



**BUSINESS INTERNSHIP (CURRICULAR) COURSE PLAN
FACULTY OF ECONOMIC AND BUSINESS SCIENCES
(BACHELOR'S DEGREE IN ECONOMICS; BUSINESS AND
ADMINISTRATION; MANAGEMENT; INTERNATIONAL
BUSINESS ECONOMICS)
(2014-2015)**

Year: 3rd and 4th year.

Term: Third year onwards.

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

Language: English, català and castellano.

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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.**

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 h.= 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.

The IBE students that want to obtain credits for the internship have to certify 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.

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. Do an interview whit the academic mentor when the final report has been finished.
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.

- Internship report.
- Interview with 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, that the student is matriculated. Any way, the limit in order to present the report will be informed in the arrangement between the company, the university and the student.

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: 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.
- Others.

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.

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. If the report has annexes, the student must have referred to them beforehand in one of the previous parts. In other words, the annexes must be related to the introduction, the main body of text or with the summary.

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.

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 library in the UPF.

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.

FINAL EVALUATION BY THE COMPANY'S TUTOR

Student's name:.....

COMPANY'S DATA

COMPANY:

SECTOR:

NUMBER OF EMPLOYEES:

COMPANY'S ANNUAL BILLING:

EVALUATION

1. Comments by the company's tutor

☐☐☐☐☐

Very good

Good

Average

Not so good

Bad

2. Other comments

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3. Global evaluation in terms of realised work (from 1 to 10;(10 excellent))

4.- Specify what skills have acquired the student during the internship (see the last page)

Tutor's signature

Company's Stamp

Date:.....

SKILLS	Is it necessary for the work to be performed? (Yes/No)	Significance level¹
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		
Other aspects:		

¹ From 1 to 10;(10 excellent)