The Council on International Educational Exchange offers an unpaid internship opportunity through the Madrid Global Institute. The growing diversity within our contemporary society is increasing demand for college graduates who have international experience and training and who are skilled in generating culturally sensitive approaches within their respective educational fields. Through this structured experiential learning experience in a cosmopolitan European city, students have the opportunity to broaden their professional knowledge and skills by interning in various offices. This diversity allows them to acquire a general vision of their interests and fields of study while gaining valuable insights into the specialized positions and their required tasks. The course has been designed primarily to enable students to immerse themselves in a Spanish professional environment and acquire the necessary tools in making a critical appreciation of their experiences. Through weekly work, students will observe and identify cultural differences, will learn to work in different cultural environments and will work on new ideas and initiatives to obtain new working opportunities within the company. The practical work will be completed with an in-depth academic component, which will guide the student through a self-reflection exercise, which helps the student to obtain invaluable skills for his/her professional future.

***

CIEE ofrece la oportunidad de realizar una práctica sin remunerar a través de su Instituto Global en Madrid. La creciente diversidad en nuestra sociedad contemporánea hace crecer la demanda para graduados universitarios que tengan experiencia y formación internacional y que poseen habilidades para generar aproximaciones culturalmente sensibles dentro de sus respectivos campos educativos. A través de esta experiencia de aprendizaje estructurada en una ciudad europea cosmopolita, los
estudiantes tienen la oportunidad de ampliar sus conocimientos y habilidades profesionales con una práctica en varios campos. Esta diversidad les permite adquirir una visión general de sus intereses y campo de estudios a la vez que ganan una valiosa visión en puestos especializados y las tareas que requieren.

El curso ha sido diseñado para facilitar a los estudiantes la inmersión en un entorno profesional español y adquirir las herramientas necesarias para hacer una apreciación crítica de sus experiencias. A través del trabajo semanal, los estudiantes observarán e identificarán las diferencias culturales, aprenderán a trabajar en entornos profesionales 2 culturalmente distintos y trabajaran con ideas e iniciativas nuevas para obtener nuevas oportunidades laborales dentro de la empresa. El trabajo práctico se verá completado con un componente académico que guiará al estudiante a través de un ejercicio de autoreflexión que ayude al estudiante a obtener valiosas destrezas para su futuro profesional.

**Learning Objectives**

By the end of the course students will:

- Learn to adapt themselves to new and cultural different professional environment
- Develop professional skills in their field of interest • Gain practical professional experience
- Develop a greater understanding about cultural differences in the workplace
- Understand how an organization operates including professional roles and responsibilities
- Be able to define a personal professional plan

**Course Prerequisites**

Advanced Level of Spanish Language

**Methods of Instruction**

The course is full-time and taught over the entire duration of the term. The structure of the course accommodates those students attending additional university-level courses in Madrid. It incorporates three main areas: 1. Seminars: Students will meet once a week for 120-minutes to learn critical tools, share experiences, and strategically plan their involvement in activities and exercises over the course of the semester. Debriefing of lectures, Power Point presentations, class discussion and videos will be the main components of the classes. These seminars are
intended to acquire a better understanding of the Spanish working world, its regulation and its day
by day challenges. 2. On site work: All students are expected to work a minimum of 120 hours on
site with an internship work supervisor (average of 20 hours per week). The behavioral
guidelines, the weekly work schedule and the internship-related tasks and goals will be
negotiated between the student and the work supervisor with the help of the internship advisor.
The work supervisor will evaluate the student’s professionalism, participation and attendance
record, and overall contribution in the completion of the student’s agreed upon professional
objectives. 3. Individual meetings: Students will meet individually with the internship coordinator
three times for an hour. One at the start of the term, to determine goals, expectations and prepare
the interview, a second one on the second week of the term to identify the topic of the final project
and review their progress on site, get pertinent feedback and to receive guidance for the final
project. and a third one on week three to discuss the development of the internship as well as
ways to face main challenges.

Assessment and Final Grade

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of work on site &amp; professionalism and achievements</td>
<td>40%</td>
</tr>
<tr>
<td>Professional work journal:</td>
<td>20%</td>
</tr>
<tr>
<td>Final project</td>
<td>20%</td>
</tr>
<tr>
<td>Final oral presentation:</td>
<td>10%</td>
</tr>
<tr>
<td>Quality of course participation</td>
<td>10%</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Course Requirements

**Quality of work, professionalism and achievements.**
The on site supervisor will be contacted twice during the term to assess the student’s
performance based on those elements that make of the student a good intern: punctuality, shows
initiative, attentive, responsible, completes tasks, and other professional skills that the intern
should demonstrate at work.

**Professional work journal**
In this document, students will be asked to log the type and duration of activities performed each
week along with their own critical reflections. The professional work journal should document new
expressions and concepts acquired as well as follow up outstanding issues or concerns
encountered while working on site. Students should write an entry for every day they work on site including a brief description of tasks and a reflection, which includes the takeaways of the day.

**Final project.**
The final submission is based on a critical analysis. Student should write about a topic based or linked to a specific aspect or experience from the student’s internship and primary research conducted and should be a reflection on the learning experience. The paper should be no less than 1,100 words and contain different sources.

