



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

**BACHELOR'S DEGREES IN:
ECONOMICS
BUSINESS MANAGEMENT AND ADMINISTRATION
BUSINESS SCIENCES
INTERNATIONAL BUSINESS ECONOMICS
DOUBLE BACHELOR'S DEGREE IN LAW + ECONOMICS /
BUSINESS MANAGEMENT AND ADMINISTRATION
(2020-2021)¹**

Year: 3rd and 4th year. (Double Bachelor's Degree: 6th year)

Term: From 3rd year. Double Bachelor's Degree: 6th year)

Requirements:

- ADE, ECO, IBE, EMP: it is mandatory to have passed all courses from 1st and 2nd year.
- Double Bachelor's Degree Law + ADE/ECO: it is mandatory to have the progression to 6th year.

Language: Catalan, Spanish, English.

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1. Subject presentation

One of the objectives of the Bachelor's Degree courses taught in the Faculty 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 and to make easier the entry to the labour market.

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 students, it is mandatory to have the progression to 6th year.**

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

If the internship's company is run by a family member of that student, the student has to inform the university. In this case the maximum of credits that the student can obtain doing an internship in this company is 9.

Certification of the hours of working is a requirement to obtain the credits, but it is not enough. Whether the work is related with the studies or not it will also be assessed. The final interview with the academic mentor will also be assessed.

¹ Version August 2020.

The IBE students that want to obtain credits for the internship have to show, as a minimum, one of the following criteria:

- 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 based in a foreign country.

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

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

Students doing these internships must take into account that the internship is not an excuse for missing out other academic obligations. If students choose to do the internship in a company that is run by a family member the university will review the objectivity of the mentoring and the evaluation process.

2. Documentation required

The student must provide the following documentation:

- The company-university agreement² or the copy of the employment contract.
- Curriculum Vitae.
- Photocopy of identity document.
- Credit recognition application form, available at [School's website](#)

3. Skills that will attained

- Technical capacity
- Ability to learn
- Work Management
- Oral communication abilities
- To be responsible
- Adaptability
- Creativity and proaction

² The company-university agreement is managed by [Career Services department](#)

- Personal involvement
- Motivation
- Responsive to criticism
- Punctuality
- Relations with the work environment
- Capacity to work in teams

4. Assessment

In order to pass the subject the student must:

1. Deliver an internship report. This report has to be uploaded in the “aula global”.
2. Do an interview with the academic mentor when the final report has been finished.
3. Be assessed by the company mentor.

It is required to have completed the last three points to be able to have a final grade.

The subject will be evaluated according to the following criteria:

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

A positive assessment by the company’s mentor is a necessary aspect in order to pass the subject, but it is not enough.

It is necessary to bring the report during the term that the student is enrolled.

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

- Formal aspects: summary, page numbering, bibliography.
- 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 student will be assessed based on the quality of the work and the report, the company's mentor assessment and the final interview with the academic tutor.

If plagiarism is detected in the final report the final grade will be a fail. And also it will be taken under consideration 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 mentor's assessment.
- 30%: Academic tutor assessment.

We encourage you to review the information that the student can find in the [School website \(FAQ\)](#). Specifically the information about:

- **"Report, Interview and Evaluation"**
- **"Course qualification"**

There is not a possibility of a reset.

5. Bibliography and teaching resources

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

Web de la Biblioteca i Informàtica de la UPF.
<<https://www.upf.edu/web/bibliotecainformatica>>

6. Methodology

The basic methodology that will be used is the mentoring process (company's mentor 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.

It is highly recommended to visit the subject blog. The student can find interesting tips in the internship blog: <https://www.upf.edu/web/practiques-empresa-econ>