

BUSINESS INTERNSHIP (CURRICULAR) COURSE PLAN
FACULTY OF ECONOMIC AND BUSINESS SCIENCES
BACHELOR'S DEGREE IN BUSINESS MANAGEMENT AND
ADMINISTRATION
(2011-2012)

Degree/study: Bachelor's Degree in Business Management and Administration

Year: 3rd and 4th year

Term: Third year onwards

Requirements: The first and second year must have been passed

Language: Catalan

Tenured lecturer: Teresa M^a Monllau (teresa.monllau@upf.edu)

1. Subject presentation

One of the objectives of the bachelor's degree courses taught in the Faculty of Economic and Business Sciences 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 the first and second year.**
- Passed 50% of the study credits.

Students can obtain 14 credits in this subject. The minimum number of hours that must be certified to obtain them is 350 hours (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.

Students are registered when they are finishing the internship. The report will be presented in the term when registration takes place. There will be regular meetings with the academic tutor of the subject.

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 internship can take place in companies in any sector.

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

- The ability to communicate effectively orally and in writing in Catalan, Spanish and English.
- A good grasp of computer tools and their main applications.
- The ability to work as part of a team.
- Development of the ability to reason independently.
- Analyze the strong and weak points of other arguments.
- A proactive attitude and the constant desire to find out more.
- The ability to carry out personal and professional marketing.
- Planning and management of one's own time and professional work effectively.
- The ability to negotiate appropriately in order to reach good agreements.
- Behave appropriately in an employment environment.

4. Assessment

In order to pass the subject the student must:

1. Hold regular meetings with the academic tutor.
2. Present both an assessment report and the internship report.
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: 50%. Under no circumstances will students be assessed without a report from the company tutor. The company tutor will give the academic tutor the student's assessment according to the form in appendix II and appendix III.
- Internship report: 50%.

Students should remember that the report should meet the following requirements:

- It must provide coherent information on the internship undertaken.
- It must provide the necessary information in order to be assessed.

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: index, etc...
- Knowledge of the company and the sector.
- Learning that the internship has entailed.
- Analysis of the work done.
- Others.

The author of the report will be assessed based on the quality of the work and the company tutor's assessment.

It is important that the report contains the following information:

1. An introduction explaining the purpose of the report, the general aspects of the company where the internship took place and the work done.
2. The main body of the text, with a **thorough analysis** of the tasks carried out (objectives, purpose, critical aspects, relationship with the studies), and specifying what was learnt during the internship.
3. The appendices, where necessary. If the report has appendices, the student must have referred to them beforehand in one of the previous parts. In other words, the appendices must be related to the introduction, the main body of text or with the summary.

The report must have a cover and an index of contents. The company and the department where the internship took place and whether the report is the final report must be stated on the cover.

5. Bibliography and teaching resources

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

6. Methodology

The basic methodology that will be used is tutorship of the student by the company tutor 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, students must produce a report on the progress of the internship halfway through the internship.



APPENDIX I
STUDENT ASSESSMENT

Name and surname(s) of internship student

Company

Tutor

Have you had regular meetings with your tutor?

Summarize the positive aspects of doing this internship for you from the employment and professional point of view.

Date



APPENDIX II

COMPANY TUTOR'S PRELIMINARY ASSESSMENT

Name and surname(s) of internship student

Company

Tutor

Does the person doing the internship have the appropriate knowledge to be able to do the work?

What is the student's attitude during the internship?

Have you had regular meetings with the person doing the internship?

Date

APPENDIX III

COMPANY TUTOR'S FINAL ASSESSMENT

Student's name:.....

COMPANY DETAILS

COMPANY:

SECTOR:

NUMBER OF WORKERS:

COMPANY'S ANNUAL TURNOVER:

ASSESSMENT

1. Comments of company tutor

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Excellent</i>	<i>Very Good</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>

2. Other comments

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3.- Specify which skills you value most highly in a Bachelor's degree in Business Sciences student working in your company (see sheet overleaf)

Tutor's signature

Company stamp

Date:.....

SKILLS	Level of importance ¹			
	1	2	3	4
Analysis and synthesis ability	1	2	3	4
Ability to put knowledge into practice	1	2	3	4
Time planning and management	1	2	3	4
Basic knowledge of the profession	1	2	3	4
Oral and written communication in the student's own language	1	2	3	4
Knowledge of a second language	1	2	3	4
Basic computing skills	1	2	3	4
Research skills	1	2	3	4
Learning ability	1	2	3	4
Information management skills (skills when seeking and analysing information from various sources)	1	2	3	4
Critical and self-critical ability	1	2	3	4
Ability to adapt to new situations	1	2	3	4
Ability to generate new ideas (creativity)	1	2	3	4
Problem solving	1	2	3	4
Decision-making	1	2	3	4
Teamwork	1	2	3	4
Interpersonal skills	1	2	3	4
Leadership	1	2	3	4
Interdisciplinary teamwork ability	1	2	3	4
Ability to communicate with individuals who are not experts in the field	1	2	3	4
Assessment of diversity and multiculturalism	1	2	3	4
Ability to work in an international context	1	2	3	4
Knowledge of other countries' cultures and customs	1	2	3	4
Ability to work autonomously	1	2	3	4
Project design and management	1	2	3	4
Initiative and entrepreneurial spirit	1	2	3	4
Ethical commitment	1	2	3	4
Interest in quality	1	2	3	4
Focus on results	1	2	3	4

¹ 1.- High 2.- Fair, 3.- Limited; 4.- None