

At the Faculty of Tourism and Geography (FTG) of the Universitat Rovira i Virgili (URV), we have always been strongly interested both in ensuring our students receive a practical education and in enabling them to become familiar with and to join the labour market. These goals are achieved via our internships, which are programmes to establish educational cooperation between the University and companies and institutions in the tourism and leisure sector.

Further information about de FTG – URV:

[http://www.ftg.urv.cat/en\\_index.html](http://www.ftg.urv.cat/en_index.html)

Further information about our Tourism Degree:

[http://www.ftg.urv.cat/ensenyaments/grauenturisme/en\\_index.html](http://www.ftg.urv.cat/ensenyaments/grauenturisme/en_index.html)

Two forms of internships or training programmes are available to our students: curricular internships and extracurricular internships. Curricular internships are established as such in the curriculum and therefore involve academic recognition. Extracurricular internships, on the other hand, are not established in the curriculum. With this type of internship, students pursue the same objective as for curricular internships by completing voluntary internships.

The curriculum of the Degree in Tourism at the FTG of the URV includes courses entitled Internship I and Internship II. Internship I is completed during the third academic year and Internship II is completed during the fourth. Each Internship comprises 275 hours and counts for 12 academic credits. These courses are compulsory for all students.

In addition, students can choose to complete extracurricular internships for a maximum of 750 hours during each academic year.

The Internships are governed by the following regulations:

- The Statute of the University Student, which was passed by Royal Decree 1791/2010 of 30th December.
- Royal Decree 592/2014 of 11th July, which regulates the academic internships of university students.
- Regulations on the internships of URV students passed by the University Senate on 20th December 2012 and modified on 7th March 2013.
- The FTG's own regulations on internships, passed by the Faculty Board on 12th March 2013, which specifically regulates curricular internships.

By combining the curricular and extracurricular internship modalities, the FTG aims to establish) the possibility of longer internships (i.e. a minimum of 4 months) at international tourism facilities. This modality of internship will be called Executive Internships.

## **EXECUTIVE INTERNSHIPS**

### **Aim**

The aim of these internships is to enable undergraduate students of Tourism to conduct international mobility while gaining the knowledge, experience and skills typically acquired on internships at an institution or company committed both to training future professionals in the tourism industry and facilitating their entry into the labour market.

### **Types of collaborating company**

- The headquarters of the UNWTO in Madrid
- International hotel chains or establishments
- Tour operators or other organisations related to travel management
- Public organisms involved in the promotion of tourism
- Any organisation involved in tourism and leisure

### **Characteristics of internship positions and tasks to be conducted**

- The receiving company must appoint a professional tutor to accompany the student and evaluate his or her performance.
- The student's duties should combine technical and administrative business management tasks.
- It is desirable for the student to participate in or attend management meetings.
- The student should participate in or conduct management tasks in several of the organisation's departments in order to acquire an overall view of the management of the business. The internship could be considered as a "cross-training" opportunity or as an assistantship to some management position.
- Alternatively, the student could be assigned to a "special project" for the duration of the internship.
- Some form of remuneration or aid should be made available in order to cover the student's expenses. Alternatively, the student could be offered accommodation or maintenance, or both.
- The professional tutor will need to be in direct contact with the student and the student's academic tutor to provide regular evaluation or feedback.

### **The functions of the professional tutor appointed by the company**

The professional tutor appointed by the company shall be responsible for guiding and advising the student in coordination with the student's academic tutor and internship coordinator at the FTG. Specifically, the professional tutor's tasks will be:

- To keep in regular contact with the intern's academic tutor at the FTG.

- To draw up each student's work plan in collaboration with the internship's academic tutor.
- To introduce the student to the practices of the company and guide them in the tasks they need to conduct.
- To monitor the tasks carried out by the student.
- To help evaluate the student's performance by drafting a report (following a model provided by the FTG) with a qualitative and quantitative assessment of the work done.

### **Period and duration of the Internship**

- The internship shall last between 4 and 6 months at less.
- It shall be conducted in the second semester of the academic calendar and extend into summer, i.e. between and including the months of March and August.
- The students will complete 750 hours (in some cases, these hours may be extended).
- The internships correspond to the completion of subject Internship II of the curriculum of the Degree in Tourism of the FTG (275 hours). The remaining hours will be considered to correspond to the completion of an extracurricular internship.
- If the specific calendar for the internship (starting date, end date and timetable, etc.) has not been outlined in the training project, it will be agreed, under the supervision of the professional and academic tutors, by the receiving organisation and the student assigned to the internship.

### **Candidates**

- The candidates for these internships will be fourth-year students of the undergraduate degree in Tourism at the FTG of the URV who are enrolled on the subject Internship II.
- The candidates will be selected from among students with the best academic performance enrolled in that year.
- The FTG will draft a letter of recommendation for each student selected.
- Students who request this internship modality will write a letter to support their application and draft their curriculum vitae.
- The collaborating organisation may carry out a selection process for students who request the internship at their organisation.
- The selected candidates will present a final report detailing the functions and activities they have performed on the internship and explaining the conclusions they have drawn and the knowledge and competences they have acquired.

### **Supervision and evaluation**

The FTG will appoint an academic tutor who, in coordination with the professional tutor, will be responsible for tutoring and accompanying the student during the internship. The academic tutor will also help to evaluate the student's work during the internship.

Once the training project has been drawn up, supervision of the student during the internship will be conducted periodically by the professional tutor and the academic tutor. These tutors will need to liaise at various stages in the process in order to:

- Exchange information about the student's development, any incidents that have taken place, or any modifications to the training project.
- Exchange useful information about the student's evaluation and any improvements that could be made to the internship. The collaborating organisation will present a final report following a model provided by the FTG (see attached model).

The academic tutor of the URV will be responsible for evaluating the tasks carried out by the student in accordance with the procedures established by the University. He or she will also be responsible for preparing the corresponding assessment report.

The academic tutor will grade the student's performance for this subject in accordance with (among other sources of information):

- The professional tutor's final written report
- The student's final written report

### **Procedure for issuing and signing the academic collaboration agreements**

- As established by Royal Decree 592/2014, of 11th July, which regulates the academic internships of university students, a framework agreement for academic collaboration will be signed by the receiving organisation and the Universitat Rovira i Virgili\*. In some cases, this agreement could be substituted by a training agreement according with the I-Center URV procedures.
- Once the framework collaboration agreement is signed, a specific annex will also be signed which details the training project for the specific internship (including the professional tutor, the academic tutor, the work schedule, timetable, departments involved, the activities to be carried out in each, and the competences to be acquired by the student, etc.)\*.

- The URV and the FTG is responsible for issuing and forwarding the agreements to be signed by the receiving organisations.
- In order to establish this training project, the receiving organisation will complete a form specifying the characteristics of their internship offer\*.

\* Models of these three documents are attached.

### **Proposed action plan (can be adapted to specific cases)**

June -July	Preparation of the guidelines and other documents and Announcement of the proposal internships offered
August-Sept	Deadline for the receipt of proposals
September	Selection process
October	Announcement of selected candidates
Oct - Nov	Legal agreements and logistical arrangement Start of the internship

### **More Information**

If you are interested to participate in this internship program, please contact the internship coordinator of the Faculty

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