

## **Business & Society Internship Program Authorization Form**

Name (Please Print): \_\_\_\_\_

Home Institution: \_\_\_\_\_

Email: \_\_\_\_\_

You and an authorized representative from your home university must sign this form, indicating whether or not your home university will grant you credit for the internship. You are not required to participate for credit but without the acknowledgement by your home institution, you will not be able to participate in the Internship Program. In addition to submitting this form, you must complete the following steps to participate in the Internship Program:

- Obtain a Spanish student visa (see Spanish Visa Application Instructions enclosed in this packet). If you have not obtained this visa, you will not be able to perform an internship in Spain.
- Prepare and send your resume and a cover letter explaining your internship objectives (in English) to the Business & Society Resident Director, Steven Davis (Email address: [steven.davis@ciee-spain.org](mailto:steven.davis@ciee-spain.org); Subject: Internship Program CV).
- Sign a professional letter of conduct and confidentiality agreement on site stating that you will comply with the agreed upon work schedule and assigned responsibilities, maintain a professional demeanor and keep any corporate sensitive information strictly confidential. Failure to comply with the agreed upon terms will result in immediate dismissal from the internship program and a failing grade (if credit is being granted by the home institution.)

All internships are unpaid, part-time positions. If the home university requires that the Internship be directly related to a specific field, please state this in the additional requirements section. This may limit the student's possibility of obtaining an internship.

Internships require 120 work hours, some coursework and additional weekly sessions with the CIEE academic advisor.

If the home institution agrees to grant credit for the Internship, CIEE will recommend a letter grade and three semester credit hours to the student's home institution. Please keep in mind that students will be required to comply with all aspects of the Internship Program, regardless of whether or not the home institution will grant credit.

The Internship Program includes the following components from which grades will be evaluated:

- A 10-page report analyzing and applying academic aspects to the student's internship experience
- A professional journal explaining the day-to-day activities and observations about the internships (evaluated by the academic advisor)
- Weekly Questions & Answers, listing various questions encouraging the student to explain observations and opinions and list vocabulary learned.
- Power Point Presentation, the student will design and present a Power Point presentation presenting a proposed and approved topic before a panel of judges. The topic may be related to the internship position, the company, its products or services, background, industry and/or goals followed by a question and answer session.

- Attendance (to assigned schedule for the Internship as well as the weekly session with the CIEE academic advisor)
- Evaluation from the Internship Sponsor and academic advisor

If there are any additional requirements or modifications required by the student's home institution in order for the student to receive credit, please write them down in the box below. CIEE will review the information and contact the student with regards to their internship eligibility. If you need additional space for comments, please attach a separate piece of paper.

**Home School Advisor:** By completing and signing this form you authorize the student to participate in the Business & Society Internship Program and state whether or not the student will receive credit for said internship. Without this acknowledgement by the student's home institution, he/she will not be able to participate on the internship program.

I authorize the student to participate in the internship program and will award him/her 3 semester credit hours for completing the internship requirements.

**OR**

I acknowledge the student's intention to participate on the internship program, however, he/she will **not receive credit** for said internship and it should not be reflected on the grade report.

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Institution: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Student:** By signing this form I understand that there is no guarantee I will be placed in a working internship. In the case that I am placed in a working internship, I will abide by the terms in the professional letter of conduct and confidentiality agreement and fully participate in the Seville Business & Society Internship Program which includes the following components: 120 hours of onsite work, Professional Journal, weekly questions and answers essays, weekly discussion sessions, 10 page term paper, 15-20 minute Power Point Presentation.

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Institution: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_