

IB 4910 M01: International Business Internship
Spring 2024

Credit(s):	1-3
Prerequisite(s):	1) GPA of 3.0 and above. 2) IB-2000 (Introduction to International Business) 3) Junior standing or higher. 4) Fluent English and Spanish (300-level Spanish required). 5) Ability to work 5 days/week for no less than 15-20 hours/week for no less than 90 days. The minimum total number of working hours is 180. 6) Complete an interview with the Internship Coordinator and a Spanish professor prior to the actual company interview. 7) Prior completion of the following courses is highly recommended ECON-1900 (Principles of Economics); ACCT-2200 (Fundamentals of Financial Accounting); FIN-3010 (Principles of Finance); MKT-3000 (Introduction to Marketing Management).
In-Person Class Time:	N/A
Classroom:	N/A
Instructor:	Paolo Saona
Instructor's Email:	paolo.saona@slu.edu
Instructor's Phone:	(+34) 91 554 58 58, ext. 251
Office:	PAH-top floor
Office Hours:	MTWR, 14:00-15:00 (Madrid time, GMT+2), always under appointment

Course Description:

1. Description of the job you are expected to fulfill.
2. Contribution you hope to make to the firm or department.
3. Personal goals you hope to achieve and the skills you hope to develop.
4. How you expect your internship to relate to what you have learned as a student of international business.

2) Behavioral Interviewing Questions

Each week you will need to answer one of the behavioral interview questions listed on the last page of this syllabus. You can choose the question you want each week, but your **answers must pertain to your current internship position.**

3) Weekly Analysis

Each week you must submit a problem or procedure analysis to the **Faculty Course Advisor**. This is an analysis, not a

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6) Work Sample

Students must submit a sample of their work. This will vary from student to student, depending on the nature of the internship. It can be a spreadsheet, a website, a press release, a report, etc., but prior approval of the artifact by the Internship Coordinator and Faculty Course Advisor is required. Include an explanation of the sample – explain why you created it and the process you followed.

7) Submitting the Final Project

The final written project you turn in will incorporate all written work you completed for the course (Points 1 – 6 above).

On the job commitment:

1. Student:

- Fulfill the hours and follow the norms set by the company.
- Fulfill the job outlined by the company.
- Maintain contact with your Workplace Mentor and the Internship Coordinator in the manner indicated.

- x Describe the most significant written document, report, or presentation which you had to complete.
- x Tell us about a recent successful experience in making a presentation. How did you prepare? What obstacles did you face? How did you handle them?
- x Describe a time when you made a suggestion to improve the work in your organization.
- x Give a specific example of a time when you had to address an angry colleague or customer. What was the problem and what was the outcome? How would you assess your role in diffusing the situation?
- x Describe a situation when you demonstrated initiative and acted without waiting for direction. What was the outcome?
- x Describe a time when you came up with a creative solution/idea/project/report to a problem in your past work.
- x Tell us about a time when you took responsibility for an error and were held personally accountable.
- x Tell us about some demanding situations in which you managed to remain calm and composed.
- x How do you typically deal with conflict? Can you give me an example?
- x Tell us about a time when you organized or planned an event that was very successful.
- x Tell us about your most difficult sales experience.