Professional Internships
Master in Internationalization of companies

General Information

Course: Professional Internships

Degree: Master's Degree in Business Internationalization

Academic Year: 2023-2024

Nature: External internships

Language: Spanish and English

Mode: On-site/Blended/Distance

ECTS Credits: 8

Semester: 2nd

Professors/Teaching Team: Prof. Dr. Geoffrey Ditta

1. COMPETENCIES AND LEARNING OUTCOMES

1.1. Competencies

Basic Competencies: CB6, CB7, CB8, CB9, CB10

CB6 Possess and understand knowledge that provides a foundation or opportunity to be original in the development and/or application of ideas, often in a research context.

CB7 Apply the knowledge acquired and their problem-solving skills in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their field of study.

CB8 Integrate knowledge and deal with the complexity of formulating judgments based on incomplete or limited information, including reflections on the social and ethical responsibilities linked to the application of their knowledge and judgments.

CB9 Communicate their conclusions and the knowledge and reasons that support them to specialized and non-specialized audiences in a clear and unambiguous manner.

CB10 Possess learning skills that enable them to continue studying in a largely self-directed or autonomous manner.

General Competencies: CG1, CG2, CG3, CG4, CG5, CG6, CG7, CG8, CG9, CG10, CG11

CG1. Know and understand the main areas of a company: marketing and sales, management and strategy, accounting and finance, human resources, and operations and logistics. Leading the most appropriate strategies and plans in these areas according to the objectives pursued in each organization.

CG2. Able to systematically understand relevant information about the company, its context, and how to apply it to complex situations, taking into account how it affects other departments and the employees under their charge.

CG3. Master techniques for obtaining, analyzing, synthesizing, and using information, such as interviews, surveys, observation, bibliographic research, and the creation and use of tables and graphs for reports and presentations.

CG4. Capable of handling complex situations and making decisions based on the knowledge and application of various theoretical and empirical approaches of diverse nature, applied to the practice of leadership and management in different organizations.

CG5. Be able to acquire communication planning skills for relationship management and communicate effectively both orally and in writing, using the latest technology.

CG6. Be capable of acting autonomously in the planning and implementation of projects and decisions. The student must be able to lead work teams for diagnosing, classifying, and establishing solutions for various situations that may arise in organizations.

CG7. Be able to lead work teams for diagnosing, classifying, and establishing solutions for various situations that may arise in organizations.

CG8. Must be able to recognize the need for change and have the necessary skills to lead and manage it.

CG9. Must be capable of acting autonomously within a framework of responsible freedom.

CG10. Must be able to measure, quantitatively, the performance of employees and themselves.

CG11. Integrate into the organization and governance of the company values and policies of effective equality, especially between women and men, and attention to disability.

Specific Competencies: CE1, CE2, CE3, CE4, CE5, CE6, CE7, CE8, CE9, CE10, CE11, CE12, CE13, CE14, CE16

CE1. Understand the organizational structure and the involvement of Human Resources Management and leadership within it.

CE2. Ability to plan, lead, and manage human resources by applying competency criteria.

CE3. Ability to analyze, describe, and evaluate job positions, especially those of leaders, in a company, organization, or institution.

CE4. Ability to establish and apply internal and external human resources recruitment and selection strategies, particularly those characterizing leadership, to supply the necessary competencies in human capital.

CE5. Ability to develop and lead human resources by applying appropriate techniques for training, promotion, and performance evaluation.

CE6. Skill in designing and implementing different motivational systems, with in-depth knowledge of various leadership and management styles applicable to each company based on its organizational culture.

CE7. Ability to generate internal communication plans using innovative technologies, while also addressing the interpersonal communication needs of human resources.

CE8. Ability to perform Basic Level functions in Occupational Risk Prevention.

CE9. Ability to perform the necessary calculations for correct payroll preparation, in accordance with labor legislation, collective agreements, Social Security, and tax criteria.

CE10. Ability to design compensation policies and salary structures, with in-depth knowledge of the components of the wage bill and the resulting personnel costs.

CE11. Knowledge and application of labor legislation applicable to both individual and collective labor relations.

CE12. Ability to develop conflict resolution techniques applied to collective bargaining with different social agents.

CE13. Ability to design and implement HR management methods and techniques, using technological innovation in their management programs.

CE14. Ability to apply the knowledge, skills, and attitudes acquired in the Master's program in a specific work environment.

CE16. Ability to present and defend an integrative project before a panel of university professors in the area of human resources.

1.2. Learning Outcomes

To put into practice all the competencies acquired in the program in a real professional environment.

