

## Global Internship Practice & Seminar ITRN-3006 (6 credits)

### Spain: Social and Corporate Responsibility

*This syllabus is representative of a typical semester. Because courses develop and change over time to take advantage of unique learning opportunities, actual course content varies from semester to semester.*

#### Course Description

This immersive, six-week internship invites students to explore the intersections of social and corporate responsibility through hands-on engagement with organizations committed to sustainable practices, ethical governance, and social impact. Grounded in critical reflection and real-world experience, students will examine how corporations and organizations can address societal issues while balancing profit, people, and the planet. Through placements with corporate and nonprofit partners, regular dialogue sessions, seminar discussions, and guided academic reflection, students will deepen their understanding of responsible business practices—while building skills in communication, leadership, and ethical decision-making. The aim of the internship is to enable students to gain valuable personal experience, enhance their professional skills, and contribute to the creation of a socially responsible and sustainable future.

#### Internship Placement Process

SIT will facilitate internship placements through its established network of partner organizations, who meet its academic standards and align with health and safety guidelines. Students will intern at a variety of institutions, including local community organizations, research centers, businesses, museums, government agencies, and international NGOs. Previous interns were involved in projects where they organized an event for artists of color, contributed to grant writing for an NGO dedicated to helping the victims of sex trafficking, and wrote articles for the Global Alliance for LGBT Education.

To support the internship placement process, SIT conducts pre-departure meetings and online internship preparation modules. These modules introduce career competencies and guide students through the internship placement process (student interests, familiarization with organizations, application process, interviewing, and final placement). Students are highly encouraged to fully engage in these modules as they prepare for an intensive experience at their internship placement. Final placements and the Internship Learning Agreement must be approved by SIT program leadership.

#### Learning Outcomes

Upon completion of the course, students will be able to:

- Articulate the knowledge and skills they developed through their internship experience.

- Expand their professional network through their relationships with professionals, mentors, and potential employers within their field of interest.
- Collaborate with colleagues/mentors/supervisors to achieve common goals and contribute to organizational success.
- Interact and communicate across diverse professional and cultural contexts.
- Apply problem-solving skills for real-world challenges encountered during the internship.
- Analyze how the socio-political and economic context in Spain shapes the issues addressed by the internship host and influences its work.

### **Language of Instruction**

This course is taught in English. Placements sites are multilingual.

### **Instructional Methods**

SIT's philosophy of education is rooted in experiential learning model, which drives the design of this class. Each module allows for experience, reflection, and application. Experiences range from critical analyses of datasets to site visits and conversations with local experts. These experiences are framed by readings, multimedia texts, and class discussion. Reflection occurs throughout the learning process in various forms, such as verbal debriefs after learning on location experiences to reflexive components in papers/projects. Through reflection, students are encouraged to become aware of their process of learning, to make sense of their experiences, and connect the learning acquired on the program with previous experiences and information. Application activities reinforce learning by practicing communication skills, experimenting with theories, and preparing to transfer learning to future contexts.

### **Required Texts**

Articles on course reserve

#### *Recommended Text*

Switzer, F. and King, M. (2013). *The Successful Internship: Personal, Professional and Civic development in Experiential Learning (4<sup>th</sup> Edition)*. Belmont, CA: Brooks/Cole.

### **Assignments and Evaluation**

Brief Description of Assignments (additional details will be made available during the internship orientation program).

#### **Internship Learning Agreement (Three-Parties Agreement, Internship Convention) (5%):**

Preparation of the agreement between the student and internship placement site that outlines objectives, scope of assignment (research activities and/or projects), and the roles and responsibilities of each party to the agreement.

**Internship Reflective Video Journal (20%, 4 uploads @ 5%):** Students will keep a weekly video journal throughout the seminar, reflecting on their personal experiences, challenges, and

growth within their internship. Each video journal entry should be **5-7 minutes** in length and be uploaded to Canvas by the end of each week.

*Confidentiality Note:* As part of this assignment, it is essential that students respect the confidentiality and privacy of the host organization, its staff, and the individuals served by the organization. Therefore, it is essential that you:

- Do not mention the name of the organization or any other identifying information about the organization, including its location, specific programs, or projects, unless explicit consent is given by the organization.
- Do not identify any staff members or individuals served by the organization by name, image, or any other personal identifiers. Any interviews or discussions should focus on general themes, experiences, and lessons learned, without revealing the identities of individuals.
- If any direct quotes or stories from individuals are included, ensure that they are anonymized or consented to by the individuals involved, and their identities are protected.

These provisions are enacted to ensure that the privacy and dignity of all participants are maintained and that the organization's confidentiality policies are upheld. If you have any questions or need clarification about confidentiality or consent, please consult with your instructor.