**Oral presentation.**
At the end of the term, the student will present his/her experience in class, highlighting the impact of the experience in his/her future career, main takeaways and professional challenges that the student has faced.

**Participation**
Participation is valued as meaningful contribution in the digital and tangible classroom, utilizing the resources and materials presented to students as part of the course. Meaningful contribution requires students to be prepared in advance of each class session and to have regular attendance. Students must clearly demonstrate they have engaged with the materials as directed, for example, through classroom discussions, online discussion boards, peer-to-peer feedback (after presentations), interaction with guest speakers, and attentiveness on co-curricular and outside-of-classroom activities.

**Attendance Policy**
Regular class attendance is required throughout the program, and all unexcused absences will result in a lower participation grade for any affected CIEE course. Due to the intensive schedules for Open Campus and Short Term programs, unexcused absences that constitute more than 10% of the total course will result in a written warning.

Students who transfer from one CIEE class to another during the add/drop period will not be considered absent from the first session(s) of their new class, provided they were marked present for the first session(s) of their original class. Otherwise, the absence(s) from the original class carry over to the new class and count against the grade in that class.
For CIEE classes, excessively tardy (over 15 minutes late) students must be marked absent. Attendance policies also apply to any required co-curricular class excursion or event, as well as to Internship, Service Learning, or required field placement. Students who miss class for personal travel, including unforeseen delays that arise as a result of personal travel, will be marked as absent and unexcused. No make-up or re-sit opportunity will be provided.

Attendance policies also apply to any required class excursion, with the exception that some class excursions cannot accommodate any tardiness, and students risk being marked as absent if they fail to be present at the appointed time.

Unexcused absences will lead to the following penalties:

<table>
<thead>
<tr>
<th>Percentage of Total Course Hours Missed</th>
<th>Equivalent Number of Open Campus Semester classes</th>
<th>Minimum Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 10%</td>
<td>1 content classes, or up to 2 language classes</td>
<td>Participation graded as per class requirements</td>
</tr>
<tr>
<td>10 – 20%</td>
<td>2 content classes, or 3-4 language classes</td>
<td>Participation graded as per class requirements; <strong>written warning</strong></td>
</tr>
<tr>
<td>More than 20%</td>
<td>3 content classes, or 5 language classes</td>
<td>Automatic <strong>course failure</strong>, and possible expulsion</td>
</tr>
</tbody>
</table>

**Weekly Schedule**

**Week 1**

**Introduction.**

During this week the students will have access to the content of the course and will learn about their internship placements. The class will set their individual goals and will general expectations after defining what it means to be an intern in
Spain. The class will also work with stress factors that may affect the working experience and how to prepare a job interview.

Readings:
https://www.nafsa.org/_/File/_/theory_connections_intensity.pdf
Preparing the job interview
http://www.smumn.edu/csi/wpcontent/uploads/sites/33/2015/10/Preparing-for-the-Job-Interview.pdf

Week 2  Internships in Spain
Spanish core values in the workplace This week the class will review Spanish values and their presence in the workplace, how these can affect the daily routines in a working environment. American values will be also be reviewed in order to identify students’ expectations and concepts related to ethics in the workplace.

Readings:
GONZALEZ, Antonio: “Mitos del mercado de trabajo español"
http://economistasfrentealacrisis.com/mitos-del-mercado-de-trabajoespanol/
(Economistas Frente a la crisis. Febrero, 2015)
“U.S. American Values Lens” by Cultural Detective: USA, Spain
“Six US American Values” by Milton & Janet Bennet

Week 3  The Spanish Labor Market.
A review of the current situation in Spain regarding work. Approach to concepts related to labor that will help to understand the Spanish approach to work.

Readings:

Week 4  Stress management & Productivity
This class will focus on how to manage emotions and stress at work to avoid that they affect in decisions and work effectiveness. This class will also study how to
manage supervisors and bosses. The class will also review some strategies to increase productivity at work.

Readings:
¿Sabes cómo tratar a tu jefe? (www.laboris.net)
GARCIA, Esther y MARTINEZ, Isabel: “El control de las emociones en el trabajo: una revisión teórica del trabajo emocional”. Jornadas de Fomento de la Investigación. Universidad Jaime I

Week 5  Job hunting and future career
The class will provide the tools to create a good resume and cover letter. A review on how to sell the study abroad experience to employers will be
Readings:
“Cómo convertir tu pasantía en un trabajo fijo” (http://noticias.universia.cl)

Week 6  Final Day
Students will present a summary of their working experience.
Submission of final projects.

Readings
GARCIA, Esther y MARTINEZ, Isabel: “El control de las emociones en el trabajo: una revisión teórica del trabajo emocional”. Jornadas de Fomento de la Investigación. Universidad Jaime I
GONZALEZ, Antonio: “Mitos del mercado de trabajo español”
http://economistasfrentealacrisis.com/mitos-del-mercado-de-trabajo-espanol/
(Economistas Frente a la crisis. Febrero, 2015)
Online resources

(http://noticias.universia.cl)
(www.laboris.net)