Internship

Professor: Mercè Roca Puigvert
E-mail: merce.roca@esci.upf.edu
Office hours: by appointment
Course Type: Elective
Credits: 9 ECTS
Term: 3rd term

Course Description

The Internship is a compulsory course for the MSc IB. It is a 9 ECTS course with the following characteristics:

- Activities related to career development are evaluated during the academic year (i.e. attendance to careers' seminars, development of the CV, etc.)

- A minimum of 225 hours of internship must be completed by September 15th 2022. For those who cannot meet this deadline, registration to the following academic year to complete the internship will be required to obtain an extension until December 31st, 2022.

- An educational cooperation agreement must be approved by the professor in charge and signed by the school, the firm, and the student.

- Students obtain a final grade of between 0-10.

Objectives

The main objectives of the Internship course are:

- Apply classroom knowledge to the work world.
- Gain experience related to your major and interests.
- Explore possible careers and learn about career paths.
- Add real-life skills and experience to your resumes.
- Take responsibility for your own learning and create a more rewarding college experience.
- Develop job search skills such as interviewing techniques.

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- Establish a network of professional contacts, mentors and references for after graduation.

Learning Outcomes

- Be trained for professional practice in the international business environment.
- Obtain direct knowledge of the professional environment and the main functions related to international business in a company with significant activity in this domain.
- Interrelate with a team of professionals whose main activity is focused on international business.
- Develop and put into practice communication skills, oral and written, in a professional environment.

Competences

BASIC COMPETENCES

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

CB7. That students know how to apply the acquired knowledge and their ability to solve problems in new or little-known environments within broader (or multidisciplinary) contexts related to their area of study.

CB8. That students are able to integrate knowledge and face the complexity of formulating judgments based on information that, being incomplete or limited, includes reflections on the social and ethical responsibilities linked to the application of their knowledge and judgments.

CB9. That students know how to communicate their conclusions and their knowledge and reasons that support them to specialized and non-specialized audiences in a clear and unambiguous way.

CB10. That students possess the learning skills that allow them to continue studying in a way that will be largely self-directed or autonomous.

GENERAL COMPETENCES

Instrumental skills

G1. Search, analysis, evaluation and synthesis of information. Managing the information acquired from its analysis, its assessment and the synthesis of that information.

G2. Relate concepts, knowledge and tools from different areas.

G3. Communicate orally and in writing in English

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Personal generic competencies

G4. Leadership and management capacity of multicultural, interdisciplinary, competitive, changing and complex groups.

G5. PERSUASION. Detect customer needs and supplier requirements to adapt the products and services offered.

G6. Put into practice the essential elements to be able to carry out a negotiation.

Systemic generic competencies

G7. Understand an organization with a global perspective.

G8. Implement initiatives and changes within an organization.

G9. Promote respect for multicultural values: equality, solidarity, commitment.

Competencies for applicability

G10. Make the knowledge and skills acquired effective in an advanced way.

G11. Apply quantitative criteria and qualitative aspects in decision making.

G12. Apply the concept of networking through the use of the Internet and other networking techniques.

G13. Organize and manage time efficiently in the development of tasks.

SPECIFIC COMPETENCES

E1. Identify the phases of internationalization of a company (expansion, internationalization, and rationalization of activities).

E2. Mastering the internal analysis of the company to diagnose the viability of starting the first phase of internationalization and consolidating the process

E3. Train to diagnose the viability of rationalizing the internationalization resources of the multinational company.

E4. Analyze, synthesize and interpret the data and master its application in the analysis of the business potential of the country.

E5. Interpret the current and future situation of the international economic, legal, social, and political environment.

E6. Recognize and identify sources of information and international documentation (public and private) on the business potential of a country and a sector of economic activity.

E7. Evaluate and select the pool of countries with potential for the internationalization of the company, identifying the strategic fit of the company with the opportunity that each one represents.

E8. Advanced ability to use and develop information synthesis and communication tools for international companies.

E9. Analyze in depth the sector, competition, market, consumer, and distribution of each preselected country.

E10. Evaluate the selection of the appropriate country to develop the process of internationalization of the company.

E11. Design the international logistics network to support internationalization.

E12. Integrate the corporate social responsibility (CSR) policies of the company in the internationalization process.

E13. Define and develop a market research project for decision making in an international business environment.

E14. Design, organize and manage the sales force that will be deployed in new markets.

E15. Integrate the different areas of the company in business decision making in a simulated international environment.

E16. Master and resolve the legal-administrative procedures and procedures required in the internationalization process.

E17. Recognize and apply financial information, systems, and models to develop international financial operations.

E18. Select, organize, motivate, and lead the human resources of the company in an international environment.

E19. Mastering the tools and advanced capacity to successfully develop a negotiation at an international level, taking into account the importance of the specific socio-cultural aspects of each region.

E20. Master and know how to use the different forms of organization of the international company.

