

NEBRIJA INTERNSHIP PROGRAM

Centro de Estudios Hispánicos Nebrija

INTRODUCTION

In a global labor market, employers demand flexible and transversal candidates who can adapt to multicultural contexts, so gaining international professional experience is the key to a successful career. Madrid, as the political, business and economic capital of Spain reveals as the perfect place to do so.

Nebrija Internship Program is the option for those students who want to develop their professional competences while studying abroad. Nebrija offers individual assessment and constant follow up to make sure participants make the most of their internships in a variety of positions in different sectors (business, marketing, arts, politics, languages, media, etc.) available.

REQUIREMENTS

Language

As internships run in Spanish, participants must be able to communicate fluently in this language (minimum B2 level of Spanish). Particular cases where this requirement is not fulfilled are to be analyzed by Nebrija staff in case other internship options are available.

Visa

As internships are part of a formative academic project, they are all unpaid so participants only need a Student Visa.

Travel Insurance

Students are responsible to have their own travel insurance valid for the duration of the program.

Liability Insurance

Nebrija will provide a liability insurance for participants valid for the duration of the internship.

PROGRAM STRUCTURE

Fall & Spring Programs

Optional Intensive Spanish course (6ECTS)	24 ECTS	30 ECTS
Internship Course (6ECTS)		
Choice of 3 other courses (6 ECTS each)		

Summer Program

Internship Course (6ECTS)	12 ECTS
Spanish language course (6 ECTS)	



PROGRAM DATES

	FALL SEMESTER	SPRING SEMESTER	SUMMER PROGRAM
Deadline participants send requested documents	Week 2 May	Week 2 September	Week 1 February
Skype interviews with Nebrija Internships Staff	June & July	October & November	March & April
Program begins	Week 1 September	Week 2 January	Week 1 June
Spanish intensive course	Weeks 1&2 September	Weeks 2&3 January	Weeks 1&2 June
Internships confirmation	Week 2 September	Week 2 January	Week 3 May
Internships start	Weeks 3&4 September	Weeks 3&4 February	Week 3 June
Internships end	Internships end date depends on the established work schedule. Internships cannot exceed the program end date.		
Program ends	Week 3 December	Week 3 May	Week 4 July

INTERSHIPS ASSIGNMENT PROCEDURE

Pre-departure information and documents

Once participants are registered in the program and before they arrive in Madrid they are requested to send the following documents:

- Résumé in Spanish (max. 1 page)
- Motivation essay in Spanish indicating expectations and objectives for their internship experience (max. 1 word-processed page).
- Application form where students are to identify 3 sectors of interest for their internship.

Pre-departure Skype interviews

Nebrija Internships Staff will schedule individual Skype interviews in Spanish with the candidates where résumés will be commented and objectives and interests will be discussed in order to find the fittest placement. In case the student's language level does not reach the minimum required other options may be explored but language level is a program requirement and a reason for being dismissed from the internship program.

Nebrija Internships Staff will do their best to place students according to their preferences but candidates accept that selection processes depend on a series of factors including local business trends, opportunities available and companies' needs at the time of the application as well as candidates' level of Spanish, skills and educational and professional background.



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If students change their preferences once the process has begun, they understand and accept that the selection process might be delayed and fewer options might be available. Therefore, students might be placed in a completely different sector and their preferences might not be respected.

Internships confirmation

Once the placement is confirmed, Nebrija Internships Staff will contact the candidates to inform them of the agreements they need to sign as well as other particular requirements determined by the company.

Orientation Sessions

All Nebrija Internship Program students are to take part in the Professional Orientation sessions that will take place onsite at the beginning of the program. Detailed information about Spanish labor environment will be shared and intercultural issues will be discussed in order to prepare students for their internships.

1st day at the placement

Nebrija Internships Staff will take each student to their placement on the first day of the internship and will introduce them to the Company's Tutor.

Internships development

Students will attend the Internships seminars scheduled for their program where Nebrija Internship Instructor will deal with the different contents in the syllabus. These sessions are also a time for a follow-up with each candidate. Apart from the classes, Nebrija Internship Instructor is available for individual assessment and is constantly in contact with the different companies in order to solve any issue that may arise.