**Internship Progress and Performance (40%):** This assessment is designed to evaluate your progress and performance throughout the internship. It will assess your professional achievements, personal development, and alignment with the goals set at the beginning of the internship. Your performance will be reviewed based on self-assessments, feedback from your internship supervisor, and the overall contributions you make to the organization. This comprehensive assessment takes place over the course of the internship, following this structure:

*Self-Assessment* (Due at Week 3 and Week 6):

- At the beginning of each feedback cycle (Week 3 and Week 6), you will submit a self-assessment where you reflect on your learning, growth, and challenges so far. In your self-assessment, include:
  - Your key accomplishments and contributions to the organization.
  - Skills you have developed or areas where you feel you still need improvement.
  - How well you are meeting the goals you set at the start of the internship.

*Supervisor Feedback* (Due at Week 3 and Week 6):

Your internship supervisor will complete a feedback form at the midpoint and at the end of your internship. This feedback will evaluate your:

- Professionalism and reliability (e.g., attendance, participation, and punctuality).
- Ability to meet assigned responsibilities and contribute to projects.

- Communication and teamwork with colleagues and supervisors.
- Adherence to ethical and academic guidelines in your work.

*Field Visit Evaluation* (midpoint):

The Academic Director or internship Coordinator will conduct a field visit to your internship organization to assess your progress. The visit will involve a discussion with you and your supervisor, focusing on:

- Your overall contributions to the organization.
- Alignment with the professional and academic guidelines.
- Insights into your growth and areas for improvement.

**Final Portfolio (25%):** The final portfolio is composed of 4 components, detailed below. Rubrics for the final portfolio will be shared with students in-country.

- Representative work samples (15%)
- Revised Resume (5%)
- Linked In Profile (5%)

*Representative Work Samples:* Work samples are tangible examples of the tasks, projects, or achievements completed during the internship. These samples showcase the intern's skills, contributions, and overall performance. The specific work samples can vary widely depending on the nature of the internship. Common examples include reports, data gathering and analysis, presentation materials, marketing assets (website content, social media posts, brochures, etc), training materials, etc. When compiling work samples, consider confidentiality and privacy agreements, ensuring that the materials shared comply with the policies of the internship host organization.

*Revised Resume:* Students will update their resumes to reflect appropriately the knowledge, skills, core competencies, responsibilities, and accomplishments amassed via their internship experience.

*LinkedIn Profile:* Students will create or update their LinkedIn profile to integrate the knowledge skills, and accomplishments from their internship experience.

**Presentation (10%):** Students will prepare and deliver a presentation that reflects on how their internship experience working with an identity-focused organization dedicated to social justice, equity, and inclusion. In this reflection, consider:

- How your personal and professional identity has evolved during the internship.
- The impact of your contributions to the organization.
- The skills you have gained and how they relate to your future career.
- Any challenges faced and lessons learned from the experience.

## **Assessment of the Internship**

Internship Learning Agreement	5%
Internship Reflective Video Journal	20%
Internship Performance	40%
Final Portfolio	25%
Presentation	10%

## **Attendance and Participation**

Due to the nature of SIT Study Abroad programs, and the importance of student and instructor contributions in each and every class session, attendance at all classes and for all program excursions is required. Criteria for evaluation of student performance include attendance and participation in program activities. Students must fully participate in all program components and courses. Students may not voluntarily opt out of required program activities. Valid reasons for absence – such as illness – must be discussed with the Academic Director or other designated staff person. Absences impact academic performance, may impact grades, and could result in dismissal from the program.

## **Late Assignments**

SIT Study Abroad programs integrate traditional classroom lectures and discussion with field-based experiences, site visits and debriefs. The curriculum is designed to build on itself and progress to the culmination (projects, ISP, case studies, internship, etc.). It is critical that students complete assignments in a timely manner to continue to benefit from the sequences in assignments, reflections and experiences throughout the program.

Example: Students may request a justified extension for one paper/assignment during the semester. Requests must be made in writing and at least 12 hours before the posted due date and time. If reason for request is accepted, an extension of up to one week may be granted at that time. Any further requests for extensions will not be granted. Students who fail to submit the assignment within the extension period will receive an 'F' for the assignment.