Methodology

Students must fulfil the phases of the Internship Course listed in the Calendar and Contents section. To do so, they must comply with the following commitments which they sign at the beginning of the course:

1) The student must attend the training sessions organised by Careers Service, and the information sessions to prepare the internship application process, as well as prepare the documentation that will be required for these sessions.

2) The student must answer all communications about internships, and take any required action. The absence of response or action will be understood as the student is not interested in fulfilling the internship requirements, and will affect the final evaluation of the subject.

3) Curricular internships can be done from the beginning of the third term to the 15th of September 2022*.

4) If the student has not actively responded to any of the program communications or taken any of the required actions by the 30th of June 2022, the program direction will understand that the student is not interested in fulfilling the internship requirements, and this affect the final evaluation of the subject potentially leading to a Fail grade.

5) The MSc IB students will be able to do extra-curricular internships before the third term, as long as the internship does not interfere with the program schedule, and the tasks are related to the contents of the program.

6) Once the student has started the internship, he/she will not be able to apply to other internship offers. The student will not be able to stop the internship to start a new one. If any of these cases occur, the programme direction may consider that the student has breached the internship agreement and will not pass the subject.

7) At the same time the student has to responsibly fulfil the internship requirements regarding punctuality, attitude, and tasks. The student has to complete the period of collaboration that has been signed in the educational agreement.

8) The student has to know and fulfil the educational project behind the internship. He/She will follow any indications given by the internship tutor assigned by the company and will be supervised by the academic tutor.

9) The student has to be in touch with the academic tutor during the duration of the internship and communicate any event that may occur.

10) The student will produce a Final Report that will be sent to the academic tutor through the programme established systems. The Final Report has to be sent before the 10th of September 2022*.

11) The Barcelona School of Management-ESCI will send an evaluation questionnaire to the internship tutor at the end of the internship. The tutor will have to return the questionnaire completed by the 10th of September 2022*. The student takes

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responsibility to follow up and make sure the tutor returns the questionnaire by the deadline.

The competences, the learning outcomes, the assessment elements and the quality of the learning process included in this Teaching Plan will not be affected if during the academic trimester the teaching model has to switch either to a hybrid model (combination of face-to-face and on-line sessions) or to a complete on-line model.

Evaluation criteria

he following are the items that will make the final grade of the Curricular Internship course:

Evaluation item	Weight in the final
Initial stage (preparing the CV, careers' seminars and searching the company)	10%
Final report	40%
Final evaluation report of the partner business guardian	50%

Plagiarism is to use another's work and to present it as one's own without acknowledging the sources in the correct way. All essays, reports or projects handed in by a student must be original work completed by the student. By enrolling at any UPF BSM Master of Science and signing the "Honor Code," students acknowledge that they understand the schools' policy on plagiarism and certify that all course assignments will be their own work, except where indicated by correct referencing. Failing to do so may result in automatic expulsion from the program."

Students who fail the course during the regular evaluation are allowed ONE re-take of the evaluation, in the conditions specified above. If the course is again failed after the retake, the student will have to register again for the course the following year.

In case of a justified no-show to an exam, the student must inform the corresponding faculty member and the director(s) of the program so that they study the possibility of rescheduling the exam (one possibility being during the "Retake" period). In the meantime, the student will get an "incomplete", which will be replaced by the actual

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grade after the final exam is taken. The "incomplete" will not be reflected on the student's Academic Transcript.

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Calendar and Contents

Phases	Objectives and results	Calendar	Methodology
Preparing the CV. Career service seminars Interview with the Internship&Careers' service	Identifying the professional profile and objectives	First half of the academic year	Individual interview
2. Internship search process	Active search of the organization. Sources: By autonomous search / through ESCI-UPF Internship Job Market. Result: Each student is assigned to an organization to perform a training project.	March-July	Individual work (Interviews with the organization)
3. Placement in the organization	Work within the organization developing the training project.	225 hours minimum until 15th	Internship in the organization

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	Outcome: The student works with the organization and produces the final report.	September 2022*	Individual work

The following reports will be required before a student is evaluated from the Curricular Internship course.

Document to be submitted	Delivery date
Notice of joining the company	First week of incorporation
Final Report	Before 10th of September 2022
Evaluation report of the company tutor	Before 10th of September 2022

Reading Materials/ Bibliography/Resources

- Students will be called to the Internship & Careers' services seminars and individual meetings.
- Internship offers will be posted on Campus Global.
- Besides the programmed meetings, individual tutoring will be offered when required.

Bio of Professor

Mercè Roca i Puigvert is the Academic Director of the MSc in International Business. She obtained hed PhD from Leeds University Business School and a Master degree in Economics and Management from Universitat Pompeu Fabra. She is a member of the Research in International Studies and Economics (RISE) research group at ESCI-UPF, the Experimental Economics Lab (LeeX) research group, and the Business Analytics Research Group (BARG) at UPF. She is author of a numerous articles and book chapters linked to international business, market research and economic decision making.

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