

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

COURSE NAME AND CODE: Internship Seminar (668618- 14016)

PROGRAM:

Bachelor of Business Administration (BBA)

Bachelor of Administration & Service (BA&S)

Bachelor of International Business (BIB)

Bachelor of International Marketing & Logistics Administration (BIMLA)

Bachelor of Gastronomy (GAS)

LEVEL OF STUDY: Undergraduate Programme

GENERAL ACADEMIC INFORMATION					
LATEST UPDATE	2020-2				
ACADEMIC DEPARTMENT	Internships				
SUBJECT TYPE	Mandatory				
LANGUAGE	Spanish				
SEMESTER	Programme		Semester		
	BBA		8		
	BIMLA		8		
	BA&S		7		
	BIB		8		
	GAS		7		
NUMBER OF ACADEMIC CREDITS	1				
HOURS OF ACADEMIC WORK	48	CONTACT HOURS	32	HOURS OF INDEPENDENT/AUTONOMOUS WORK	16

LEARNING PREREQUISITES	<ul style="list-style-type: none">Excel knowledge, communication concepts					
INTERNATIONAL COMPONENT	<ul style="list-style-type: none">National and international standards, policies, regulations and mores related to the professional field.International guests					
SUSTAINABLE DEVELOPMENT GOALS (SDG)	8. Decent Work and Economic Growth					
COURSE DETAILS						
COURSE DESCRIPTION	The course “Internship Seminar” is a formation space in skills and personal and professional competencies for the entrance to the professional world. It has as a goal for students to learn, reflect, and potentiate their professional skills through short preparation sessions for professional internships. Consequently, students should find themselves ready to apply and validate their theoretical-practical knowledge and technological knowledge, with the formation received, in the professional internship where they will develop their last step towards college academic formation brought by organizations and the University through the professional internship program.					
KEY WORDS:	Soft skills, technical skills, self-knowledge, work environment					
COMPETENCES DEVELOPED	EICEA ILOS or Programme ILOS	Course ILOS	Type	Content	Teaching and Learning strategy	Assessment Method
	ILO01	Set appropriate short-term, mid-term, and long-term goals which are relevant for professional development considering that they should be measurable and realist.	Knowledge	<ul style="list-style-type: none">Sabana RouteCapstone ProjectCase Study	Projects Based Learning	-Feedback sessions with the team’s psychologist -Capstone project evaluation rubric
	ILO02	Ideate solutions to problems that may arise, with satisfactory results.	Skill	<ul style="list-style-type: none">Case studyAssessment	Projects Based Learning	-Excel project evaluation rubric

				<ul style="list-style-type: none"> - Applied project in Excel - Emotional intelligence workshop 		-Feedback session with teachers
	BBA ILO08	Understand the required soft skills in a professional field, to potentialize their performance, and positively impact their teams.	Skill	<ul style="list-style-type: none"> - Sabana Route - Assertive communication workshop - Assessment - Professional profile video 	Gamification	-Feedback sessions with the team's psychologist -Feedback session with teachers -Final video activity evaluation rubric
	BIB ILO09					
	BA&S ILO09					
	BIMLA ILO09					
	GAS ILO07					
	BEIF ILO08					
	ILO03	Comprehend personal emotions and that of others to accomplish effective relations in a work environment.	Attitude	<ul style="list-style-type: none"> - In-class workshops - Sabana Route 	Theoretical Class	-Feedback sessions with the team's psychologist -Feedback session with teachers
	BBA ILO08	Communicate ideas clearly, efficiently, fluidly and assertively, with the ability to listen, having an impact with the audience and transmitting a message.	Attitude	<ul style="list-style-type: none"> - Assertive communication workshop 	Gamification	-Feedback session with teachers
	BIB ILO09					
	BA&S ILO09					
	BIMLA ILO09					
	GAS ILO07					
	BEIF ILO08					

	ILO02	Apply knowledge and skills for professional and personal development, to have successful selection processes.	Skill	<ul style="list-style-type: none"> - Creation of a C.V. - Psychotechnical tests - Types of interviews 	Theoretical Class	<ul style="list-style-type: none"> -Feedback sessions with the team's psychologist -Feedback session with teachers -C.V. evaluation rubric
	<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>BBA ILO08: Communication: Communicate effectively in written and spoken manner in Spanish and English.</p> <p>BIB ILO09: Communication: Communicate effectively in written and spoken manner in Spanish, English, and a third language.</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 ILO09: Communication: Communicate effectively in written and spoken manner in Spanish, English, and a third language.</p> <p>GAS ILO07: Communication: Communicate effectively in written and spoken manner in Spanish and English.</p> <p>BEIF ILO08: Communication: Communicate effectively in written and spoken manner in Spanish and English.</p>					
BIBLIOGRAPHY	<ul style="list-style-type: none"> • H. Frederick Sweitzer University of Hartford. ISBN-10: 1285077199 • Mary A. King Fitchburg State University. ISBN-13: 9781285077192 					