

**SUBJECT SYLLABUS
ACADEMIC OVERVIEW
INTERNATIONAL SCHOOL OF ECONOMIC & ADMINISTRATIVE SCIENCES**

COURSE NAME AND CODE: Business Internship (668619-002948-011175-013955-014018-014074)

PROGRAM:

Bachelor of Business Administration (BBA)

Bachelor of International Marketing & Logistics Administration (BIMLA)

Bachelor of Administration & Service (BA&S)

LEVEL OF STUDY: Undergraduate Programme

GENERAL ACADEMIC INFORMATION				
LATEST UPDATE	2020-2			
ACADEMIC DEPARTMENT	Internships			
SUBJECT TYPE	Mandatory			
LANGUAGE	Spanish			
SEMESTER	Programme	Semester		
	BBA	9		
	BIMLA	9		
	BA&S	9		
NUMBER OF ACADEMIC CREDITS	16			
HOURS OF ACADEMIC WORK	1152	CONTACT HOURS	8	HOURS OF INDEPENDENT/AUTONOMOUS WORK 1144
LEARNING PREREQUISITES	<ul style="list-style-type: none"> • Internship Seminar 			

INTERNATIONAL COMPONENT	<ul style="list-style-type: none"> • National and international standards, policies, regulations and mores related to the professional field. • Vocabulary and technical language to communicate in different cultural contexts. • Intercultural challenges. • Research and/or projects with international and intercultural components. 					
SUSTAINABLE DEVELOPMENT GOALS (SDG)	8. Decent Work and Economic Growth					
COURSE DETAILS						
COURSE DESCRIPTION	<p>Business internship is a formative space of experiential learning for students to apply in a real job context all the knowledge and skills developed throughout their academic programmes, to interact in work teams, and comprehend a real organizational context. The student throughout business internship will develop professional skills through the practical exercise of performing functions inside the organization and interacting with work teams, comprehending the real organizational context that business have through the application of management knowledge acquired throughout the career and will contribute to the organization through organizational improvement suggestions and will do so functionally according to the level of responsibility.</p>					
KEY WORDS:	Internship, Skills, Work environment, experiential learning					
COMPETENCES DEVELOPED	EICEA ILOS or Programme ILOS	Course ILOS	Type	Content	Teaching and Learning strategy	Assessment Method
	ILO01 ILO02 ILO05	Recognize the interrelation of the functions in the organization aiming to comprehend the organizational context where the internship is done.	Skill	<ul style="list-style-type: none"> - Macroenvironment analysis - Organizational analysis - Situation analysis and SWOT matrix 	Projects Based Learning	Internship project evaluation rubric.
	ILO06 BEIF ILO06 GAS ILO06	Comprehend the organization from a global international vision of business.		<ul style="list-style-type: none"> - Macroeconomic, sector, and competitive analysis - Organizational analysis 		

				- Improvement and analysis methodologies		
	BBA ILO07 BIB ILO07 BIB ILO08 BA&S ILO07 BIMLA ILO07 BEIF ILO07	Formulate and lead projects in organizations in accordance to the level of responsibility and the academic-functional area in which the student is immersed, generating improvement opportunities and innovation in the businesses or achieving the goals set by it.	Knowledge	- SO, WS, TS, TO strategies (SWOT) - Improvement and analysis methodologies - Improvement plan	Projects Based Learning	Internship project evaluation rubric.
	ILO03 ILO04 BBA ILO07 BIB ILO08 BA&S ILO08 BIMLA ILO08	Adapts to changes in the organizational environment, relates appropriately with others and learns through assigned functions.	Attitude	- Personalized advisory with academic tutor	Experiential Learning	Learning evaluation Feedback sessions with tutor Social internship survey
	BBA ILO08 BIB ILO09 BA&S ILO09 BIMLA ILO09 GAS ILO07 BEIF ILO08			- Communication proposal - Personalized advisory with academic tutor		Evaluation rubric Project presentation Learning evaluation Feedback sessions with tutor Social Internship survey

ILO02	Continuously reflect about the practical exercise in organizations through the advisory of the International School about the stages of internships and the lessons from it.	Attitude	- Personalized advisory with academic tutor	Experiential Learning	Learning evaluation Feedback sessions with tutor Social internship survey
<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: Business Analytics: Interpret data sets according to their different patterns, trends and scenarios using analytical tools that create value in organizations.</p> <p>ILO06: Understand principles and concepts of administration: Demonstrate specific knowledge in the field according to the level of study (Bachelor).</p> <p>BBA ILO07: Entrepreneurship & Innovation: Apply and improve, with entrepreneurship spirit and creative thinking, management processes for established companies or student start-ups.</p> <p>BBA ILO08: Communication: Communicate effectively in written and spoken manner in Spanish and English.</p> <p>BIB ILO07: 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>					

	<p>BIB ILO08: 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 ILO09: Communication: Communicate effectively in written and spoken manner in Spanish, English, and a third language.</p> <p>BA&S ILO07: 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 ILO08: Understand transformational leadership to improve organizations and human resource development.</p> <p>BA&S ILO09: Communication: Communicate effectively in written and spoken manner in Spanish and English and three levels of third language</p> <p>BIMLA ILO07: Apply technical skills associated with marketing and logistics in the decision making process of the firm.</p> <p>BIMLA ILO08: Understanding marketing tendencies and demonstrating ability to identify critical components in value chains.</p> <p>BIMLA ILO09: Communication: Communicate effectively in written and spoken manner in Spanish, English, and a third language.</p> <p>GAS ILO06: Apply technical skills associated with culinary arts and management, food studies, and applied culinary science.</p> <p>GAS ILO07: Communication: Communicate effectively in written and spoken manner in Spanish and English.</p> <p>BEIF ILO06: Apply theoretical and technical skills in the fields of economics and finance.</p> <p>BEIF ILO07: Use economic and financial tools to evaluate different contexts and build models with variables that affect the economy and firms.</p> <p>BEIF ILO08: Communication: Communicate effectively in written and spoken manner in Spanish and English.</p>
<p>BIBLIOGRAPH Y</p>	<ul style="list-style-type: none"> • HUMBERTO GUTIERREZ PULIDO, Calidad Total y Productividad Tercera Edición Mc Graw Hill 2010. • DARIO RODRIGUEZ, Diagnostico Organizacional EDITORIAL ALFAOMEGA.ISBN: 9789701510971. • LUÍS FERNANDO AGUDELO, JORGE ESCOBAR, Gestión por procesos. Icontec.2007 • HERNANDO MARIÑO NAVARRETE, Gerencia de Procesos. Alfaomega. 2000. • BARRY RENDER. Principios de administración de operaciones. Quinta edición. México. 2004.

- | | |
|--|---|
| | <ul style="list-style-type: none">• Biblioteca Octavio Arizmendi Posada, Universidad de La Sabana, a través de las Bases de Datos especializadas, el estudiante en práctica podrá consultar de forma virtual diferentes recursos bibliográficos, estadísticos, gubernamentales, entre otros a nivel nacional e internacional. Recurso En Línea 8.05.2014: http://www.unisabana.edu.co/unidades/biblioteca/biblioteca-virtual/unidades-academicas/eicea/• Bibliografía adicional será aportada por el Tutor académico del estudiante de acuerdo con el sector, área de conocimiento, área funcional donde se encuentre el estudiante desarrollando su práctica empresarial. |
|--|---|