



Universidad de
La Sabana

SUBJECT SYLLABUS

ACADEMIC OVERVIEW

INTERNATIONAL SCHOOL OF ECONOMIC & ADMINISTRATIVE SCIENCES

SUBJECT NAME AND CODE: Business Internship (81136)

PROGRAM: Bachelor of Business Administration (BBA),
Bachelor of Administration & Service (BA&S)
Bachelor of International Marketing & Logistics Administration (BIMLA)

LEVEL OF STUDY Undergraduate Program

GENERAL ACADEMIC INFORMATION			
LATEST UPDATE	2016-2		
ACADEMIC AREA	Internship		
SEMESTER	Ninth: BBA, BIMLA Tenth: BA&S		
SUBJECT TYPE	Mandatory		
CREDIT POINTS	16		
CLASSROOM HOURS PER WEEK	Practice		
PRE-REQUISITES	Internships' Seminar		
LANGUAGE	Spanish		
INTERNATIONAL CONTENT	<ul style="list-style-type: none"> • Research tasks on intercultural contexts • Development of projects with international or intercultural focus • International bibliography is used 		
COURSE DETAILS			
COURSE DESCRIPTION	Students performing business internship will develop professional skills through the practical exercise of the functions performed in the organization and the interaction of work teams; they will understand the real organizational context of businesses by applying the administrative knowledge acquired during the major and they will contribute to the organization through proposals for organizational and functional improvement in accordance with their level of responsibility.		
COMPETENCES DEVELOPED	Competence	Emphasis	Intended Learning Outcome (ILO)*
	Recognizing the functional interrelationships of the organization to understand the organizational context where the internship takes place. Understanding the organization	Context	ILO01 ILO02 ILO05 BIB ILO06 BA&S ILO06

	from the international global business perspective.		BIMLA ILO06
	Proposing and leading projects in organizations according with the level of responsibility and the academic and functional area in which students are located, creating opportunities for enterprises improvement and innovation or achieving its proposed goals.	Context	ILO05 BBA ILO06 BIB ILO07, BA&S ILO7 BIMLA ILO07
	Adapting themselves to changes in the organizational environment, establishing appropriate relationships to others and learning through the assigned functions.	Context	ILO03 ILO04 BBA ILO 07 BIB ILO08
	Considering continuously the practical exercise in organizations through the support provided by the EICEA in all the stages of the internship and its subsequent learning.	Context	ILO02,

*** Intended Learning Outcome**

ILO01: Global Vision: Demonstrate an understanding of multicultural environments both in local and global contexts

ILO02: Critical Thinking: Evaluate information using critical and analytical reasoning to address changing economic and business situations.

ILO03: Teamwork: Understand and work with others of different backgrounds to solve problems, develop meaningful relationships, and share knowledge.

ILO04: Ethics & Social Responsibility: Demonstrate awareness of ethical issues in business environments and contribute to the improvement of social conditions.

ILO05: Understand principles and concepts of administration: Demonstrate specific knowledge in the field according to the level of study (Bachelor).

BBA ILO06: Entrepreneurship & Innovation: Apply and improve, with entrepreneurship spirit and creative thinking, management processes for established companies or student start-ups.

BBA ILO07: Communication: Communicate effectively in written and spoken manner in Spanish and English

BIB ILO06: Apply technical skills associated with cross-border transactions: Ability to understand and solve issues associated with firm internationalization and trade, according to the level of study (Bachelor).

	<p>BIB ILO07: International Business Plan: Develop and apply entrepreneurial spirit and creative thinking through a business plan associated with an established company or a student start-up.</p> <p>BIB ILO08: Communication: Communicate effectively in written and spoken manner in Spanish, English, and a third language.</p> <p>BA&S ILO06: Understand the needs of people and organizations as well as the tendencies of service and hospitality, which prevail in the marketplace in order to design solutions that satisfy the needs of both internal and external customers.</p> <p>BA&S ILO07: Understand transformational leadership to improve organizations and human resource development.</p> <p>BIMLA ILO06: Apply technical skills associated with marketing and logistics in the decision making process of the firm.</p> <p>BIMLA ILO07: Understanding marketing tendencies and demonstrating ability to identify critical components in value chains</p>
COURSE CONTENTS	<p>MODULE 1 Analysis of the macro-environment and organizational analysis</p> <p>MODULE 2 The change plan proposal</p> <p>MODULE 3 The communication product</p>
METHODOLOGY	<p>Practice</p> <p>Experiential Learning Strategy</p> <p>Active Learning</p> <p>Written Academic Report: Intern student must analyse the current situation of the area where they work, and generate an improvement plan proposal. Interpret, evaluate and intervene in organizations to formulate and develop improvement plans. Students' research results are presented in a report that is reviewed by the academic tutor (professors assigned by EICEA to support, monitor, and assesses students during their internship) and given to the Business tutor (delegate of the company).</p> <p>Collaborative Learning</p>
ASSESSMENT	<p>Written report and tutor assessment at the end of the first two modules, and a final report at the end of the last module. The written report is evaluated in accordance with the assessment rubrics designed by the Internships' Office.</p> <ul style="list-style-type: none"> • First Part: Macro and Microenvironment 40% • Second Part: Improvement Plan Proposal 40% • Third Part: Communication Proposal: Project presentation and publishing 20% .