



Regulations of External Internship

Master in Innovation and Tourism

Marketing

The purpose of this regulation is to define a framework for action, to clarify, guide and organize the Internship program in the companies/firms/institutions that welcome the Master in Tourism Marketing and Innovation - MIT students. This Internship is part of the Master's Program Degree as the Module: Practice Development and as an Optional Subject) as well as all the activities and processes connected to them.

This regulation complements the former one approved by the Universidad Católica San Antonio for all UCAM students' Curricular Internship in companies/firms/institutions.

I. GENERAL RULES

Article 1- Concept of Curricular Internship in MIT companies

The internships in companies have the purpose of allowing the students to complete their multidisciplinary training by means of the implementation of the knowledge and competences acquired in the Master' study plan.

External internship does not involve any wage or contract liability for the company although the student can receive any type of reward or help for everyday transport.

Article 2- External Internship

There are two types of external internships:

1. Curricular Internship. The Curricular Internship in companies are integrated in the Study Plan, they must be academically monitored and they are acknowledged with 6 ECTS (150 hours practice).
2. Extracurricular internship, carried out by the student voluntarily, and they are not part of the Study Plan.

II. GENERAL REQUISITES

Article 3- Student Requisites

1. To carry out the curricular internship, the student must be enrolled in the current course of the *Module: Practice Development and choose the Optional: External Internship* (Module – MIT).
2. Due to the involvement of the activities connected with the practices in companies, we recommend that for their fulfillment, the student must have

passed all modules of the first semester, in order to integrate in the internship most of the knowledge and competences acquired during the process of training.

Article 4 - Company Internship Requirements

Curricular or Extra-curricular Internship:

- a. Must be carried out in a company, institution or public or private entity with which UCAM has an agreement.
- b. In case the student wishes to carry out the curricular internship in a company with which the UCAM has no Educational cooperation agreement, he must provide the responsible person of the internship with the company contact data (Annex 2).
- c. The internship must be monitored by a university internship internal tutor and an external tutor belonging to the company.
- d. Must take place in either two semesters of the academic year, and/or during the summer, according to the article 3 of these Regulations.
- e. Must have defined an Educational Project, according to what is established in article 5 of these Regulations.

Article 5 – Educational Project

1. Every External Internship Educational Project must establish the educational targets and the activities to be carried out, according to the basic, generic or specific competences the student must achieve.
2. The Educational Project must be known by all those involved in the development of the internship (student, academic tutor and external tutor). Therefore, it will be included in all Annexes related to every practice.

III. INTERNSHIP RESPONSIBLE COMMISSION (CRP)

Article 6- Nature and Constitution

1. The Internship responsible Commission of the Master is responsible for organizing and managing the internships of the degree in companies, as well as monitoring them.
2. This commission will be formed by the Vice-Dean, assistant manager and the internal tutor of the master. Eventually, the CRP could consider convenient to invite a students' representative to take part in the workshops or meetings.

Article 7- Master CRP Functions

The CRP functions are:

- Organize and coordinate the internship development in the master companies.
- Publish in the virtual campus, both these Regulations and all the documents related to the call process, assignments, tracking and assessment of the External Internship.
- Call for an information session to make public to the students the Call for Internship, its target and these Regulations. For distance learning students we will carry out a video conference.
- Assign any of the students to carry out the internship a company, according to Art. 10 of the current Regulation.
- Announce both the SOIL and the students the companies' assignments.
- Inform the SOIL about the companies with which there is an agreement and it is not advisable its expansion, stating the reasons.
- Held a meeting regularly in order to supervise the internship development.
- Check for the internship development and perform corrective actions if necessary.
- Solve the incidents or claims that may arise during the internship time.
- Manage the incidents or claims that arise due to change of company, both demanded by students and/or companies.

IV. INTERNAL INTERNSHIP TUTORS

Article 8 – Assignments

At the beginning of each course, the managing team of the master will appoint the internship internal tutors and will inform the SOIL about this appointment.

Article 9 – Responsibilities

The internship internal tutor is responsible for:

- Getting in touch with the students and check for the correct application form data and for their validity.
- Developing the start-up of the internship.

- Carrying out the monitoring and quality control of the activities carried out by the student in the company.
- Maintaining the relationship with the SOIL responsible person.
- Communicate to the MIT – CPR the incidences or complaints that may arise during the internship.
- Provide the students with the necessary guidelines to perform the internship in the best conditions.
- To establish an assessment or grade for all the students, according to what is stated in the Art. 13 of this Regulation.
- To perform an Internship final report which will show in detail the strong and weak points of the internship and the incidences.

