
Internship

Professor: Luz Parrondo

Office hours: by appointment

Course Type: Elective

Course Description

Internship is a course which shows the real-life, practical side that happens in finance positions. It is a requirement in this Master in order to graduate, will be graded and this grade will be included in the student's mark for this course.

During the course the student will explore professional opportunities on our job board, where he/she will be able to look for internships and job offers. The next step in fulfilling the career plan

The Career Advisor is a reference point that supports the student on her/his path. They will provide the student with tools, resources, and activities to help them to undertake the professional direction of their choice.

Finally, the required work experience (Internship or Full-Time position) in order to graduate from the Master is also considered a part of this course and is included in the evaluation criteria

Evaluation Criteria

- Activities related to career development are evaluated during the academic year (i.e. attendance to careers' seminars, development of the CV, etc.)
- An educational cooperation agreement must be approved by the professor in charge and signed by the school, the firm and the student.
- Students obtain a final grade of between 0-10.

Evaluation item	Weight in the final
Initial stage (preparing the CV, careers' seminars)	10%

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and searching the company)	
Final report	40%
Final evaluation report of the partner business guardian	50%

Methodology

Students must fulfil the phases of the Internship Course listed in the Calendar and Contents section. To do so, they must comply with the following commitments which they sign at the beginning of the course:

- 1) The student must attend the training sessions organised by Careers Service, and the information sessions to prepare the internship application process, as well as prepare the documentation that will be required for these sessions.
- 2) The student must answer all communications about internships, and take any required action. The absence of response or action will be understood as the student is not interested in fulfilling the internship requirements, and will affect the final evaluation of the subject.
- 3) If the student has not actively responded to any of the program communications or taken any of the required actions by the 31th of March 2022, the program direction will understand that the student is not interested in fulfilling the internship requirements, and this will affect the final evaluation of the subject potentially leading to a Fail grade.
- 4) The students will be able to do extra-curricular internships before the third term, as long as the internship does not interfere with the program schedule, and the tasks are related to the contents of the program.
- 5) Once the student has started the internship, he/she will not be able to apply to other internship offers. The student will not be able to stop the internship to start a new one. If any of these cases occur, the programme direction may consider that the student has breached the internship agreement and will not pass the subject.

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- 6) At the same time the student has to responsibly fulfil the internship requirements regarding punctuality, attitude, and tasks. The student has to complete the period of collaboration that has been signed in the educational agreement.
- 7) The student has to know and fulfil the educational project behind the internship. He/She will follow any indications given by the internship tutor assigned by the company, and will be supervised by the academic tutor.
- 8) The student has to be in touch with the academic tutor during the duration of the internship and communicate any event that may occur.
- 9) The student will produce a Final Report that will be sent to the academic tutor through the programme established systems. The Final Report has to be sent before the 15th September 2022.
- 10) The Barcelona School of Management will send an evaluation questionnaire to the internship tutor at the end of the internship. The tutor will have to return the questionnaire completed by the 15th September 2022. The student takes responsibility to follow up and make sure the tutor returns the questionnaire by the deadline.

Phases	Objectives and results	Calendar	Methodology
Preparing the CV. Career service seminars Interview with the Internship&Careers' service	Identifying the professional profile and objectives	First half of the academic year	Individual interview
2. Internship search process	Active search of the organization. Sources: By autonomous search / through ESCI-UPF Internship Job Market. Result: Each student is assigned to an organization to perform a training project.	March-J	Individual work (Interviews with the organization)

3. Placement in the organization	Work within the organization developing the training project. Outcome: The student works with the organization and produces the final report.	150 hours minimum Before 15 th September 2022	Internship in the organization Individual work
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Reading Materials/ Bibliography/Resources

- Students will be called to the Internship & Careers' services seminars and individual meetings.
- Internship offers will be posted on Campus Global.
- Besides the programmed meetings, individual tutoring will be offered when required.

Bio of Professor

Luz Parrondo is a finance-accounting professor, head of the finance department and director of the Postgraduate in Blockchain and other DLTs at UPF-Barcelona School of Management. PhD in Economics, Finance and Management awarded by Pompeu Fabra University (UPF).

As a researcher, she specializes in the study of financial management, with special emphasis on the impact of new technologies in the financial, accounting and auditing sector, in profit management, risk management and corporate social responsibility.

Since 2015, she coordinates the professional journal RCD and works for the REA technological commission. As a professional, she worked as Financial Controller and as a Financial Manager in several SMEs in Barcelona

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