

IN395B INTERNSHIP SEMINAR

IES Abroad Barcelona

DESCRIPTION:

This course provides an introduction to the cultural context of the internship placement, through the examination of cultural issues in the workplace, with a particular focus on preparation for entering the work environment. Writing and discussion topics also introduce the concept of skill-building in cross-cultural competencies, including cross-cultural communication, teamwork, and conflict mediation. The course prepares students for culturally appropriate résumé development and interviewing skills to facilitate proper placements through on-line classroom discussions, enabling students to better process what they experience at the internship host organizations.

CREDITS: 3 credits**CONTACT HOURS:** 25 hours**LANGUAGE OF INSTRUCTION:** Spanish**INSTRUCTOR:****PREREQUISITES:** Emerging Independent Abroad II or higher level**ADDITIONAL COST:** None**METHOD OF PRESENTATION:**

The seminar provides a robust learning environment with active discussion of readings, integration of internship experiences, and field studies. The seminar meets for 25 contact hours. Depending on the needs of the host company and the requirements of the program, Part-Time internship students will spend 100-170 clock hours at the internship placement site, while Full-Time students will spend 330 clock hours at the internship placement site.

REQUIRED WORK AND FORM OF ASSESSMENT (all assignments will be written in Spanish):

- Class participation - 10%
- Weekly internship journal -10%
- Networking Assignments -10%
- Group presentation - 10%
- Internship supervisor evaluation -40%
- Final Analytical Paper - 20%

Class participation

Students will be expected to come to class prepared, and to participate actively in class.

Weekly internship journal

Weekly Journal entries track your learning and development at the placement. Entries should include work activities, critical incidents that gave you insight into the work environment, observations of how leadership is exercised, and reading responses. Each journal entry should be 2-3 paragraphs/200 words.

Networking Assignments

Students will attend a networking event and will complete an assignment related to it.

Group presentation

Students will prepare their presentation based on their observation of a specific topic related to the context, culture, and/or career relevant to their experience in Barcelona.

Internship supervisor evaluation

Students' workplace supervisors will evaluate several aspects such as attendance, punctuality, interest and efficiency of the student.

Final Analytical Paper

It will be divided into two parts (10% each) and will be an opportunity for the students to evaluate their overall internship experience as well as their personal and professional development over the course of the semester. This is also an opportunity to reflect upon the ways in which their own values, experiences, interests, beliefs, and cultural preferences have influenced their learning experience while living and working abroad. The paper should include a description of their observations, differences noted between their home and host cultures that may have played a role in work situations and how they think their global competence has been strengthened by what they have learned from their experiences.

First part -The first part of the final paper (10%) consists of a description, analysis and commentary of the student's internship. In effect it is a 1000-1500 "snapshot" of the internship (font size should be 12pt Times New Roman, double spaced). It must include, at least, one citation in the "sector" section below. The paper should respond to the following items:

- a) Description of the company.
- b) Description of the sector to which it belongs. Research and compare this sector in both countries, Spain and the USA.
- c) Description of your job position e.g., knowledge, competences and abilities needed. Cultural differences in time management, organization structure, hierarchy, decision making, communication styles, among others.
- d) Description of your main tasks, duties and responsibilities.

Second Part - The second part of the final paper (10%) will be a 1000–1500 words report outlining your experience at the internship, with a focus on culture and career. It must include the following items:

- e) How would you describe the experience of working in a team with people from different cultures?
- f) What have you learned from this internship?
- g) How will this internship enrich your resume? How will you apply it to your professional career?
- h) Recommendations to improve the internship and yourself.
- i) Conclusions.

LEARNING OUTCOMES:

By the end of the course, the students are able to:

- Apply written and oral communication skills that are appropriate to the work environment.
- Demonstrate career search skills including preparing a résumé and cover letter, conducting Skype interviews, networking and using social media tools such as LinkedIn to create a professional network.
- Describe and analyze cultural differences in the workplace based on critical incidents.
- Demonstrate ability to analyze personal professional strengths and weaknesses.
- Demonstrate knowledge and skills required to work on cross-cultural teams.
- Synthesize the experiences of the internship placement in a revised résumé.

