

**BUSINESS INTERNSHIP (CURRICULAR) COURSE PLAN**  
**FACULTY OF ECONOMIC AND BUSINESS SCIENCES**  
**BACHELOR'S DEGREE IN INTERNATIONAL BUSINESS**  
**ECONOMICS (IBE)**  
**(2011-2012)<sup>1</sup>**

**Degree/study:** Bachelor's Degree in International Business Economics (IBE)

**Year:** 3rd and 4th year.

**Term:** Third year onwards.

**Requirements:** The first and second year must have been passed.

**Language:** English.

**Tenured lecturer:** Teresa M<sup>a</sup> Monllau ([teresa.monllau@upf.edu](mailto: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.
- Passed the second year bachelor's degree course subjects.

Students can obtain up to 14 credits in this subject. These credits can be obtained through the undertaking of one, and/or two internships of 5 ECTS and one of 4 ECTS.

The minimum number of hours that must be certified to obtain 5 ECTS is 125 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.**

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<sup>1</sup> November 2012.

## **2. Documentation required**

The student must provide the following documentation:

If the internship is undertaken through a university-company agreement<sup>2</sup>:

- The university-company agreement

If the internship is undertaken through a contract:

- Copy of the contract in force
- Curriculum Vitae
- Photocopy of identity document
- Credit recognition application form (available on the faculty's intranet)

## **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. Present a report.

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<sup>2</sup> The agreement's management will be carried out by OIL (Oficina d'Inserció Laboral)

2. 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:
- Report:

The favourable assessment of the company tutor is a necessary requirement to pass the course, not enough.

Specific items for assessment are

- Formal aspects: index, etc: (20%)
- Knowledge of the company and the sector. (20%)
- Learning that the internship has entailed. Ability to relate: (20%)
- Analysis of the work done. (20%)
- Others. (20%)

Responsible for evaluating internship is Academic Tutor. If it detects any plagiarism, copying or deceit, or fillings during the practices, the note recorded in the student record will be "no past", without prejudice to application of the regulations University for cases of plagiarism.

It is not possible to reseat the interships

## **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's website

## **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.