V. INTERNSHIP DEVELOPMENT

Article 10- Assignment of MIT internship firm

1. Students wishing to perform the internship in a firm must submit the Internship Application form and updated CV before the end of March to the External internship responsible teacher.
2. The MIT responsible person will assign a firm to any of the students interested so as to carry out the internship in due period.
3. This information will be submitted to SOIL, where the “Internship Annex” will be prepared and handed out to the student to be signed and then to the intern and external tutors. The student will be allowed to start the internship once the document has been collected.

Article 11- Students’ Commitments and Obligations

The student enrolled in the *Practicum* has the following commitments:

- Meet the procedure described in this Regulation.
- After two weeks from the beginning of the practices, we understand that the student agrees with the internship development, and from that moment there will be no option to change the assignment.
- Collect or send by means of SOIL the Internship Annex, before the beginning of the practices, which must be signed in duplicate by both the internal and external tutors and bring back a copy to the SOIL by the student on the first day of the

Internship (the other copy is for the firm or company). The student will start the internship once this document is collected.

- Get in touch with the internal tutor **at the beginning of the internship** to provide him with the external tutor data and email address.
- Achieve with diligence the activities assigned by the firm or entity, according to the guidelines established and keep confidentiality in the matters related to the firm internal information.
- Communicate to the internal university tutor any incidence that may arise during the internship time.
- Once the internship is finished, and in order to pass the subject, the student must fulfill and hand out the following information:
 - **Internship Report**, done according to the instructions in Annex 3 of this Regulation. It must be carried out in digital format .doc or docx (Word doc) and submitted **only** through virtual campus.
 - **The Student Assessment Report**, questionnaire answered by the student about the internship experience. One week before finishing the internship period, the student will get in touch by email with the internal tutor and this one will provide him with the URL from which he/she will fulfill the questionnaire **online**.
 - **Summary** of each of the conferences attended.
 - **Assessment Report of the external tutor**¹ in the firm. It will consist of a questionnaire about the tutorized internship carried out. At the end of the internship period, the internal tutor will provide the firm tutor with the URL from which he/she can fulfill the questionnaire online.

The deadlines established for the documents submission are:

- Curricular internship: 15th July
- Extracurricular internship: 31st August

In case the student has not submitted the documents in the date settled as deadline, the grade will be FAILED and he will have to enroll again.

¹ This assessment report must be completed by the person who has carried out the student monitoring and orientation process during the internship period, no matter it is not the same person who signed the agreement.

VI. INTERNSHIP REPORT

Article 12- Contents and Format of Internship Report

1. The contents of the Internship report must meet the instructions in Annex 3
2. The format for the presentation of the report must meet instructions in Annex 3

VII. ASSESSMENT

Article 13- Internship students' assessment system

The assessment will be carried out by the MIT internal tutor(s) according to the report submitted by the student, the external tutor assessment and student assessment.

The percentage of the final grade will be:

- Development of the internship in the firm assigned: 60%
 - MIT Internal tutor report according to the information sent by the external tutor: 20%
 - External tutor report: 40%
- Internship report: 40%
 - Structure and presentation: 20%
 - Contents and Quality: 20%

VIII. ERASMUS-PRACTICE STUDENTS

Article 14- Procedure to be followed by Erasmus-Practice Students

Those students, who wish to take part in the program Erasmus-Practice and wish to recognize the *Practicum* subject, must meet the current Regulation in all aspects related to this subject except for:

- The student must look for the firm or institution where he wishes to carry out the internship, get in touch with it and establish the activities to be performed during the internship period.
- The student will communicate to the MIT Internship Responsible Commission the firm or institution data and will provide a description (established by the firm or institution) of the activities to be carried out in the internship period.

- The MIT Internship Responsible Commission will approve or refuse the proposal presented, in terms of fulfillment of commitments and academic requisites established in the subject Teaching Guide.
- This procedure does not release the student from carrying out all the requests the Vice-rectorate of International Relations will establish when it comes to execute its participation in the Eras-Practice program.
- This procedure does not release the student from fulfilling the established commitments related to the practice development in this Regulation, or the presentation of the Internship Report of the firm external tutor.

EXTERNAL INTERNSHIP

**UNIVERSITY MASTER DEGREE IN INNOVATION AND
TOURISM MARKETING**

ANNEX
Annex 1. Application form of Firm Internship for Practical Training
Annex 2. Proposal of Firm for Agreement on Educational Cooperation
Annex 3. Internship Report. Description of contents

