject. These credits have been distributed in three subjects of 5+5+4 credits. The minimum number of hours that is necessary to be certified is 100 h. (25 hours = 1 credit). Calculation of the hours starts when the agreement is signed. When students are assessed, they must have done all the necessary hours.

Certification of the hours of work is a necessary requirement to obtain the credits, but is not sufficient. Whether the work is related with the studies being taken will also be assessed. The final interview with the academic mentor will also be assessed.

IBE students that want to obtain credits for the internship have to certified the next:

- The internship has to be outside Spain.
- The internship can be in a Spanish company based in Spain, but the purpose of the internship is to do something related with the internationalization of the company.
- The internship can be in a Spanish company but the language spoken on the internship can not be any official Spanish language.

- The internship can be in a company that has its headquarters in a foreign country.

The internship can take place in companies in any sector and it must be carried out abroad.

If the internship are carried out abroad, the student has to inform if he/she wants to recognized the internship as a Internship I, II or III or as a mobility credits.

Students doing these internships must take into account that the internship can never be grounds for exemption from other academic obligations.

2. Documentation required

The student must provide the following documentation:

- The company-university agreement or the copy of the contract in force.
- Curriculum Vitae.
- Photocopy of identity document.
- Credit recognition application form.

3. Competences to be attained

- Technical capacity
- Ability to learn
- Work Management
- Oral communication abilities
- Sense of responsibility
- Adaptability
- Creativity and proaction
- Personal involvement
- Motivation
- Responsive to criticism
- Punctuality
- Relations with the work environment
- Capacity for teamwork

4. Assessment

In order to pass the subject the student must:

1. Present an internship report. This report has to be delivered in the “aula global.
2. Have an interview with the academic mentor when the final report has been finished.
3. Be assessed by the company tutor.

The absence of any of these items will be grounds for the student's transcript to list: “Exam not sat”.

The subject will be evaluated according to the following criteria:

- Company tutor's assessment.
- Internship report.
- Interview whit the academic mentor.

The positive assessment by the company tutor is a necessary aspect in order to pass the subject, but it is not sufficient.

It is necessary to bring the report along the term when the student is registered.

When students produce the report, they should bear in mind that the appearance and quality of the report are indicators of the quality of the work done in the company. Specific items for assessment are:

- Formal aspects: summary, page numbering, bibliography and so on.
- Knowledge of the company and the sector.
- Learning what the internship has entailed.
- Analysis of the work done.
- Other: participation in the social network.

The author of the report will be assessed based on the quality of the work, the company tutor's assessment and final interview with the academic mentor.

If some plagiarism is detected in the final report the final mark will be fail. An also it will be subject to the Pompeu Fabra University rules.

To evaluate the student it is going to apply the following criteria (look at the rubric in the “Aula Global”):

-70%: Company tutor's assessment.

-30%: Academic tutor assessment.

There is not a possibility of exam recovery.

5. Bibliography and teaching resources

- Cassany, D. *Esmolar l'eina. Guia de redacció per a professionals*. Barcelona: Empúries, 2006. ISBN: 84-9787-162-6.

- UPF Library and IT website. <<https://www.upf.edu/en/web/biblioteca-informatica>>

6. Methodology

The basic methodology that will be used is tutorship of the student by the tutor in the company and the academic tutor.

If students have doubts or wish to comment on any issue related to the internship, they should contact the academic tutor.

As well as presenting the report, halfway through the internship these students must produce a report on the progress of the internship.