## **Grading Scale**

94-100%	A
90-93%	A-
87-89%	B+
84-86%	B
80-83%	B-
77-79%	C+
74-76%	C
70-73%	C-
67-69%	D+
64-66%	D
below 64	F

## **Program Expectations**

- Have internships assignments completed on schedule and done according to the specified requirements.
- Comply with academic integrity policies (no plagiarism, cheating or unauthorized use of Generative AI tools like ChatGPT, full compliance to ethical standards is expected).
- Respect differences of opinion (colleagues, lecturers, local constituents engaged with on the internship). You are not expected to agree with everything you hear, but you are expected to listen across differences and consider other perspectives with respect.
- Storing Your Work: Keep several copies of your work as back up and keep one copy accessible to you through an online forum, such as an attachment in your email, the course learning management system, or cloud-based storage. Lost files, deleted drives, or computer crashes are not excuses for late, missing work.
- Personal Technology Use: Off-task usage is not acceptable.
- Internship Communication: Internship documents and assignments will be posted on Canvas or OneDrive. You are responsible for informing the Academic Director about any network-related problems that may influence your participation in this internship.
- Content Considerations: Some texts and activities you will encounter in this course delve into sensitive topics that may be emotionally and intellectually challenging. Our classroom is a space where we can engage with challenging ideas, question assumptions, and navigate difficult topics with respect and maturity. If you are struggling to keep up with the work or participate in the internship because of the nature of the content and activities, you should speak with the Academic Director and/or seek help from counseling services.

## SIT Policies and Resources

Please refer to the [SIT Study Abroad Handbook](#) and the [Policies](#) section of the SIT website for all academic and student affairs policies. Students are accountable for complying with all published policies. Of particular relevance to this course are the policies regarding: academic integrity, Family Educational Rights and Privacy Act (FERPA), research and ethics in field study and internships, late assignments, academic status, academic appeals, diversity and disability, sexual harassment and misconduct, and the student code of conduct.

Please refer to the SIT Study Abroad Handbook and SIT website for information on important resources and services provided through our central administration in Vermont, such as [Library resources and research support](#), [Disability Services](#), [Counseling Services](#), [Title IX information](#), and [Equity, Diversity, and Inclusion](#) resources.

## Course Schedule

*\*Please be aware that topics and excursions may vary to take advantage of any emerging events, to accommodate changes in our lecturers' availability, and to respect any changes that would affect student safety. Students will be notified if this occurs*

## PROGRAM SCHEDULE

### Pre-Arrival Preparation and Placement Process (~4 weeks prior to arrival)

- Students will have an online meeting with program leadership to prepare for the internship application process.
- Students will complete a core competency seminar (~1 hour in Canvas), comprised of a minimum of 4 career competency modules related to the internship experience.
- Students will receive a list of available placements at internship institutions 3-4 weeks prior to arrival. Students will start the application process, which may involve group or individual interviews. Internship placements are finalized after completion of the core competency seminar, generally 1-2 weeks prior to arrival. In the event placement is not finalized prior to arrival, it will be completed on-site during the first week of the program.

### WEEK 1: Introduction to Internship and Social Responsibility in Spain

This week prepares students for their internship experience in Spain and introduces social and corporate responsibility.

- Arrival and orientation to program and Spain
- Internship placement orientation and onboarding: site visit and initial meetings with internship supervisor to confirm internship objectives and relevant projects
- Seminar discussion topic: defining social and corporate responsibility
- Assignment: finalize Internship Learning Agreement

#### Required Texts for Seminar Discussion:

- Reverte, C. (2015). The new Spanish corporate social responsibility strategy 2014–2020: A crucial step forward with new challenges ahead. *Journal of Cleaner Production*, 91, 327–336. <https://doi.org/10.1016/j.jclepro.2014.12.041>
- Lopez, B. (2020). Connecting business and sustainable development goals in Spain. *Marketing Intelligence & Planning*, 38(3), 573-585. <https://doi.org/10.1108/MIP-10-2019-0511>

#### Recommended:

- Switzer, F. and King, M. (2013). *The Successful Internship: Personal, Professional and Civic development in Experiential Learning (4<sup>th</sup> Edition)*. Belmont, CA: Brooks/Cole, (chapters 2, 3, 7), 31-84, 180-200

### WEEK 2: Sustainability and Environmental Responsibility

Students settle into their placements and work on their assignments for the organization and the program. Students will reflect on the challenges and opportunities organizations face in reducing their environmental footprint and promoting sustainable practices.

- Internship (~ 32 hours) and internship-related work projects
- Seminar discussion topic: sustainability and environmental responsibility
- Assignment:
  - Video Journal Entry #1: Reflect on how your internship placement approaches sustainability and environmental responsibility. In what ways does the organization integrate sustainable practices into its operations? What are some of the challenges and opportunities they face in achieving environmental goals, and how do you see these efforts impacting both the business and the community?

