



Universidad de
La Sabana

SUBJECT SYLLABUS

ACADEMIC OVERVIEW

INTERNATIONAL SCHOOL OF ECONOMIC & ADMINISTRATIVE SCIENCES

SUBJECT NAME AND CODE: Internship Seminar (552801), (962806), (1472801), & (1472801)

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

LEVEL OF STUDY Undergraduate Program

GENERAL ACADEMIC INFORMATION			
LATEST UPDATE	2016-2		
ACADEMIC AREA	Internship		
SEMESTER	Eighth		
SUBJECT TYPE	Mandatory		
CREDIT POINTS	1		
CLASSROOM HOURS PER WEEK	3		
PRE-REQUISITES	BBA: Entrepreneurial Project I, None for the other three Programs		
LANGUAGE	Spanish		
INTERNATIONAL CONTENT	<ul style="list-style-type: none">• Research tasks on intercultural contexts• Development of projects that integrate national and international students, or collaborative projects, as well as on-site or online teamwork.• International bibliography is used		
COURSE DETAILS			
COURSE DESCRIPTION	To prepare students in practical aspects to better perform in the initial selection processes in organizations and insertion in real labour contexts, through training and reflection workshops for developing personal and professional competences according to the needs of EICEA's partner organizations		
COMPETENCES DEVELOPED	Competence	Emphasis	Intended Learning Outcome (ILO)*
	Identifying and developing skills for selection processes in national and international organizations, such as individual and group interviews, knowledge and application of	Context	ILO01, ILO02

	psychological tests and aspects of recruitment, in order to enhance their performance in these processes.		
	Considering aspects of professional life project and general concepts of experiential learning process in professional internships as a means of academic and personal preparation for the process of students' internships.	Skill	ILO02 ILO03 ILO04
	Developing assertive entrepreneurial communication skills, identifying specific aspects of their personal hallmark and developing strategies applied to the organizational context of time management as strategies to enhance adaptation and integration into real organizational contexts.	Context	BBA ILO07, BIB ILO08,
	Strengthening and developing applied skills in business excel as corporate tool for developing operational and tactical functions at EICEA's partner organizations.	Skill	ILO05
	<p>* Intended Learning Outcome</p> <p>ILO01: Global Vision: Demonstrate an understanding of multicultural environments both in local and global contexts.</p> <p>ILO02: Critical Thinking: Evaluate information using critical and analytical reasoning to address changing economic and business situations.</p> <p>ILO03: Teamwork: Understand and work with others of different backgrounds to solve problems, develop meaningful relationships, and share knowledge.</p> <p>ILO04: Ethics & Social Responsibility: Demonstrate awareness of ethical issues in business environments and contribute to the improvement of social conditions.</p> <p>ILO05: Understand principles and concepts of administration: Demonstrate specific knowledge in the field according to the level of study (Bachelor</p> <p>BBA ILO07: Communication: Communicate effectively in written and spoken manner in Spanish and English</p> <p>BIB ILO08: Communication: Communicate effectively in written and spoken manner in Spanish, English, and a third language.</p>		
COURSE CONTENTS	<p>1. Introduction: Reflecting and making decisions based on ethical principles, assuming its work with responsibility, honesty, justice, equity and respect for the dignity of the individual, family and community. Search the integral development aimed at achieving better results.</p>		

	<ol style="list-style-type: none"> 2. Applying ICT: Excel and professional productivity tools in the field of finance and information management. 3. Curriculum Vitae 4. Interviews: Role playing interviews. 5. Psychological tests 6. Written and oral communication: Communicating ideas clearly, efficiently and smoothly, making the audience understands the message and managing it towards the desired direction. Setting goals, transmitted clearly, performing monitoring and feedback on the progress registered by integrating the opinions of the various members of each group. 7. Life Project 8. Hiring process 9. Business in the classroom
METHODOLOGY	<p>Seminar, Lectures and Workshops</p> <p>Awareness Session: Self-confidence, assertiveness, planning and organization, empathy, teamwork, among others</p> <p>Participative classes and Practical Exercises</p> <p>Course Discussions and debates</p> <p>Experiential Learning Strategy and role play</p> <p>Active Learning</p> <p>Conversation-driven teaching</p>
ASSESSMENT	<p>Each content topic is assessed based on:</p> <ul style="list-style-type: none"> • Class participation • Written test • Group dynamics • Study case • Test