2. Contents

2.1 Prerequisites

Have completed at least 4 subjects and passed 2.

2.2 Description of Contents

Contents

Completing an internship period in companies also has several objectives. On one hand, it aims to bridge the gap between a student's life experience and the experience of performing a job in a company. On the other hand, it serves as a field of experience for applying the knowledge acquired and for observing how such knowledge is applied by more experienced professionals in real-life situations. The student has a university tutor to whom they can turn for any questions or problems that may arise. The tutor is in contact with the company's supervisors where the student is undertaking their internship. At the end of this period, the company issues an evaluative report on the student's performance, while the student must write a report on their activity during the internship. The university has a specialized department called the Career Services Department, which is responsible for the management and administration of external internships. The student's tutor and the degree coordinator are in constant contact with the Career Services Department to facilitate the completion of the external internship period.

2.3. Detailed Content
As determined by the company through the business tutor, related to the functions of the assigned job position in the human resources area in which the student participates.

2.4. Directed Activities

As determined by the company through the business tutor.

The report that the student must submit to the academic tutor at the end of the established internship period, which will be part of the overall evaluation of the internship.

2.5. Training Activities

Training Activities :

In-person Mode:

Training Activity:	Hours	Percentage of In-person Attendance:
AF2 Technical explanation for the resolution of cases related to the subjects or courses	15	100%
AF3 Tutoring	10	25%
AF4 Individual or group work by the student	160	100%
AF5 Sharing of results and procedures	15	100%

Blended Mode:

Training Activity:	Horas	Percentage of In-person Attendance:
AF2 Technical explanation for the resolution of cases related to the subjects or courses	15	40%
AF3 Tutoring	10	25%
AF4 Individual or group work by the student	160	100%
AF5 Sharing of results and procedures	15	50%

Distance Mode:

Training Activity:	Horas	Percentage of In-person Attendance:
AF2 Technical explanation for the resolution of cases related to the subjects or courses	15	0%
AF3 Tutoring	10	0%
AF4 Individual or group work by the student	160	100%
AF5 Sharing of results and procedures	15	100%

Teaching Methodologies:

In-person Mode: MD2; MD3

Blended Mode: MD2; MD3

Distance Mode: MD2; MD3; MD4

PROPUESTO TEACHING METHODOLOGIES OF THE PROPOSED DEGREE	
Code	**TEACHING METHODOLOGY**
MD2	Cooperative Learning
MD3	Problem-Based Learning (PBL)
MD4	Lecture

3. EVALUATION SYSTEM

3.1 Grading System

The final grading system will be expressed numerically as follows:
- 0 - 4.9 Fail (SS)
- 5.0 - 6.9 Pass (AP)
- 7.0 - 8.9 Good (NT)
- 9.0 - 10 Excellent (SB)

The distinction of "Honors" may be awarded to students who have achieved a grade of 9.0 or higher.

3.2 Evaluation Criteria

The evaluation will be provided by the business tutor, indicating a final grade ranging from 0 to 7 based on the student's performance. This will be the most heavily weighted component of the overall internship grade. The remainder of the grade will be based on the final report submitted by the student to the university academic tutor, detailing all their learning and evaluation of the professional internship according to specific criteria provided in a document.

In-person/Blended/Distance Mode

Ordinary Call

Evaluation Systems	Minimum Weighting %	Maximum Weighting %
SE4. Performance Report	75 %	75 %
SE5. Student Performance	25 %	25 %

Convocatoria Extraordinaria

Evaluation Systems	Minimum Weighting %	Maximum Weighting %
SE4. Performance Report	75 %	75 %
SE5. Student Performance	25 %	25 %

3.3. Restrictions

Attendance

Attendance at professional internships in the company is mandatory, with the schedule to be agreed upon with the company to cover the sufficient hours to accredit the corresponding credits.

Writing Standards

Special attention will be paid to the presentation and content of written assignments, projects, and exams, including grammatical and orthographic aspects. Failure to meet acceptable minimum standards may result in point deductions for the respective work.

3.4. Plagiarism Warning

The Antonio de Nebrija University will not tolerate plagiarism or copying under any circumstances. Plagiarism will be considered the reproduction of paragraphs from texts other than those created by the student (from the Internet, books, articles, peers' work, etc.) when the original source is not cited. The use of citations cannot be indiscriminate. Plagiarism is a serious offense.

If such practices are detected, it will be considered a Serious Offense, and the sanction provided in the Student Regulations may be applied.

4. BIBLIOGRAPHY

The bibliography provided by the company for the performance of professional internships in the department assigned to the student, as well as the bibliography of the ten subjects of the master's program.