ATTENDANCE POLICY:

As a member of our class community, you are expected to be present and on time every day. Attending class has an impact on your learning and academic success. For this reason, attendance is required for all IES Barcelona classes, including course-related excursions. There will be no penalty for the first unjustified absence in the Internship Seminar. A second unjustified absence will result in three percentage points being deducted from the final grade. A third unjustified absence will result in a maximum grade of C for the course. A fourth unjustified absence will result in a grade of F. Absences will only be justified, and assessed work, including exams, tests and presentations rescheduled, in cases of documented medical or family emergencies.

Attendance at the internship placement, at the times agreed with the placement supervisor, is mandatory. Any unavoidable absences, due to documented medical or family situations, must be communicated immediately to both the placement supervisor and to the Internship Department. Any hours missed must be made up during the semester, in agreement with the placement supervisor.

CONTENT:

On-line Sessions:

Session 01 – Intro to Course Content & Placement Process

(30 min) Introduction to the course content and requirements; introduction to the internship placement steps and requirements. Skype conversation with the Internship Coordinator.

Session 02 – Editing and Customizing your Résumé and Cover Letters

(1.5 hours) Students will customize their documents for the specific internship placements they are applying to. The Internship Coordinator will provide templates and resources to complete this session.

On-site Sessions:

Session	Content	Required reading:
Session 1	Introduction to the course. Goals and Expectations. Introduction to the Local Environment. Spanish labour market, its current situation. Labour relations in Spain. Group creation.	Ministerio de Industria, Comercio y Turismo. Gobierno de España. (n.d.) https://www.investinspain.org/es/establecimiento/mercado-laboral
Session 2	History, Politics and Economy of the Host City Centers will add readings on current local cultural, political, social, work-place issues appropriate for the local environment.	- Agencia de Desarrollo Económico. Área Metropolitana de Barcelona (n.d.). Proyectos para dar respuestas a los retos metropolitanos. https://docs.amb.cat/alfresco/api/-default-/public/alfresco/versions/1/nodes/c6cdc74f-1489-4d1a-b8e0-39aaa07a8bf5/content/ADE_2019_ESP.pdf?attachment=false&mimeType=application/pdf&sizeInBytes=4710247 - Barcelona Activa (n.d.). Ajuntament de Barcelona. https://www.barcelonactiva.cat/es/inicio - The New Barcelona Post (2017). Barcelona. La ciudad de los prodigios emprendedores. https://www.thenewbarcelonapost.com/la-ciudad-de-los-prodigios-emprendedores/
Session 3	Cultural Assessment Toolkit Learn how to identify cultural features without falling into the trap of stereotyping. Understand the impact of stereotypes and cultural differences on judgment and decision making. Groups created in first on-site Session re-form for group and class discussions – including ongoing Cultural Analysis Project. Presentation of the group project.	Mendez, D. (2013). Cultural Analysis Toolkit: Navigating International Business Culture, The University of Texas at Austin CIBER: 3-44.
Session 4	Networking Learn the role of social media, personal contacts and professional organizations in one's network.	Rosgaby Medina, K. (2018). Networking: ¿Qué es? ¿Para qué sirve? ¿Por qué es tan importante?

