



Instituto Universitario de  
Investigación en Estudios  
Norteamericanos  
"Benjamin Franklin"

## STUDENT'S GUIDE VIRTUAL INTERNSHIPS



### **Course Description:**

The students will finish the course qualified to develop all the skills referred to the communication both personal and professional field in a virtual way. A practical international experience can help you in your professional future and get the job you want after graduation and acquire an international perspective. In addition, with the increase of teleworking, it is important that learning develops technological skills.

Internships have many advantages including the use of Spanish vocabulary, intercultural skills and better analysis of your own adaptation to other cultures and lifestyles. This unique experience will help you make new contacts and develop a professional and personal network in Spain. Students will be assigned to the practice of their choice.

- Internships may vary in schedule and days depending on the needs of the company or organization
- The student gets 3 credits (40 hours of practice and 5 of workshops on interculturality, teamwork).

## Introduction of the professor

### Priscilla Ramos



She is responsible for international programs at the Instituto Franklin-UAH. She has a Master's Degree in Learning and Teaching Spanish as a Foreign Language (Franklin-UAH Institute), BA in Spanish and BA in International Studies with a specialization in Diplomacy from The College of New Jersey.

She teaches in the Study Abroad in Spain Program and in the Master in International Education. Has experience in admissions, graduate programs and Study Abroad. Over 10 years of teaching experience in the USA and Spain. Maryland Certified Teacher: from Nursery School to High School. For more information:

<https://www.linkedin.com/in/priscilla-marie-ramos-5ba946194/>

## Learning Results

### Competencies and Objectives

#### General competencies (GC):

- CG1: Develop or improve professional and intercultural skills
- CG2: Acquire experience in work or community support settings
- CG3: Acquiring deeper knowledge about a certain sector or job

Specific competences (EC):

- CE1: Improve language skills in Spanish and interpersonal and intercultural relations in another country
- CE2: To better understand how certain organizations or companies work in other countries

### **Requirements or level of Spanish needed**

A2 to C2 in the Common European Framework of Reference for Languages (CEFR) A low-to-bilingual intermediate

### **Practical application of the course**

For students with an intermediate knowledge of Spanish who want to improve their Spanish and gain professional experience in an international and virtual environment. Theoretical and practical lessons will be given, mainly based on interculturality within business and theories based on business organization in Spain. This will be completed with explanations and extra information provided by the teacher. The objective is to achieve a significant learning of the contents, so it is very important to take into account the previous knowledge of the students, in order to use a flexible methodology. With this didactic model, the aim is to enable the student to communicate -not only orally, but also in writing- with other Spanish speakers. The practices have many advantages among which are the improvement of the Spanish vocabulary, the intercultural skills and a better analysis of your own adaptation to other cultures and ways of life. This unique experience will help you make new contacts and develop a professional and personal network in Spain.

### **Course material and documents**

Articles, Role-plays, Europass CV

### **Use of communication areas**

Note board

It is one-way and allows all students to be informed about important dates, announcements, etc. You must keep an eye on this board for any changes.

General forum

It serves to enable everyone, teacher and student, to communicate and participate. This forum serves to communicate something to the group. Please make sure your messages are relevant to the course and respectful.

### Forum by groups

It serves to divide students into groups so that they can discuss the content or a topic of the course. The groups are formed by the teacher to ensure that throughout the course all students work with each other, or they can be formed by students according to the teacher's instructions (groups of three, four, etc.).

### Thematic Forum

To comment on the content of a particular topic. In this thematic forum, students can comment on the topic, ask questions, debate, etc. about the lessons.

Questions to the teacher: The student can communicate with the teacher by email for private topics and forum for public and course topics.

-Tutorials and meetings with supervisors: They can be done through Blackboard-videoconference or Zoom. To request a tutorial, inform the teacher through Blackboard. The teacher will send the student a calendar of his/her availability. The student will select the time that suits him/her best.

-Technical questions: Write the question in the General Forum.

### Bibliography

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- Europass Österreich, Nationalagentur Lebenslanges Lernen/OeAD (Österreichische Austauschdienst)-Gesellschaft mit beschränkter Haftung. "CV." *Europass*, [www.europass.at/en/what-is-europass/cv/](http://www.europass.at/en/what-is-europass/cv/).
- "Hofstede's Cultural Dimensions Theory - Overview and Categories." *Corporate Finance Institute*, 1 June 2020, [corporatefinanceinstitute.com/resources/knowledge/other/hofstedes-cultural-dimensions-theory/](http://corporatefinanceinstitute.com/resources/knowledge/other/hofstedes-cultural-dimensions-theory/).