BRINGING MADRID TO LIFE

AN INTRODUCTION TO YOUR MADRID INTERNSHIP PROGRAM
BRINGING MADRID TO LIFE

• Your program
• Preparing for Madrid
• The Placement
• Q&A Session
YOUR PROGRAM

Your Madrid Internship Program includes:

• Preparation for the Internship Consultation Meeting (this presentation!)

• In Person or Skype Internship Consultation Meeting to discuss internship preferences

• In City orientation to prepare you for working in Madrid

• Internship (Mornings, Monday to Thursday)

• Cultural Differences Workshop two weeks into the internship
THE MADRID TEAM

• Almendra Staffa-Healey
  *Madrid Director*

• Nuria Velazquez
  *Placement Director*

• Starting with your initial Skype or in-person meeting with us we are here to support you throughout the placement process and throughout your internship.
CALENDAR

May
- 17th: Arrive in Madrid
- 18th: Morning: Internship orientation
- 21st: Morning: Interviews and 1st day of work at the internship

June
- 5th: Evening: Cultural Differences Workshop
- 8th: Midterm review with EUSA (via Email or in person)

July
- 5th: Internship end
- 6th: ¡Hasta siempre Madrid!
PEPARING FOR MADRID

• Start reading Spanish news, you’ll be asked about what’s going on here.
• Practice your Spanish as much as possible from now until arrival in Madrid: you’ll feel more comfortable in the language!
• If you are thinking of working with children or minors, you need the FBI background check.
Transitioning to a new culture

How to prepare for cultural difference: http://www2.pacific.edu/sis/culture/

EUSA
ACADEMIC INTERNSHIP EXPERTS
STUDYING IN MADRID

• Talk to your university advisor about coursework that you might need to submit to receive credit.
PREPARING FOR THE INTERNSHIP: THE PLACEMENT

- Short term, unpaid professional work experience
- Practical application of academic courses
- Exposure to European working styles
- An opportunity to experience industry from the inside
PREPARING FOR YOUR INTERNSHIP: THE PROCESS
Online Registration

EUSA’s online student Gateway:

http://www.eusainternships.org/gateway/

- Make sure you fill out all segments: PILOT, internship preferences, passport number, etc. As much details as possible please!
PILOT - Personalized Learning Objective Toolkit

• An overview of PILOT: What is it? What for?

• PILOT During the program: Internship Consultation Meeting, Orientation, Midterm review and final Review and Reflect and Learning Statement.

• PILOT During your internship consultation meeting.
Internship Consultation Meeting

After reviewing your PILOT goals and competencies we will assess each of your priorities and placement preferences in an individual meeting.

We will establish three options for the internship based on your interests, based on your language skills and prior academic and professional experience.

After the interview we will send you a follow-up email summarizing our conversation.
YOUR PLACEMENT MEETING

Here are a few things to consider:

- Why are you interested in working in a different language and culture? What do you hope to gain from Madrid professionally and personally?
- What is your level of Spanish?
  - Keep in mind that your level will be a very important factor in determining the type of placement possible for you and the range of duties and responsibilities you will undertake.
- In which field(s) are you thinking of doing your internship? What experience do you have? What academic courses have you taken in the related field?
- What is your main goal for the internship?
- What are your future career goals and how does this internship relate to them?
- What kind of credits do you need for this internship?
Our Placement Team finds an appropriate sponsoring organization for you based on our initial conversation. We only offer you to one organization at a time.

How do we do this? We take in to account:

- your previous work experience
- your academic credentials
- your academic requirements
- your IT skills
- the specific requirements of employers
Provisional Placement

- Once you have had your pre-placement interview with us, a **provisional placement** will be made to you individually via email either before you start the program or when you arrive in Madrid.
- **Details** will include organization name, website, job description, hours, dress and previous student evaluations if available.
- The placement process **can take many weeks** so it is perfectly normal not to hear back from us immediately after your pre-placement interview.
Provisional Placement

- Once in Madrid, an **on-site interview** will be conducted at the organization’s office.
- The placement is provisional at this point because it is contingent upon the success of the **onsite interview with the organization**.
- **Confirmation** will depend on how well you interview.
THE INTERNSHIP

Realities

• You *might* start with less glamorous, administrative work regardless of previous experience.
• This is a short-term, unpaid experience.
• Office environment may be more casual than you’d expect.
• Your supervisor will expect you to be independent and proactive.
• Bigger name doesn’t always mean better placement.
• You might not get your own desk or personal computer.
• Expect to commute to your workplace.
THE INTERNSHIP

Opportunities

• You will get a perspective on the company from within.
• By proving you can handle the small tasks, other doors will open for you!
• You get to test drive a job to see if it’s what you’d like to do in the future…or not!
• Socialization is big in Madrid: you’ll be asked a lot about yourself and you’ll get to know the people you work with.
Opportunities continued…

• You’ll learn more through your own initiative. Push yourself to learn at all times.

• You will be placed based on your priorities & credentials, as well as your level of Spanish.

• There are also internship opportunities in English.

• This will give you a chance to explore new areas of Madrid and commute as any madrileño/a would!
HOW TO SUCCEED

• Good attitude, flexibility and willingness to jump into work - regardless of the task!
• Set realistic expectations for yourself, you are not there to manage the company. This is your time in a short-term professional job in Madrid.
• Remember…everyone has to start somewhere!
WHAT CAN YOU EXPECT FROM EUSA?

• To receive ongoing, individual support from the EUSA internship team throughout the placement period. A practical, professional experience in an organization. Timely responses from the experienced internship team.
• Preparation for your on-site interviews and work environments.
• You may hear about your placement before arrival. However, due to the nature of some industries and supervisors that isn’t always possible.
YOUR PLACEMENT MEETING

How to Prepare for our Meeting?

• Make sure that you have completed the online registration in as much detail as possible
• Review your Résumé in accordance with the EUSA CV guidelines, upload it to the online registration and bring a copy with you
• Research your preferred industries and be prepared to discuss them
• Arrive on time
• Read the Pre-Departure sections of our website
EUSA WEBSITE

WWW.EUSAINTERNSHIPS.ORG

- Read our pre-departure handbook
- Find links to other websites to help plan your time abroad
- Download useful documents
- Find out more information about Madrid
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