	Develop an understanding of how networking influences employment opportunities and career development. Practice introducing yourself or others in a culturally appropriate manner in preparation to attend a professional networking event. Group project.	Branch. https://branch.com.co/marketing-digital/networking-que-es-para-que-sirve-y-por-que-es-tan-importante/ Orientación para el trabajo. (n.d.). Cómo preparar un Elevator Pitch para buscar trabajo. En 4 pasos. https://www.orientacionparaempleo.com/preparar-elevator-pitch-buscar-trabajo-4-pasos/
Session 5	Attending/Reporting on a Professional Networking Event Based on local guidance, interns identify, attend and report back on relevant networking events where you will have the opportunity to meet local professionals and/or students with similar backgrounds and interests. Use this event to further develop your own international professional network.	
Session 6	Stereotypes and Cultural/Emotional Intelligence (Internship reflection + group project) Discuss the observations you have made at your internship workplace using the Cultural Assessment Toolkit as a framework. What have you learned from observation, conversation, written materials and/or meetings? What are your own preferences and what challenges do you face in this new environment? What strategies are you using to achieve your goals?	Martins, J. (2022). Asana (n.d.). Inteligencia cultural: cualidad imprescindible para cualquier gran gerente. Asana. https://asana.com/es/resources/cultural-intelligence.
Session 7	Business can be Sustainable	GUEST SPEAKER
Session 8	Observe & Understand Different Job Contexts. Visit a local work site to observe different job contexts. Discuss similarities and differences in your own workplace and those of your classmates.	
Session 9	International Careers & Local Job Opportunities. Learn about opportunities to internationalize your career, including resources available to job seekers in the local environment.	GUEST SPEAKER
Session 10	Incorporate Your Internship into Your Career Search Workshop on incorporating your internship experience into your résumé.	- IES Abroad (n.d.). How to Put Study Abroad on a Résumé, Cover Letter & LinkedIn. Available https://www.iesabroad.org/alumni/market-study-abroad-toolkit/resume-cover-letter-linkedin - Educations.es (n.d.). Cómo incluir estudios en el extranjero en un currículum. https://www.educations.es/articles-and-advice/how-to-put-study-abroad-on-a-resume-14157

Session 11	Articulating your internship Experience in an interview	- Gardner, P., Gross, L., & Steglitz, I. (2008). Unpacking Your Study Abroad Experience: Critical Reflection for Workplace Competencies. Volume 1, Issue 1. CERI Research Brief 1-2008. <i>Collegiate Employment Research Institute</i> (NJ1). - IES Abroad (n.d.). How to Market Your Study Abroad Experience Toolkit. https://www.iesabroad.org/alumni/market-study-abroad-toolkit - IES Abroad (n.d.) How to Talk About Study Abroad in an Interview. https://www.iesabroad.org/alumni/market-study-abroad-toolkit/study-abroad-interview
Session 12:	Lessons Learned: Group Presentations	Student final presentation
	Final Paper Due	

REQUIRED READING:

- Agencia de Desarrollo Económico. Área Metropolitana de Barcelona (n.d.) . Proyectos para dar respuestas a los retos metropolitanos. https://docs.amb.cat/alfresco/api/-default-/public/alfresco/versions/1/nodes/c6cdc74f-1489-4d1a-b8e0-39aaa07a8bf5/content/ADE_2019_ESP.pdf?attachment=false&mimeType=application/pdf&sizeInBytes=4710247
- Barcelona Activa (n.d). Ajuntament de Barcelona. <https://www.barcelonactiva.cat/es/inicio>
- Educatons.es (n.d.). Cómo incluir estudios en el extranjero en un curriculum. <https://www.educations.es/articles-and-advice/how-to-put-study-abroad-on-a-resume-14157>
- Gardner, P., Gross, L., & Steglitz, I. (2008). Unpacking Your Study Abroad Experience: Critical Reflection for Workplace Competencies. Volume 1, Issue 1. CERI Research Brief 1-2008. *Collegiate Employment Research Institute* (NJ1).
- IES Abroad (n.d.). How to Market Your Study Abroad Experience Toolkit. <https://www.iesabroad.org/alumni/market-study-abroad-toolkit>
- IES Abroad (n.d.). How to Put Study Abroad on a Résumé, Cover Letter & LinkedIn. Available <https://www.iesabroad.org/alumni/market-study-abroad-toolkit/resume-cover-letter-linkedin>
- IES Abroad (n.d.). How to Market Your Study Abroad Experience Toolkit. <https://www.iesabroad.org/alumni/market-study-abroad-toolkit>
- Martins, J. (2022). Asana (n.d.). Inteligencia cultural: cualidad imprescindible para cualquier gran gerente. Asana. <https://asana.com/es/resources/cultural-intelligence>.
- Mendez, Deirdre (2013). Cultural Analysis Toolkit: Navigating International Business Culture, The University of Texas at Austin CIBER: 3-44.
- Ministerio de Industria, Comercio y Turismo. Gobierno de España. <https://www.investinspain.org/es/establecimiento/mercado-laboral>
- Orientación para el trabajo. (n.d.). Cómo preparar un Elevator Pitch para buscar trabajo. En 4 pasos. <https://www.orientacionparaempleo.com/preparar-elevator-pitch-buscar-trabajo-4-pasos/>
- Rosgaby Medina, K. (2018). Networking: ¿Qué es? ¿Para qué sirve? ¿Por qué es tan importante? Branch. <https://branch.com.co/marketing-digital/networking-que-es-para-que-sirve-y-por-que-es-tan-importante/>
- The New Barcelona Post (2017). Barcelona. La ciudad de los prodigios emprendedores. <https://www.thenewbarcelonapost.com/la-ciudad-de-los-prodigios-emprendedores/>

RECOMMENDED READING:

- Adam, H., Obodaru, O., Lu, J.G., Maddux, W., & Galinsky, A. (2018). *How Living Abroad Helps You Develop a Clearer Sense of Self*. Harvard Business Review

- de Janasz, S. C., & Forret, M. L. (2008). Learning the art of networking: A critical skill for enhancing social capital and career success. *Journal of Management Education*, 32, 629–650. [doi:10.1177/1052562907307637](https://doi.org/10.1177/1052562907307637)
- Early, P.C., & Mosakowski, E. (2004). Cultural intelligence. *Harvard Business Review* (October, 2004): 1-8. <https://hbr.org/2004/10/cultural-intelligence>.
- Font, X. (2017). How to Stop City Breaks Killing our Cities. *The Conversation*.
- Garcia Cabeza, M. (2019). Barcelona. *Wiley Blackwell Encyclopedia of Urban and Regional Studies* (pp: 93-98).
- Green, B. P., Graybeal, P., & Madison, R.L. (2011). An Exploratory Study of the Effect of Professional Internships on Student's Perception of the importance of Employment Traits. *Journal of Education for Business*, 86(2), 100-110.
- IES Abroad (n.d.) How to Network After Study Abroad. <https://www.iesabroad.org/alumni/market-study-abroad-toolkit/how-to-network>
- Kendrick, D.T. (2012). Culture shock: Spain vs. the US. *Psychology Today*.
- Minder, R. (2012). The Country Beckons Spaniards as Jobs in Cities Grow Scarce. *The New York Times*. <http://www.nytimes.com/2012/09/13/world/europe/spains-economy-sends-city-residents-back-to-country.html?pagewanted=all>
- Mix, D.E. (2018). Spain and its Relations with the United States: In Brief. Congressional Research Service.
- Muro, D. (2018). The stillbirth of the Catalan Republic. *Current History*, 117(797), 83-88.
- Salmon, K. (2010). Boom to bust-reconstructing the Spanish Economy. *International Journal of Iberian Studies*, 23 (1), 39-52.
- Storti, C. (1994). *Cross-Cultural Dialogues: 74 Brief Encounters with Cultural Difference*. Intercultural Press.
- The New Barcelona Post (2017). Barcelona: The City of Entrepreneurial Marvels.
- Wojcieszak, M. (2015). Aversive racism in Spain—Testing the theory. *International Journal of Public Opinion Research*, 27(1), 22-45.