Required Texts for Seminar Discussion:

- Pérez, S., Fernández-Salineró, S., & Topa, G. (2018). Sustainability in organizations: Perceptions of corporate social responsibility and Spanish employees' attitudes and behaviors. *Sustainability*, 10(10), 3423. <https://doi.org/10.3390/su10103423>
- Aguado, E., & Holl, A. (2018). Differences of corporate environmental responsibility in small and medium enterprises: Spain and Norway. *Sustainability*, 10(6), 1877. <https://doi.org/10.3390/su10061877>

### WEEK 3: Innovation and Social Entrepreneurship

Students engage in self-assessment of their performance and reflect on how organizations balance profit and positive social impact. Midpoint visits begin.

- Internship (~ 32 hours) and internship-related work projects
- Seminar discussion topic: organizational identity and advocacy
- Assignments:
  - Video Journal Entry #2: Consider how organizations and businesses can be more socially responsible and innovative at the same time. What entrepreneurial ideas or approaches did you see in action during your internship that contribute to positive social change?
  - Self-Assessment #1

Required Texts for Seminar Discussion:

- Martínez-Conesa, I., Soto-Acosta, P., & Palacios-Manzano, M. (2017). Corporate social responsibility and its effect on innovation and firm performance: An empirical research in SMEs. *Journal of Cleaner Production*, 142(Part 4), 2374–2383. <https://doi.org/10.1016/j.jclepro.2016.11.038>
- Cegarra-Navarro, J.-G., Reverte, C., Gómez-Melero, E., & Wensley, A. K. P. (2016). Linking social and economic responsibilities with financial performance: The role of innovation. *European Management Journal*, 34(5), 530–539. <https://doi.org/10.1016/j.emj.2016.02.006>

Recommended Texts:



- Switzer, F. and King, M. (2013). *The Successful Internship: Personal, Professional and Civic development in Experiential Learning (4<sup>th</sup> Edition)*. Belmont, CA: Brooks/Cole, (chapters 3,4), 50-109

#### **WEEK 4: Social Justice and Community Engagement**

Businesses and organizations play a vital role in promoting social justice. Students will explore how organizations engage with marginalized groups, foster diversity, and address systemic inequalities initiatives and partnerships. Midpoint visits conclude.

- Internship (~ 32 hours) and internship-related work projects
- Seminar discussion topic: working in a community, working for a community, working with a community.
- Assignment:
  - Video Journal Entry #3: Reflect on a community engagement initiative you observed or participated in during your internship. How did the organization collaborate with local communities, and what role did corporate responsibility play in this process?

Required Texts for Seminar Discussion:

- Rodríguez-Fernández, M., Gaspar-González, A. I., & Sánchez-Teba, E. M. (2020). Sustainable social responsibility through stakeholders engagement. *Corporate Social Responsibility and Environmental Management*. <https://doi.org/10.1002/csr.2023>
- Madueño, J. H., Jorge, M. L., Conesa, I. M., & Martínez-Martínez, D. (2020). Relationship between corporate social responsibility and competitive performance in Spanish SMEs: Empirical evidence from a stakeholders perspective. *BRQ Business Research Quarterly*, 19(1), 55-72. <https://doi.org/10.1016/j.brq.2015.06.002>

Recommended

- Switzer, F. and King, M. (2013). *The Successful Internship: Personal, Professional and Civic development in Experiential Learning (4<sup>th</sup> Edition)*. Belmont, CA: Brooks/Cole, (chapter 8), 209-249.

#### **WEEK 5: Ethical Leadership and Decision-Making**

Ethical leadership shapes decision-making and promotes responsible business practices. Students will explore frameworks for making values-based decisions in leadership positions.

- Internship (~ 32 hours) and internship-related work projects
- Seminar discussion topic: values and mission-driven leadership and decision-making
- Assignment:
  - Video Journal Entry #4: Think about the leadership style of the individuals you worked with during your internship. How did they demonstrate ethical leadership? How can ethical leadership influence decision-making and corporate culture?
  - Final Portfolio: Drafts of revised resume and LinkedIn profiles due for peer review

Required Texts for Seminar Discussion:

- Alonso-Almeida, M. del M., Perramon, J., & Bagur-Femenias, L. (2017). Leadership styles and corporate social responsibility management: Analysis from a gender perspective. *Business Ethics: A European Review*, 26(2), 147–161.  
<https://doi.org/10.1111/beer.12139>
- Czerniachowicz, B., Lis, A., & Wieczorek-Szymańska, A. (2018). *The relationships between leadership and corporate social responsibility: Systematic literature review*. Nicolaus Copernicus University Repository. <http://repozytorium.umk.pl/handle/item/5334>

**WEEK 6: Final Integration and Reflection: Completing Your Internship Journey**

Students wrap up their internships, associated work projects, and program assignments.

- Internship (~ 32 hours)
- Assignments:
  - Presentations
  - Self-Assessment #2
  - Final Portfolio Due