

INTERNSHIP PROGRAM INSTITUTO FRANKLIN-UNIVERSITY OF ALCALÁ



Internship

Students will be placed in a sector of their choice: biology, tourism and hospitality, marketing, finance, engineering....

In our globalized world, your internship experience in Alcalá can help you get the job you want after graduating and acquire an international perspective of business.

Your Spanish will improve rapidly and you will gain new business vocabulary, intercultural skills and a better understanding and analysis of other cultures. This unique experience will help you make new contacts and develop a personal and professional network.

Internship objectives and characteristics

Objectives

- To develop professional and intercultural skills
- To gain hands-on experience
- To help you enter full-time employment
- To experience in-depth knowledge of a certain field or sector

- To improve your Spanish language skills, interpersonal relations and build a network of contacts
- To understand how companies work in other countries
- To get international working experience

Characteristics

- Internships are typically from 8:00-1:00 or 9:00-2:00, from Monday to Thursday (these can vary based on the needs of the company)
- Students choose the most convenient internship for their career goals. The process of choosing an internship includes three steps:
 1. Complete an internship application form
 2. Assessment interview to personalize search with our internship advisor
 3. Acceptance of internship

The Franklin Institute-UAH will:

- Facilitate, monitor and evaluate your placement
- You will have an internship advisor who will guide you through the whole experience so you can get the most of it
- The advisor will help you meet your expectations and objectives while you perform meaningful work in the company

The company will:

- Offer a series of tasks that will meet your objectives and expectations
- Inform you about rules, standards, best practices at work
- Supervision, orientation and guidance of the practice
- Final assessment of the practice



Housing

With host families in Alcalá. This setting will allow you to continue practicing your Spanish at home. Housing includes three meals per day and laundry service.



Airport transportation

We will pick you up and take you back to the airport. Please check dates and times in our webpage.



Fieldtrips and cultural visits

You can join us on different fieldtrips and visits on designated Fridays and evenings.



Credits (undergraduate)

Per semester:

- 7 internship credits (40 hours-1 credit)
- 3 course credits to choose from our course list (as an independent study) and professional workshops.



Insurance

You will have medical and third party damages insurance throughout the semester. We will give you a medical card after you arrive in Alcalá.



Public transportation

Every month we will provide you with a monthly pass so you can use all types of transportation (subway, train, bus) in Alcalá and Madrid.



Costs and cancellation policy

The cost of the program is 5.900€, including:

- University of Alcalá tuition and fees
- Housing in Alcalá with a host family
- Three meals per day and laundry service
- Insurance for the entire semester
- Airport transportation at the beginning and the end of the program on established dates and times (please check with Instituto Franklin staff)
- Orientation program
- Fieldtrips and cultural visits
- Monthly transport pass (unlimited use of bus, train, subway)
- Internship (7 credits)
- Independent study and professional workshops (3 credits)
- Advising and supervision (on cultural, academic, in-company issues)
- On-site support

IMPORTANT: There is a 900€ non-refundable fee to be paid (when applying to the internship) two months before the beginning of the program. This amount will be deducted from the total amount of the program.

No refunds will be given once the program has started.

Spring semester 2015

JANUARY

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6	7	8	9	10	11
12 Pick up at the airport	13 Orientation	14 Orientation	15 Independent study	16	17	18
19 Workshop	20 Internship	21 Internship	22 Internship	23	24	25
26 Internship Independent study	27 Internship	28 Internship Workshop	29 Internship	30	31	

FEBRUARY

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2 Internship Independent study	3 Internship	4 Internship Workshop	5 Internship	6	7	8
9 Internship	10 Internship	11 Internship	12 Internship	13	14	15
16 Internship Independent study	17 Internship	18 Internship Workshop	19 Internship	20	21	22
23 Internship	24 Internship	25 Internship	26 Internship	27	28	

MARCH

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2 Internship Independent study	3 Internship	4 Internship Workshop	5 Internship	6	7	8
9 Internship	10 Internship	11 Internship	12 Internship	13	14	15
16 Internship Independent study	17 Internship	18 Internship Workshop	19 Internship	20	21	22
23	24	25	26	27	28	29

Internship	Internship	Internship	Internship			
30 Internship Independent study	31 Internship					

APRIL

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1 Internship Workshop	2 Internship	3	4	5
6 Internship Independent study	7 Internship	8 Internship	9 Internship	10	11	12
13 Internship	14 Internship	15 Internship Workshop	16 Internship	17	18	19
20 Internship Independent study	21 Internship	22 Internship Closing ceremony	23 Internship	24	25	26
27 Workshop Independent study	28	29 End of program. Transport to airport.	30			